



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 1 st March 2021 at 5:00pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Mary Isgar, Briony Pocock, Rachel Hawes, Liz Coyne, Stephen Bennett		
Others in attendance:	Annie Park (Clerk), Kirsty Cass (SENCO),		
Apologies	Rod Hague, Josie Bannister		
<u>Quorum</u> :	6	Quorum met:	Yes

Meeting Commenced: - 17:36pm

Item		Action
1.	<p><u>Prayer</u> The meeting opened with a short prayer.</p> <p><u>Welcome, Introductions and Apologies for Absence</u> The Chair welcomed the Governors to the LGB. There were apologies received from Rod Hague and Josie Bannister and these were accepted. The Chair noted that this would be Mary Isgar's last meeting. The Chair thanked Mary for all her hard work with the school over the years. The Chair welcomed Stephen Bennett, new Foundation Governor, to the Governing Board. The Chair explained that he had approached the Reverend Trevor who had suggested Stephen to the Board. The Chair confirmed that Rod Hague would be the Mentor Governor for Stephen. The Board introduced themselves to the new Governor. Stephen introduced himself to the Governing Board.</p>	
2.	<p><u>Declarations of interest</u> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors. The Chair confirmed that all members of the Governing Board had signed the Code of Conduct and completed their Trust Declaration of Pecuniary Interest.</p>	
3.	<p><u>Acceptance of Minutes and Action from 25th January 2020</u> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by MI and seconded by JH. Chair to sign the minutes and email to the Headteacher.</p>	JP
4.	<p><u>Matters Arising</u> All Actions were noted at the end of the minutes.</p> <p><u>Abbreviations Sheet</u> – The Clerk noted that the abbreviations sheet was being updated and would be sent out by the end of the week.</p> <p>There were no other matters arising that were not on the agenda.</p>	

5. Leadership & Management – SEN Report by the SENCO.

The SENCO shared their computer screen with the Governors and shared the SENCO Report. The SENCO took the LGB through the report. There are 20 children on the SEN (Special Educational Needs) Register. Year 3 has the highest number of SEN children. There is one EHCP in Year 6 and an application for an EHCP in Year 5. 10% of the school is on the SEN Register. Seven children are being monitored for potential SEN currently. There are eight PP (Pupil Premium) and SEN children.

The areas of need vary across the school. There are four main areas of SEN - speech and language; Cognition and learning; social, emotional and mental health and sensory or physical. Cognition and learning needs have the highest number of pupils in the school. The SENCO took the Governors through the Boy/Girl split in the school on the SEN register and noted that the school is predominantly white school and all the children on the SEN register are from a white background. The summer born children are the majority of the SEN children. The Chair noted that the school had a much higher cohort of summer born children.

The SENCO noted there had been staff training and the list of staff skills were extensive. A member of staff has a MA in Education. The Headteacher is the DSL (Designated Safeguarding Lead) and the SENCO and Deputy Head are the Deputy DSL.

The achievement and progress this year have been difficult as assessment was not carried out as planned. There are no SEN children working at the expected standard for phonics. In the end of KS1 tests none of the SEN children met the expected progress. The KS2 results had 40% of the SEN children make the expected progress in Reading and 60% in Maths.

The KS2 progress was -8% in Reading, -43% in Writing and -10% in Maths. The school wants to be as close to 0 as possible. It was noted that when there is a small number of SEN children then each child counts as a large percentage. It is very difficult to show progress for special needs children. The SENCO noted that early assessment was crucial and the school works hard to ensure children are picked up quickly as having potential SEN. There are 7 TAs across the school, including ELSA work and the SENCO manages the TA's for their performance management every term.

The school receives support from a considerable number of outside agencies, including school nurses, occupational therapists, speech and language therapist and a play therapist.

Q – The 0% working as expected, does this mean because of the COVID-19 disruption that the work that would normally be done has not been able to be done?

A – For that year group, they did not meet the expected standard, which is why they are on the SEN register. They have not made the progress that was expected so it is likely they will need support in phonics.

Q – Was this expected?

A – Yes, this was expected, and the end of Year 1 lack of progress was also expected.

Q – So this is not measuring how they are doing with the special support; this is measuring how they are doing against other non-SEN children?

A – Yes, this is the case. This is very difficult as some of these children will never meet national expectations, but they make amazing progress but will not have made the national expectations.

The Governors noted they would like to see how the children are progressing in internal data, to see individual progress.

	<p>The Headteacher explained that Ofsted would see the data before they arrived at the school, which would mean that Ofsted would see no progress being made before they came to the school and then explanations would be given which was a disadvantage. This puts the school in a backward position prior to Ofsted's arrival.</p> <p>Q – In the report, is it possible to put a comments box to note the progress? A – The data comes from a central source. This is what Ofsted see.</p> <p>The Chair noted that once Ofsted come into the school the background and the pupil journey discussions can be have. The Chair asked for the Headteacher and SENCO to add to the report the amount of support that goes into supporting the families of SEN children as a lot of work was done by the school.</p> <p><i>KC left the meeting at 18:13pm.</i></p>	
6.	<p>Leadership & Management – Headteacher's Update on Lockdown, COVID-19 and RSHE update for schools.</p> <ul style="list-style-type: none"> Lockdown Update <p>The school is due to open on the 8th March 2021 and staff have met this evening. Staff will no longer be double teaching from the 8th March. They have been teaching in school and online for the entire term, this has been exceptional online learning for the pupils. The school are looking forward to having the children back in school.</p> <p>The school are not as concerned about the gaps in learning as this has been a shorter lockdown than last time and the staff kept going with the same curriculum and Maths and there have been online lessons. For the school, the concern is the resilience to learning and developing individual learning skills. The children will be back in classes of 30 and they will not have individual parent attention. Reading aloud and handwriting is also a concern.</p> <p>There will be a staggered start and end times from the 8th March. Health and hygiene and strict social distancing will be back in place with a full risk assessment. The school will have year group bubbles in place all day. Teachers will wear masks in communal areas and can wear a mask/shield in class. The children are used to seeing the masks, so this is not an issue. There will be seven different staggered lunch and play times. All subjects will be taught, PE will continue, and music will be slightly restricted. The broad and balanced curriculum will continue. There will not be swimming or forest school at present. Sports Days and Summer Fayres will be looked at later when more information and guidance is available. The desks have been arranged following the guidance. It will take some children time to adjust to this.</p> <p>Q – The staggered times at beginning and end, what about wrap around care A – This will start again on the 8th March. Parents/Carers have to book by Sunday night. There are 3 members of staff and the pupils will be in table bubbles.</p> <p>The Headteacher explained wraparound was care before and after school 07:45am start and 17:30pm close. This helps working parents. The Chair noted that there was specific guidance on wraparound places currently. This is for people with no alternative who have to go back to work. There are strict criteria to places and the places are limited. The Headteacher noted there are a number of restrictions in place and the school are working through these.</p> <p>The Chair explained that contrary to national statistics, that said most schools had around 20% of pupils in school, the March had 48% in school due to the high number of keyworker families. This meant every teacher had children in class and was also doing home learning. The work from the teachers and staff have been exceptional. The Headteacher confirmed that they had attended the Chichester Headteachers Group</p>	

and had seen what other schools were doing for home learning and was very proud of what the school is offering.

The Chair noted that the Finance Committee had looked at what could be done for staff, and the decision had been taken to give them time out of class to give teachers room to breathe as they have been working flat out. The Governors will try and help the Headteacher and staff to make this happen.

- **Relationships and Sex Policy**

This is statutory from September 2021. The School have to teach relationships, health and sex education. The school have brought into a package called KPOW and there will be information and a letter sent out to parents. The Headteacher is very decided that the parents should have as much information as possible on what is going to be taught. The school have to go out to consultation on this. The only part that the parents can withdraw their child from is conception and birth and puberty. There has only been one parent in the last five years that have withdrawn their child. Every six weeks the content will be sent home on what is being taught, the key terminology, and the goals of this so parents are aware of what is being taught. The school will be very scientific about this and nothing should come as a shock. The school will also be looking at economic wellbeing, budgeting and savings.

The Governors felt the letter was very good and very reassuring for parents.

One area that has caused issues in other parts of England is the different types of marriage. The course will look at all different areas of marriage.

Q – Will there still need to be Governor support for this work?

A – Yes, that would be very helpful. JB is already onboard and JH assistance would be very helpful.

The Staff Governor noted that there was a lot of information for Church schools on this topic that will be shared with the staff if this is needed. A Governor noted that there was a small number of ethnic minority background in the school and the school should look ahead to any potential issues. As a CofE school there are potential issues and RH was happy to come in and talk to staff about this.

The Headteacher noted that all parents are able to come and view the videos for the subject prior to the children seeing them. This will be offered very half term as part of the information sharing.

The Chair noted that this is a DCAT Policy. There are actions for the Governors in the policy, and dates that have to be added. **All Governors agreed that the letters could go to parents and all Governors agreed the Relationships and Sex Policy.**

7. Leadership & Management – Finance

The Bursar noted that the academic year and financial year were the same as part of a Trust. The year runs from September to August and the school is midway through the year. All areas of income and expenditure are where the school expected them to be. There have been fluctuations in staffing due to a staff member leaving, supply and maternity. These were all expected and covered. The budget has been revised and DCAT will be uploading this shortly. The current budget will be re-forecasted in May 2021 when the new budget is set.

The focus has been around the additional Catch-up funding and the larger spending on premises. The Catch-up funding was confirmed in September at £16,000 (sixteen thousand pounds) which will be received in two/three blocks. This gives the school £16,000 (sixteen thousand pounds) to spend on targeted Catch-up for the pupils. This will be focused on from the 8th March. The school have a spending plan for this funding including:

	<ul style="list-style-type: none"> • Additional TA hours – around £3000 (three thousand pounds), • Using some part time teachers to do some small group work including PP and SEN. • Will be investing in the school space reconfiguring the small library to divide it into small group areas with new furniture (which will be coming from Central) which will make this a nice environment for small group working. • The teachers will also have additional time for leadership and preparation so part of the funding will go on supply cover. • The school will be investing in Clicker 8 for the chrome books at £1800 (one thousand eight hundred pounds). <p>There were no questions from the Governors on the Finance.</p>	
8.	<p>Leadership & Management – Building & Premises (Inc. Health & Safety)</p> <p>Currently there are DCAT funded works underway including the decking upgrade and replacement, the Year 2 toilets have been redone and reconfigured. This should all be complete by the end of March.</p> <p>The school have had a tree survey. There was a lot of urgent and fairly urgent work listed. There is potentially £5000-£6000 (five to six thousand pounds) of tree work required. The school is slightly delayed due to the boundary issue at the back of the school so this needs to be clarified.</p> <p>There is wooden play equipment in various condition which will require a £3000 (three thousand pounds) spend to make usable. Some will not be repaired; they will be removed as they are not used and are in poor condition. The school are hoping to have this done before the summer term so the children can use them.</p> <p>The field is very wet, and there is a lot of water at the base of the bank. The concern from the Site Manager is the smell and they will be having the water sampled. The easiest way to sort this is to plant some more willows to soak this up. The school need to consider the different planting and potential fencing to the bank area as this is looking unstable.</p> <p>There is a 5 year electrical survey this year which has been budgeted for. This will come after the current building work and there will then be a plan for anything they find.</p> <p>There are a number of areas where the school could not get any WIFI signal and the IT contractor have quoted £4200 (four thousand two hundred pounds) to put WIFI boosters round the school. As the school will be having a better internet cable connected shortly this work will be necessary to ensure all children can work well online.</p> <p>Q – What about cellular data? Can the school use this instead of WIFI?</p> <p>A – When you want 180 children online the cellular signal cannot cope with the traffic, so WIFI is the only option.</p> <p>Q – I saw that it has been a year that the school has been waiting for the new cable, is this likely to be completed soon?</p> <p>A – This has been ongoing. The High Level Complaints Team wrote to the MP and said it would be the 23rd April, but the contractors have said July.</p> <p>The Headteacher noted that the Executive Leader and Chair of the Board of Trustees have been in touch with the DfE and open reach and this has been a very difficult issue as the school can only have two classes online at any one time and this has made home learning complicated.</p>	

	<p>The Chair noted that next year the school would have to look at a new boiler and were looking at green alternatives.</p> <p>The Governors thanked the Bursar for a very comprehensive report.</p>	
9.	<p><u>Safeguarding</u></p> <p>There are no current safeguarding issues. The SENCO and the Headteacher are working on the integrated conference. There is a Child Protection case that will be going on to a CP Plan. There have been extensive meetings on this.</p> <p>The Headteacher noted that there are a number of child protection issues that were being addressed. The teachers are supporting a lot of families with different issues.</p>	
10.	<p><u>Staffing – Pupil premium and Catch-up</u></p> <p>COVID-19 Catch Up Funding/Pupil premium</p> <p>The Headteacher, Deputy and SENCO have put together a full proposal as there are a number of SEN children who are also PP (Pupil Premium). There is additional time being put in place with teaching staff for these children, along with other children who need targeted support to backfill the gaps in the children's learning. There is extensive planning going forward and children will be added as their needs are assessed and gaps are identified.</p> <p>The Chair explained that the Governors need to track progress, and therefore need to see the starting point and the impact of the interventions as the Governors will be held to account for the Catch-up spending. The Headteacher noted that Y2 to Y6 were tested before Christmas, the school has this data and then the children went into lockdown, so the school will be using the Christmas data and working from this point. Year 1 will have phonics and Year 6 will have SATS to give the secondary schools correct data. Year 2-5 will have Puma assessment at the end of the summer term.</p>	
11.	<p><u>New Governor Mentors</u></p> <p>The Governing Board will need to look at the Governor link to subjects going forward, and the Chair will circulate suggestions.</p> <p>The Governors will still be monitoring remotely for the foreseeable future. The governing board will continue to meet remotely this academic year with a view to restart physical visits and meetings into school in September 2021.</p>	JP
12.	<p><u>Policies for Review</u></p> <ul style="list-style-type: none"> Admissions Policy – The Admissions Policy has been out for consultation and this ended on the 31st January. Westhampnett Parish Council wrote to the Chair and noted concern about the children in the village that would not be admitted under the new regulations. The Chair has responded, and the Parish council have not come back. The biggest difference in 2022 policy is the school have stepped away from the traditional catchment area continued to give a higher priority to children in ecclesiastical boundaries of Westhampnett and Oving rather than other children thereby maintains our historical link with Oving. All Governors agreed the Admissions Policy 2022. 	



	<p>The Headteacher noted that the school have had 92 applications, with 42 of these first choice places for September. Had the school not had the ecclesiastical rule then two children in Oving would not have had a place, but this has gone through. The school have stuck to 30 children intake. This is the first time that any in area child has not had a place. There is a high percentage of siblings in the applications. They have the highest priority. The Governors noted that the school needed to expand if it continues to be this popular. DCAT are very supportive of this and are negotiating on the school's behalf to increase the size of the school.</p>	
13.	<p><u>Any Other Business</u></p> <p>Governor Training - JH and JB have completed training on Governance in a Church School with Jan Meyer. This was very comprehensive training. JH has also completed training on Governance in an Outstanding School. The Trust are trying to put together more online training packages. The Chair explained that 'Need to Know' comes out every Monday and there is upcoming training noted. The Chair noted that the Governors were offered training by Jo Saunders on how to move the school to outstanding prior to the pandemic. The Chair will suggest dates to the LGB for the bespoke training from DCAT.</p> <p><u>Date and Time of Next Meeting</u> – 26th April 2021 at 5:30pm</p>	JP

The meeting closed at 19:11pm

Summary of Agreed Actions:

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.	JP	
11	The Governing Board will need to look at the Governor link to subjects going forward, and the Chair will circulate suggestions.	JP	
13	The Chair will suggest dates to the LGB for the bespoke training from DCAT.	JP	

Signed

Date 26th May 2021