



## THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 18 <sup>th</sup> October 2021 at 5:30pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Stephen Bennett, Father Trevor Marshall, Josie Bannister, Rachel Bryan,		
Others in attendance:	Annie Park (Clerk),		
Apologies	Briony Pocock, Liz Coyne,		
<u>Quorum</u> :	5	Quorum met:	Yes

**Meeting Commenced: - 17:32pm**

Item		Action
1.	<p><b><u>Prayer</u></b> The meeting opened with a short prayer.</p> <p><b><u>Welcome, Introductions and Apologies for Absence</u></b> The Chair welcomed the Governors to the LGB. There were apologies received from Briony Pocock and Liz Coyne and these were accepted.</p> <p>The Chair explained that due to her studies Briony Popcock has stepped back to being an Associate member who is entitled to attend meetings but does not have voting rights. The school is putting in place a system to find a new Parent Governor and Community Governor and the <b>Chair will update at the next meeting.</b></p>	JP
2.	<p><b><u>Declarations of interest</u></b> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
3.	<p><b><u>Acceptance of Minutes and Action from September 2021</u></b> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by JP. <b>Chair to sign the minutes and email to the Headteacher.</b></p>	JP
4.	<p><b><u>Matters Arising</u></b> All Actions were noted at the end of the minutes.</p> <p><b><u>Academy Development Plan</u></b> <b>Headteacher to upload version 9 in Half Term following an update.</b></p> <p><b><u>SIAMS Information</u></b> TH confirmed the SIAMS information had been received and he was working through it.</p>	HT

	<p><b>Final Accounts</b></p> <p>The Final Accounts are still not available but there will be an update in finance section from the Finance Committee</p> <p><b>Pastor Steve</b></p> <p>Unfortunately, Pastor Steve has passed away and will be deeply missed by the school. There was a service of thanksgiving and Pastor Steve wrote a letter to the school and part of the letter was about the March and Arundel and this was lovely for the school.</p>	
5.	<p><b>Leadership &amp; Management – Headteacher’s Report (Written)</b></p> <p>The Headteacher’s Report was sent prior to the meeting. The Governors thanked the Headteacher for the excellent report.</p> <p>The Headteacher gave the highlights of the report:</p> <ul style="list-style-type: none"> <li>• Curriculum intent has started to be embedded in the school in terms of learning behaviour.</li> <li>• 5 key areas of intent have been reintroduced along with the reward system.</li> <li>• New introduction of the Chris Quigley Learning Objectives has meant teachers are secure in delivery and their intentions for each lesson</li> <li>• Pupil absence, while above national, is still being impacted by COVID-19 and many new bugs across the school but all absence is authorised and is down to illness.</li> <li>• The school will not hit the attendance target this year due to the illness.</li> </ul> <p><b>Q – On page 2, you say in February you sent out an online survey to all parents, what was the percentage return?</b></p> <p><b>A – Around 50% of the parents. A lot of the parents have multiple children in the school, so this was an excellent return rate.</b></p> <p>The Headteacher explained the survey was about remote learning and was there adequate learning online, could they access it, whether they felt the teacher feedback was appropriate on google classroom compared to previous. There was a presentation on this with the information linked to this. The results were overwhelmingly positive.</p> <p>The Headteacher noted there would be an update on data and quality of teaching at the next meeting as this information cannot be uploaded until the end of November. The school have finished marking papers today.</p> <p>A Governor noted they were very impressed with the 43% of attendance and the teachers were working double time. This is dedication that should be highlighted, and the Governors were delighted to see this.</p> <p>A Governor noted the report was very clear and succinct. This was excellent for the Governors as they could concentrate on the detail clearly.</p> <p><b>Q – Is there anything in the audit report that needs to be carried forward by the Ethos Committee?</b></p> <p><b>A – Headteacher to send embedded documents from the report to the Governors for review. The Headteacher noted that actions will be picked up during staff appraisal.</b></p> <p>A Governor noted that the CPD box was a good tracker for the Governors. The Headteacher explained that the National College is for all teachers and support staff to access up to date training from a range of areas.</p>	HT

	<p>Staff have found this very useful. 95% of the users have logged in and only two people had not logged in, one had two accounts and one is due to leave the school. All teachers have logged in and updated training and all did an additional 1/5 hours on KCSIe.</p> <p><b>Q – What is CPD?</b>  <b>A – Continued Professional Development. This is positive as staff can take accountability for their own CPD and move this forward themselves. The school can track staff members to see who is doing what as part of PPA is keeping up to date with education.</b></p> <p>The Governors noted that this was an excellent indicator to Ofsted that staff are doing up to date training. The Headteacher can create watch lists and can save training for all staff to undertake and this can also be put in place to support staff.</p> <p><b>Q – The Safer Recruitment learning, is this more in depth than the one on The Key?</b>  <b>A – Yes, this is much more in depth. Headteacher to add Governors to the system.</b></p> <p><i>RB left the meeting at 17:55pm</i></p> <p><b>Q – Looking at quality of education, in KS1 in the ADP you have the KS1 leader attending the SLT termly is this happening?</b>  <b>A – Yes, they are attending every month and there is a KS1 action plan</b></p> <p><b>Q – In KS2, the Maths Toolkit, this was introduced in September is the Maths Lead monitoring this?</b>  <b>A – The Maths Toolkit was introduced, and this supports any child with additional learning needs from Year 3 to Year 6. This is not being used for any testing or any independent assessed piece of work, but the children are working very well with them. This has been well worth the introduction. During the drop in the SLT have seen the toolkits in action.</b></p> <p>The Chair noted that that the Headteacher analysis of the safeguarding issues are confidential. The headteacher noted that the caseloads of the safeguarding incidents was considerable. There is a lot of work involved in each case.</p> <p>There were no further questions from the Governors.</p> <p><i>RB returned to the meeting at 17:58pm</i></p> <p>The Chair noted that going forward there will be a written Headteacher's report every other meeting. The Headteacher confirmed that the next report will have a focus of the Academy Development Plan and the data charts.</p>	HT
6.	<p><b>Leadership &amp; Management – Staffing</b></p> <p>There are two changes to the staffing. The Teaching Assistant in Early years has resigned and will be leaving on Friday. There is an advert out for an Early Years Teaching Assistant but so far there are no applicants. The Headteacher explained the cover that will be put into Early Years. The other staffing change is that the Bursar will be working for DCAT two days a week after Half Term. The school are advertising for a Grade 3 Admin Assistant and are interviewing this week and have had several candidates. The Headteacher has contacted an Agency and they are looking for an Early Years trained Teaching Assistant. The Headteacher confirmed that they had spoken to the Goodwood Headteachers today and all are struggling to get TAs and teachers. The schools are not getting any applicants and may need to go through an agency. The Headteacher will speak to Teaching Personnel tomorrow. This would be more expensive, and they cannot</p>	

	<p>guarantee the caliber, but this would mean there would be cover in school. The Headteacher noted that the person had to be right for the Early Years setting.</p> <p>The Headteacher noted that COVID-19 and winter colds was having a substantial impact on staffing.</p>	
7.	<p><b>Leadership and Management – Finance</b></p> <p>The Bursar explained the Finance Committee has met this morning to look at the carry forward figures. The financial year runs from September to August. DCAT are working with the Auditors this week and now have provisional figures for the carry forward, but these are subject to change if the Auditors find anything. The carry forward from last year is high for Pupil premium as the funding could not be spent last year as the staffing resources was not in place as the pupils were in bubbles and the usual PP work did not happen. PP also subsidises trips and these also did not happen last year, and Play Therapy also did not take place. The school do not lose the money if it is not spent but this needs to be spent on the current pupils and the Finance Committee have put together a spending plan.</p> <p>The school are looking at investing in mental health and wellbeing such as the counselling service and all spending will be tied into the Academy Development Plan. There is also a carry forward in the Sports Premium as there have been no sporting events and no swimming.</p> <p>In terms of the unrestricted funds this is slowly going down and since last year this is around £17,000 (seventeen thousand pounds) lower but this was the spending on the Chrome Books and Trolleys to enable the school to facilitate remote learning.</p> <p>The Chair noted the school were awaiting the final budget figures for last year's accounts but there were no surprises expected. The Governors should know by the December meeting the final accurate picture.</p> <p>The Chair explained that in the Need to Know had stated that the Pay decisions had to be agreed by the 20<sup>th</sup>. The Headteacher explained that all performance management was postponed until tomorrow and would let the Governors know about a Pay Committee. There is a reserve in the budget for any staff who would be progressing, so the money is ready in the budget. The school has not yet received the pay scales for cost of living rises. The Chair asked the LGB to delegate the authority to the Pay Committee to make the pay decisions. <b>The Governors agreed to delegate the pay decisions to the Pay Committee.</b></p> <p>The Pay Committee will be JP, SB, and JB. <b>Headteacher to give Governors a date for a virtual Pay Committee meeting.</b></p>	HT
8.	<p><b>Leadership &amp; Management – Safeguarding</b></p> <p>The Headteacher noted there was an increase in safeguarding concerns due to the impact of COVID-19 and some very challenging cases in the local community apart from the three listed in the report. A Governor noted that the Safeguarding session that they attended in school was very useful. The Safeguarding Governor noted that they had discussed with the Headteacher the concerns about online safety and monitoring any breaches. The Headteacher explained Smooth Wall to the Governors and the benefits to the school. This monitors any breaches and lets the Headteacher know and tells them which child. This is a new system for the school. This has not been budgeted for this year and is around £1000 (one thousand pounds) and would have to come from reserves this year and then be put on the budget next year. The Headteacher explained that this would be good for the Trust to invest in for all schools. <b>The Governors requested the school to take this from the reserves this year as this needs to be in place quickly and Governors need to certify there is someone who monitors the breaches.</b> The Governors noted this was an essential part of KCSiE.</p>	

	<p>A Governor noted that the <b>Chair needed to speak to DCAT about this and getting Smooth Wall in place Trust wide.</b></p> <p>It has been noted that the Online Safety Policy was out of date and the Chair has personalised a new policy for the school. The Chair will update the policy to include Smooth Wall. The Chair has also updated the GDPR policies to the 2021 version.</p>	JP
<p><b>9 Governance</b></p> <p><b>9.1 Governors Ofsted Preparation</b></p> <ul style="list-style-type: none"> <li>○ There has been monitoring visits on Pupil Premium which will be followed up shortly.</li> <li>○ There has been a monitoring visit on Safeguarding, and this has been followed up.</li> <li>○ A Governor has taken part in a Year 2 trip and will follow this up with a report about the procedures.</li> <li>○ A Governor will be in shortly to discuss the Risk Register vs. Hazards with the SLT.</li> <li>○ There has been an Ethos Committee meeting this term.</li> <li>○ There is an Early Years visit on the 12<sup>th</sup> November.</li> </ul> <p><b>9.2 Governor Monitoring Schedule</b></p> <p>The Chair noted that the Monitoring Schedule has been started and will update this with the monitoring focus headings and when this will be undertaken and put in all monitoring that has taken place and plan the visits, so they are spaced out across the term. <b>Governors to work on the schedule over Half Term.</b></p> <p>The Chair and JB have attended training on Equalities and Diversity. The Governors need an Equality and Diversity Plan update and <b>Chair and JB will review this and bring the update to the Governors.</b> The Headteacher noted there was a section on the ADP regarding diversity and this could be linked to this. <b>Chair to put notes from the training on the GovernorHub.</b></p>		<p>JP</p> <p>JP/JB JP</p>
<p><b>11. Policies for Review</b></p> <p>The Finance Committee have approved the Risk Register Policy. SB gave the LGB an overview of the Risk Management Plan. <b>This will be added to the GovernorHub shortly.</b></p>		JP
<p><b>12 Any other business</b></p> <p>There was no other business.</p>		
<p><b>Date and Time of Next Meeting – Friday 19<sup>th</sup> November at 2pm.</b></p>		

*The meeting closed at 18:45pm*

**Summary of Agreed Actions:**

No	Action	By	Status
1	The school is putting in place a system to find a new Parent Governor and Community Governor and the <b>Chair will update at the next meeting.</b>	Nov 21	
3	<b>Chair to sign the minutes and email to the Headteacher.</b>	Nov 21	
4	<b>Academy Development Plan</b> <b>Headteacher to upload version 9 in Half Term following an update.</b>	Nov 21	
5	<b>Q – Is there anything in the audit report that needs to be carried forward by the Ethos Committee?</b>	ASAP	

	<b>A – Headteacher to send embedded documents from the report to the Governors for review.</b> <b>The Headteacher noted that actions will be picked up during staff appraisal.</b>		
5	<b>Q – The Safer Recruitment learning, is this more in depth than the one on The Key?</b> <b>A – Yes, this is much more in depth. Headteacher to add Governors to the system.</b>	Nov 21	
7	Headteacher to give Governors a date for a virtual Pay Committee meeting.	ASAP	
8	A Governor noted that the Chair needed to speak to DCAT about this and getting Smooth Wall in place Trust wide.	Nov 21	
9.2	<b>Governor Monitoring Schedule - Governors to work on the schedule over Half Term.</b>		
	<ul style="list-style-type: none"> <li>The Governors need an Equality and Diversity Plan update and Chair and JB will review this and bring the update to the Governors.</li> <li>Chair to put notes from the training on the GovernorHub.</li> </ul>	Nov 21 ASAP	
11	SB gave the LGB an overview of the Risk Management Plan. This will be added to the GovernorHub shortly.	Nov 21	



Signed

Date 19<sup>th</sup> November 2021