



**SUMMER TERM 2022**

**MINUTES of the meeting of the Governors of  
Pulford C of E VA Lower School  
held at the School on Wednesday 18 May 2022 at 6 pm.**

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|-----------------------|--|--|
| <b>PRESENT:</b>       | Mabel Akin- Esho<br>Emma Birtles<br>Emma Grimm<br>Dave Heather (Headteacher)<br>Geoff Huskisson<br>Rev Cate Irvine | Beci Morley<br>Alan Perrot<br>Edward Price<br>Tessa Reece<br>Bill Webb<br>Paul Whittington (Chair) |
| <b>IN ATTENDANCE:</b> | Penny Parkin   | Governance Professional/Clerk  |
| <b>ABSENT:</b>        | Rosie Horsfield<br>Lisa Jacobs   | Apologies received and accepted<br>Apologies received and accepted                                 |

Governors' comments and questions/challenges are in **bold** and responses in *italics*.

The meeting opened with Prayers led by Mother Cate. Item 11 was taken first and recorded in order of the Agenda. Bill Webb left the meeting after this item.

- The Governing Board & Committees are responsible for:**
- Core Area 1: Ensuring clarity of vision, ethos, and strategic direction.**
  - Core Area 2: Holding the headteacher to account for the educational performance of the school and its pupils.**
  - Core Area 3: Overseeing the financial performance of the school and making sure its money is well spent**
  - Core Area 4: Effective Governance Practice**

		<b>ACTION</b>
<b>1</b>	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>It was agreed that the following items would be discussed under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Alison Quick – Clerk</li> <li>• Saints Alive</li> <li>• Joint Project on Trails at All Saints Church</li> </ul>	
<b>2</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest in items covered at this meeting.</p>	
<b>3</b>	<p><b>MINUTES AND MATTERS ARISING</b></p>	

		<b>ACTION</b>
<b>3.1</b>	<b>MINUTES</b>	
	<p>The Minutes of the meeting held on <b>9 February 2022</b>, having been circulated, were confirmed, and signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.</p>	Headteacher
<b>3.2</b>	<b>MATTERS ARISING</b>	
	<p><b><u>Minute 10 Pulford Trust</u></b></p> <p>The Governing Board of Pulford School had approved an application to the Pulford Trust for funding to purchase disability access equipment, replacement laptops and other IT equipment, a new phonics programme and associated aligned reading books, and replacement digital piano. The Headteacher advised that the application had been sent today. The outcome will be reported to the next meeting.</p>	GB Agenda
<b>4</b>	<b>APPOINTMENT OF GOVERNANCE PROFESSIONAL/CLERK</b>	
	<p>The governing board agreed to appoint Penny Parkin as Governance Professional/Clerk.</p>	
<b>5</b>	<b>STRATEGIC MANAGEMENT</b>	GB Agenda
<b>5.1</b>	<b>REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS</b>	GB Agenda
	<p>The Report of the Headteacher, having been circulated, was received by governors. The following matters arose from a discussion and scrutiny of the report at this meeting and the Curriculum &amp; Standards Committee agenda. The Chair of the Curriculum &amp; Standards Committee had previously circulated a report for this meeting.</p> <p><b>A few questions had been raised regarding school uniform. It had highlighted the need to update the prospectus and give additional clarity.</b></p> <p><b>War in Ukraine - A question had been raised as to whether this has impacted the school. Several children are of Russian nationals and so reference to the conflict is being dealt with sensitively and carefully. The overriding message is that the wish is to be on the side of peace.</b></p> <p><b>Slide 10 shows little or no progress for EYFS to Year 2. This is a snapshot from data meetings. The SLT discuss progress more than attainment from the children's starting points. Covid had a significant affect on this year group and the schools have had no comparative data for two years. SATs have been stressful this year and the CBC contextual data pack will be interested to see after the results. The children's starting points are the narratives for this cohort which have been significantly affected. Ofsted would look at how the school responds to the challenges arising</b></p>	Headteacher

*from the pandemic as their inspections are not data driven now and context is everything.*

**Is the school prepared for an Ofsted Inspection?** *Yes as far as we can be and there is a SIAMs inspection scheduled for next year too.*

**How long will covid impact on the school.** *For years rather than months.*

## 6 DATA ANALYSIS

GB Agenda

It was noted at the Curriculum & Standards Committee that this document formed part of the Headteacher's Report which will be presented and discussed at Governing Board meetings.

The Headteacher had reported that whole school attendance is 97% which is slightly down due to residual COVID impacts, both in terms of illness absence but also families taking postponed holidays and the school has wished to offer some flexibility with this.

The headline from the data is that attainment (as in previous recent data sets) is down from pre covid with writing affected significantly. While there are no official data comparisons yet from other local schools, recent moderation meetings indicate a similar pattern across the town and anecdotal evidence suggests this is the same nationally). The Headteacher believed that it is an improving picture, and this is shown in the data set which is more broadly in line with the SIP. There is a significant number of pupils who are on the cusp of reaching level 2 and it is hoped that this will be achieved by the end of the academic year and represented in the next data set.

**A question had been raised regarding the Less than Expected Progress data.** *This was used to trigger interventions if a child, say, slips from a 2 one year to a one. Progress data is reviewed formally every 6 weeks, but in reality is ongoing and constantly informs how resources are divided up.*

**A few particular data points had been questioned including Year 1 Reading and Year 3 Maths as they appeared outliers. It was evident that the school is aware of where children have fallen behind (often through time missed during lockdowns) and is taking actions to improve these areas.** *There are reasons around this and how the day-to-day experiences in the classroom reflected the data.*

The Headteacher had offered a workshop to Governors on how the data is collected and presented and this was welcomed as an excellent idea. Bill Webb will lead this on 13 June 2022 at 2 p.m. via Zoom

All to note

### **SEND Report Data**

The headlines were that following the challenges of lockdown, the SEND provision continued to be a focus. This includes increased

## ACTION

school visits from both parents for reading/talking to children about their work and outside organisations and individuals, work with Jigsaw (behavioural support), two new LC2 workers employed and an advisory teacher specifically for SEND, liaising closely with Mrs Rees.

A recent questionnaire sent to parents of SEND children had produced broadly favourable and positive responses and the school had been able to respond to any particular issues raised.

Training and support is being increased, including ASD training and sessions with Jigsaw planned for this term, as well as medical needs and first aid training being updated this term.

The Pupil Premium Thursday sessions only have two PP children attending these sessions but that other PP children are getting the appropriate support in other areas.

The school has the highest number of EAL children in the town. Extra support is provided for these children, and all have progressed to having a working English ability (i.e., not requiring translation).

There has been very positive parental feedback regarding the provision of the outdoor canopy between KS1 and KS2 and thanks was offered for all who have contributed to making this happen.

### 7 PUPIL & STAFF WELLBEING

GB Agenda

#### Pupil Wellbeing

Pupil Wellbeing has been impacted by every aspect of the pandemic. Various emotional social and pastoral work is ongoing in the school. Staff are pleased to show how caring the school is, but this takes significant time for staff and stretches the capacity of the staff team.

#### Staff Wellbeing

Staff Wellbeing gives a sense of being stretched and the shortage of TAs is having a significant impact.

**The school must make sure it is clear to staff when changes are likely. Governors were reminded that if staff talk to them they must be encouraged to raise concerns with their line manager or SLT or Headteacher as Governors are strategic not operational. Agreed we will show clarity.**

### 8 SCHOOL IMPROVEMENT PLAN (SIP) & SELF-EVALUATION FORM (SEF)

GB Agenda

The Headteacher/Chairs of Committees reported on the progress that was being made towards achieving the objectives contained within the School Improvement Plan at committee meetings:

- The Headteacher had outlined the reasons for the review

## ACTION

the SIP. It is important that Governors are aware of progress so that they can assess the success of the objectives against the agreed success criteria. It is the Board's responsibility to approve and actively support the creation and monitoring of the SIP.

- The Governor subject links are helpful in assessing the success criteria of objectives 2 & 3. It had been reported that progress in objective 3 had been observed in the music curriculum.
- Objective 4 is currently decisions by the LA. Objective 5 has seen clear positive results. It has also felt like a whole school initiative. Objective 6 is ongoing and includes new stocks of books and a focus on exploring how different faiths work. The school is also investigating an organisation called Anti-racist School to ascertain whether it's a useful resource for the whole school.
- The school is keen to show diversity and inclusion, to improve access for wheelchairs around the whole building. A priest had visited the school from Sweden and most countries are represented in this school.

**In objective 3 a question was raised regarding how data was cascaded through the school in order to inform all staff of what actions are required.** *It had been confirmed that staff have access to this data and that a holistic approach to developing the curriculum ensures that nothing is looked at in isolation.*

The board thanked the Headteacher for his reports.

## 9 SCHOOL IMPROVEMENT REPORTS

### Maths Deep Dive Feedback

Michelle Geddes from CBC had conducted a Deep Dive Visit for Maths on 2 October 2021. Her overall summary was detailed in the report. At the Curriculum & Standards Committee meeting Governors discussed how those areas are being addressed. Since the visit an action plan has been put in place, additional training has been undertaken, homework has been uploaded to class sites and a Maths Club has been created. The Maths Club has the intent that it will be each Pupil's decision whether they wish to go to it. Along with daily challenges, this is aimed at providing stretch for pupils who need it (& were indemnified in the report as not receiving enough of it). Subject Leads in other subjects are using the template of this visit to undertake similar reviews in their subjects.

Curriculum Deep Dive Assessment – A visit focused on Literacy will take place on 7 June 2022. The Headteacher shared at the Curriculum & Standards Committee the positive impact of the Maths visit and subsequent in-school reviews especially with regard to how it continues to challenge each teacher to review their effectiveness in their role at whatever stage they are in their

GB Agenda

Headteacher

career. He offered to do an audit of feedback from other teachers.

## 10 SLT STRUCTURE FROM SEPTEMBER 2022

The proposal for the Headteacher to move to a part-time contract, working 4 days (Monday to Thursday) w.e.f. 1 September 2022, due to his forthcoming ordination had been discussed at committees. Mrs Rees will be Acting Head on Fridays and will receive an additional increase on the Leadership salary scale to reflect additional responsibilities. There will be a small financial benefit to the school. The Resources Committee had approved the financial element of the plan. ~~The Curriculum and Standards committee had reviewed the impact of the change on the curriculum and approved the plan.~~

I could not see record of this discussion as mentioned in Chair's report for Resources so I will delete

The board discussed the proposal and the effects it would have on the management of the school. The Headteacher explained that he will be ordained at St Albans Abbey on 2 July 2022 at 4 p.m. and all Governors are welcome to attend. He said that his workload had been unsustainable, and he was proposing another model for the school to consider his work in the church. He had previously taught children on a Friday so he had proposed that the Deputy Headteacher would be Acting Headteacher on a Friday. However, he would be available in a crisis or Ofsted Inspection. The Chair reminded governors that the Headteacher's role is operational and is delegated by the board. Governors should raise any concerns at this meeting before agreeing to the proposal.

All to note

**Do you have space in your life for two vocations?** *I am not really sure as I am not very good at saying no. However, I feel I must try. I would have to learn the curate's role for 3 to 4 years and this seems a sensible solution at this time.*

**Are you confident that the by delegating some of your responsibilities to senior leaders that it will not affect the school?** *Yes, and staff are aware of the proposal and in agreement.*

The governing board approved the proposal in principle with the proviso that the Headteacher will be recalled in an emergency as the board must be sure the process is clear from the HR perspective. HR advice will be sought to clarify any concerns and contracts. Governors fully supported the plan and wished the Headteacher every success in his new vocation.

Chair

## 11 BUDGET 2022/2023

The Resources Committee had approved the Budget 2022/2023 and details were shown in the Resources Committee minutes and the Chair's report for this meeting. It had been submitted to CBC by the deadline in May 2022. The board ratified the Budget 2022/2023. The budget forecasts a deficit for 2022/2023 of £7,381 and surpluses of £3,949 and £6,075 in 2023/2024 and

2024/2025 respectively.

**12 POLICIES**

As part of the School's annual schedule, the following policies were presented to committees and approved and ratified by the Governing Board.

<ul style="list-style-type: none"> <li>• Complaints</li> <li>• Computing</li> <li>• Home School Agreement</li> <li>• Home School Communications</li> <li>• Mental Health Policy</li> <li>• Religious Education Policy</li> </ul>	<ul style="list-style-type: none"> <li>• CBC Personnel Handbook</li> <li>• Data Encompassing Policy</li> <li>• Disability Equality Policy &amp; Scheme</li> </ul>
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The polices presented to the governing board at this meeting were as follows and were adopted or noted as guidance by the board:

- English Policy
- School Trips Policy
- Governors' Written Statement of Behaviour Principles – noted as guidance

**13 COMMITTEE MINUTES**

**13.1 RESOURCES COMMITTEE**

Minutes of the Resources Committee meeting held on 26 April 2022, having been circulated were noted.

The following revisions to the Financial Plan were noted and approved:

- The school ended 2021/2022 with in-year surplus of £5,968 and a carry forward surplus of £25,358. This was a healthy position given the financial pressures and uncertainties at the start of the year. The Outturn had been submitted to CBC Schools Finance in early March in line with the timetable.
- The SFVS (Schools Financial Value Standard) had been signed by the Chair and submitted to CBC Schools Finance by the deadline.
- Alan Perrott had agreed to take on the Responsible Officer Role which was ratified by the board.
- Playground equipment – The safety review has been undertaken and remedial works completed including the removal of unsafe items. A review is underway with School Council on how to improve the equipment. The estimated cost is £40K, but more details will be shared as the plan

develops. An application will be submitted to the Pulford Trust in due course.

- The annual tree survey has been completed, which identified some works to be undertaken. These are underway.
- Schools Capital Allocation approval for £44k has been received from the Diocese for the canopy to connect KS1 and KS2 buildings. Governing Board will need to provide 10%, which will be within the Devolved Formula Capital allocation for 2022/23. The plan is to complete the works over the summer holidays, and it is understood that planning permission is not required.
- Environmental Health undertook a spot check of the kitchen on 18 February, which gave it 5 stars.

### **13.2 CURRICULUM & STANDARDS COMMITTEE**

Minutes of the Curriculum & Standards Committee meeting held on 26 January & 3 May 2022, having been circulated were noted.

### **13.3 APPEALS & ADMISSIONS COMMITTEE**

This committee had not needed to meet.

### **13.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet.

## **14 REPORTS**

### **14.1 REPORT OF THE CHAIR**

The Chairman had not taken any action under emergency or delegated powers.

### **14.2 GOVERNOR SUBJECT LINK UPDATE**

Governors had been encouraged to make appointments to carry out the subject link role this term, and to submit reports from any recent visits. The vacant positions had been highlighted at the Curriculum & Standards Committee and, subsequent to the meeting, Mabel Esho has offered to be Numeracy Link Governor, which is most welcome. The importance and value of these visits both to the school and also to a Governor was emphasised.

Reports from PP/SEND, Library and PHSE were presented to the Curriculum & Standards Committee. Headlines from the Library visit is that it is now open again and is getting more use. It was felt that the wrap-around care provided by the school is currently in a really good place. Particularly positive feedback for Luke Dunstan has been received from parents and he has offered to submit a



## ACTION

report on the extra-curricular sports provision.

The following reports had been previously circulated and were noted by the board:

- RE, Science, Library, Pre-school, SEND (9 March 2022 & summer term), Literacy & Music & PE.

Governors were thanked for their reports which make a significant contribution to the school. As highlighted in Minute 8 it is important that Governors are aware of progress so that they can assess the success of the objectives against the agreed success criteria. It is the Board's responsibility to approve and actively support the creation and monitoring of the SIP.

**These reports are very positive and show up different nuances in the school. Children can relate to other adults in school. The school has enabled children post covid and identified the gaps in social and emotional which gives a better view of the school. The main challenge is that Governors and the staff have the challenge of arranging these visits around their work. There is a lot of skill on this board to support the school. Everyone is working together for the very best for the children.**

### 14.3 REPORT OF SAFEGUARDING GOVERNOR

Emma Birtles, Safeguarding Governor, reported that the Single Central Record had been checked last term. She will report to the board with amendments to Safeguarding for the autumn term.

E Birtles

The clerk agreed to send her a template for a Safeguarding Governor Report. The clerk will circulate the updated KCSIE when the final version for September 2022 has been published.

Clerk

### 14.4 REPORT OF SEND/PUPIL PREMIUM GOVERNOR

Beci Morley, SEND/Pupil Premium Governor, reports had been previously circulated and were noted by the board.

### 14.5 HEALTH & SAFETY GOVERNOR

Emma Birtles, Health & Safety Governor, had completed a Health & Safety visit with the Headteacher last term and no issues were identified.

### 14.6 TRAINING & DEVELOPMENT GOVERNOR

A Training & Development Governor will be appointed in the autumn when all appointments are reviewed.

Emma Grimm left the meeting.

**ACTION**

**15 ANY OTHER BUSINESS**

**15.1 ALISON QUICK – CLERK**

The Governing Board recognised the exemplary contribution of Alison Quick as its Clerk over the last few years and thanked her for her unstinting professional efforts to ensure that the Board was well served.

**15.2 SAINTS ALIVE**

A Governor had previously drafted an article for Saints Alive from the Governors perspective. Edward Price agreed to draft the next article for a deadline of 15 November 2022 as the previous Governor was no longer a member of the board.

E Price

**15.3 JOINT PROJECT ON TRAILS AT ALL SAINTS CHURCH**

These take place for Harvest, Christmas & Easter. This promotes RE in the community and allow children that do not always access the parish church to become involved. A Governor will be needed to volunteer for the Harvest Festival as volunteers for this project has been impacted as volunteers have been nervous to take part due to covid.

All to note

**16 DATES AND TIMES OF FUTURE MEETINGS**

**The following dates and times of future meetings had previously been agreed:  
All at 6.00 p.m. Committees will remain on a virtual platform and Full Governing Board meetings will take place in the school hall from the autumn term.**

**Resources**

- 27 September 2022, 17 January 2023 & 25 April 2023

**Curriculum & Standards**

- 4 October 2022, 24 January 2023 & 2 May 2023

**Governing Board**

- 19 October 2022, 8 February 2023 & 24 May 2023

The meeting closed with grace at 7.55 p.m. led by Mother Cate.

Signed ..... Date .....  
CHAIR