



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Tuesday 4 <sup>th</sup> November 2020 at 5:30pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Mary Isgar, Rod Hague		
Others in attendance:	Annie Park (Clerk),		
<a href="#">Quorum:</a>	6	Quorum met:	Yes

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

Item		Action
1.	<p><b><u>Prayer</u></b> The meeting opened with a short prayer.</p>	
2.	<p><b><u>Apologies for Absence</u></b> The Chair welcomed the new Clerk to the LGB. There were no apologies as all Governors were present.</p>	
3.	<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>	
4.	<p><b><u>Acceptance of Minutes and Action from September 2020</u></b> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by RH and seconded by MI. <b>Chair to sign the minutes and email to the Headteacher.</b></p> <p><b><u>Matters Arising</u></b>  <b><i>Annual Inspection by DCAT</i></b> – The Chair noted that this has been an interesting meeting. The Trust opinion of the school is that the school is very good, not quite outstanding. Within the Trust generally the March is seen as a very good school. The school is looked at with both the Ofsted Criteria and the Trust values and ethos. The Chair noted that the papers for the meeting had only been received by the Chair and the Headteacher the night before, and this did not give sufficient time to really review the papers and ask questions. There were a lot of questions asked during the meeting. There is a Chairs meeting tomorrow and feedback will be given about this.</p> <p><b><i>Parent Governors</i></b> The school has received two applications from parents. The successful application will be forwarded to the Trust for consideration of appointment. A Governor asked about recruiting a governor, and that a level of expertise was needed and potentially a skills audit should be sent out with the application forms. It was noted that a knowledge of IT was essential. It was also noted that all Governor training is online at present and this is likely to continue for some time. <b>RB to discuss with the applicant when they come into school about the current situation and how all communication is electronic as well as the meetings.</b></p>	<p>JP</p> <p>RB</p>

5.

### **Headteacher update**

The Headteacher sent the report prior to the meeting. There has been a significant increase in the pupil numbers from September of 11 new pupils to the school, and another 2 joining shortly. The school has had two children leave. There are 201 pupils currently and this is 9 pupils below full and this is spread across the year groups, including Year 5 and 6. 44% of the school are Summer Born, so a younger cohort. There has been a lot of interest in the virtual tours. There has been a lot of positive feedback. The Headteacher showed the virtual tour to the Governors. It was noted that the Peace Garden will be added to the tour once it is finished. The Governors felt that this was money well spent. The Headteacher noted they had given the information to the other DCAT schools and the Chichester schools.

AIR Meeting was rated at – Very, Very Good. There will be a Staff Questionnaire and Pupil Questionnaire this term from DCAT.

Parents evenings have been held on Zoom and were very successful. This was a lot less stressful for the teachers than normal. Usually parents' evenings are very stressful and chaotic, and this was a lot calmer over Zoom. There was 92% parental attendance, and the majority have been caught up with on the telephone. There has been a lot of positive feedback on the Zoom meetings as parents could attend even if they were still at work. Parents who work away felt really included as they do not get to attend often.

**Q – How does this compare with attendance normally?**

**A – It is normally not as good if parents cannot get babysitters or have young children, they often then do not come. It is normally just under 80%**

**Q – Were there any who could not attend, were there any who did not want to do Zoom?**

**A – Everyone was open to zoom, and any who struggled then the school phoned them and did the parents evening over the phone.**

The Headteacher and Governors felt that this was an excellent system which could be taken forward as was very positive. The Headteacher felt this was the way forward for parental engagement.

### **Health & Safety**

New fire doors have been fitted from the entrance going into the enquiry center. These look very good. New doors are awaited in the hall. The quotes are in and the school are waiting for this due to Lockdown. Quotes for the new decking are in and the toilets are in the planning stages. The decking is a risk. The toilets are awaiting the drainage survey. The quotes are in for both and the work has to be completed by the end of March. There are delays due to COVID-19. None of the work has to be done in the holidays and can be done during school time. The drains have been sorted, and new drainage pipes have been dug by Barrett Homes. This has dramatically improved the field. The running track is now usable. This was done for free by Barrett Homes. There are new playgrounds planned, and quotes have been received. ESP will be carrying out the work, this will run alongside the edge of the field. There will be football, cricket areas and there will be gym equipment outside for the older children. This will mean a lot more children can be outside. There will be Sports Funding used for this. There has been a carry forward of the Sports Funding.

**Q – The issues that were further downstream from the school, has there been feedback?**

**A - No, Southern Water did a check of the drain and said they were all fine and clear, which was obviously not the case, and the school feels that this is an impact of the new housing estate, but the water board do not agree. The school are working with Barret Homes on a number of areas.**

**Q – What size mobile classroom is needed?**

**A – A governor noted there was a portacabin going spare, RH to send dimensions to the Headteacher. The Headteacher thanked RH and accepted.**

All the TAs will be having fire warden training this autumn. The H&S team have been in school and the Headteacher has fed back on this process to DCAT. The Headteacher has been through the action plan and target the red areas which were mainly to do with signage and lighting. There were no major concerns. The Cathedral Hub will be working with the same H&S audit team.

**Q – This this a different team to the one that did the 3-day inspection?**

**A – Yes, but we are hoping it will be a different member of staff.**

Headteacher noted that Claire Friend has given very clear feedback on behalf of DCAT to the company.

### **Curriculum**

This will be staying the same, this was agreed with the staff. The Early Years are using Corner Stone online learning. The school is now able to see progression of skills for all year groups.

**Q – Have the early years be baselined?**

**A – Yes, this is the case**

**Q – Were they below expectations?**

**A – Not on the whole. There were a few, but these children had special needs. Most of the children are where they should be at this point of the year coming from nursery and lockdown. There is a knowledge gap in mathematics.**

The Headteacher confirmed that the school have done their own baseline. The school is on the trial baseline for the DfE, but this has been delayed. The Headteacher has meetings tomorrow and watched the tutorials and this has been noted as very labour intensive. The school has until the 20<sup>th</sup> November to complete this, but this is looking at around half an hour per child in separate sessions. This will be very difficult for the school. This has to be done one on one with the child. This has to be accurate. This will be going ahead over the next two weeks. 2027 is the first year the baseline will be tracked.

The Headteacher noted that one pupil has been discounted from this and the pupil has been moved to the Special Needs Unit.

**Q – What does this mean in terms of support staff in early years?**

**A – The school has lost the member of staff, as the budget cannot sustain the member of staff without an early help care plan. This is very difficult and had to be explained to the staff. If the child is not in school the funding is not there.**

**Q – Have we back filled this place?**

**A – Yes, there was a child on the waiting list, and they start tomorrow. There are four children on the waiting list who are not in schools and hoping they will come to us.**

There is a new staff member in Early Years. This is a supply NQT. The school will advertise at the end of the year and the school hope she will apply as she has fitted in very well.

### **Lesson Drop-ins**

You cannot be in the classroom for more than 15mins, must be near a door and cannot sit near a child. This has been challenging but the staff are good teachers and they have managed this very well. The school are maintaining bubbles.

All classes for Years 2-6 have had baselines assessment in September. This was done in week two and three. This was to see where the gaps were and if there was a loss in leaning. There was a loss of leaning in children

with SEN and Free School meals and the recovery learning is in place for this. Term one data was included in the report send to the Governors. Year 6 have sat their SATS tests just before half term. They have done really well. 85% are on track for achieving the expected level. Maths is a concern with Year 6 but this is mainly down to stamina of the pupils doing the test. This will be looked at in exam preparation.

**Q – When are the term 2 tests done?**

**A – The school are looking at doing this the first week of December,. This will be Years 2, 3,4,5,6.**

The Governors noted there should be improvement seen from Term 1 and Term 2 data in Year 6 and the Headteacher confirmed that this was the case and very few of Year 6 were out of school.

It was noted there are four new joiners in Year 3 and a higher number of SEN children in that year group. A lot of year 3 have not been in school this term.

### ***Attendance***

School is pleased with attendance this year. Currently this is 97.7%. The target this year is 97.4%. There have been 14 pupils who have either been shielding or awaiting tests and the reason for pupils being at home has been awaiting testing.

**Q – Can your account for this in the coding for attendance?**

**A – Yes, there is a different coding for this, and comments can be added.**

### ***Staffing***

This has been impacted as there have also been staff off for testing or for family reasons.

### ***Laptops***

All schools have been given laptops for the number of FSM children. The school will be getting two laptops, as opposed to the original 16 quoted. There will be a delay for this due to the lockdown.

**Q – What about the iPads from the PTA?**

**A – This will help, but this will not kit out a class. There is around £2000 (two thousand pounds) for this.**

The Headteacher has met with Darren, Tracy and the Headteacher from Central and have put bids in for what they would like for the school. The school is struggling to teach IT skills. There are 20 working laptops in the school, and this is not enough for the whole class. All the Headteachers in the cathedral hub have asked for IT support. The March would like 60 laptops/chrome books. DCAT are looking for funding for this. To be outstanding the school needs IT and this would make a huge impact.

### ***Persistent absence.***

This figure includes pupils who are off for 14 days shielding.

**Q – This seems to be skewed away from SEN and FSM?**

**A – Yes this is the case. This does not reflect the normal situations.**

There have been no exclusions. There is an ELSA in post supporting children's mental health. The Headteacher is chair for the cathedral hub and the Chichester schools. There is a new Maths lead at St Columba which the March is supporting, and the school is also supporting the special needs staff at St Columba.

	<p><b>Leadership and management</b></p> <p>The school received the resignation of TA in the summer holidays and a replacement has been recruited. There was a new Early Years Teacher who left after 9 days and a new teacher has been recruited for a year. There is a new admin officer in the office which has made a huge difference. There is a new premises team for the cathedral hub which has taken a lot of the workload off the SLT. There are 10 families on the concern list in terms of safeguarding. There are 3 children on lower level child protection plans and there are core meetings for these. There are 6 children on early help plans and the Headteacher is expecting this number to rise. Pupils have done internet safety learning and Headteacher has met with a number of parents about internet safety concerns and managing children's IT access. All children are set up on google classroom and the children are excited about this. Staff have started putting items on to google classroom and after Christmas all homework will be going onto google classroom. This will also be used if the school goes onto lockdown and marking can be done online. There were no further questions from the Governors.</p>	
6.	<p><b><u>Year ahead target</u></b></p> <p>The School Development Plan was sent to the Governors and this showed the targets for the year ahead. This includes the FFT50. This shows where the school needs to be to be in the top FFT50. The school is currently around 85% and needs to be around 89%. In Writing and Maths the school is around 90%, and combined Reading, Writing and Maths is about 84%. The school is looking at increasing the greater depth this year. The target is 45-50% for greater depth in reading, writing, Maths and combined and this would be significantly higher than last year. The FFT are higher for this class as they did well in the Year 2 papers. <b>Year 2 Targets</b> – these are challenging as the school have set these high at 80% Reading, 88% Maths, 90% phonics. The children being in and out of isolation will have an impact on the results. The school adapt and change the targets after every assessment paper. If the children do well in the paper, the school moves the target higher. The Headteacher noted that at the end of each term the governors will be able to see the results and the progress being made.</p> <p>The Headteacher took the Governors through the tracking document for DCAT, and how this is split amongst the different groups such as boys, girls, FSM (Free School Meals), Non-FSM, SEN, EHCP, etc. This is for Year 6 this term. The Headteacher will be discussing the system with DCAT as this seemed to be an inefficient use of the Headteacher's time and has taken 30 hours so far.</p> <p><b>Q – Are there other ways of doing this?</b>  <b>A – All the schools in DCAT are doing this. The Headteacher is looking at different systems for this, including parent systems that also do data.</b></p> <p><b>Q – Is this Year 6, 5, and 4?</b>  <b>A – This term the Headteacher has to submit Year 6 data and at Christmas have to submit the rest of the year groups data.</b></p> <p><b>Chair to raise presentation of data at the Chairs' meeting tomorrow.</b> The Governors felt that the Trust should employ an Administrator to do this for the Trust, rather than using the Headteacher for this.</p>	JP
7.	<p><b><u>Finance, Health and Safety</u></b></p> <p>The Finance Manager confirmed that the school currently has around £120,000 (one hundred and twenty thousand pounds) of funding brought forward in the bank. This is mostly ringfenced. There was £90,000 (ninety thousand) brought forward. A lot of this is Pupil Premium and Sport Premium and Capital Funding. These have specific requirements.</p>	

	<p>The Budget for the next three years is stable, but the school is potentially looking at a deficit in three years' time. The biggest pressure is the high staffing budget and the potential of the boiler breaking. The School needs to keep the pupil numbers high. DCAT are cautious with this and the budget must be closely managed. The current year pressure will be the supply costs and the maintenance and IT issues in the school. There has been some spending from the capital budget on IT, but there are other costs that need to be managed and spending anticipated. A number of items that have been spent on have been investment in the school building, such as the tables in the hall, the IT wiring, the fire doors, the flooring in Years 1 and 2. There has been catch up funding come through which will be used for some small group work in the afternoon.</p> <p>The Chair noted that spreadsheet has been shared with predictions to 2025. The school are in surplus in 2023/2024. In terms of the Trust the school has a balanced three-year budget. <b>The Governors agreed to submit the Budget to the Trust.</b> This will reduce a risk from red to amber. The Governors confirmed that staffing budget was around 80% and this is due to the levels the staff are at, but this can always change. The Headteacher noted that it only takes one person to be off on long term sick leave and this would change the budget dramatically as there is no contingency.</p> <p>The Finance Manager noted that the UPS Early Years teacher had been replaced with a supply NQT which had helped the budget. It was also noted that the Sport Grant was not guaranteed.</p> <p>The Headteacher explained that a lot of the staff had not understood why the TA had to be let go on such short notice and the Headteacher explained that West Sussex had asked for the money back for the EHCP immediately.</p>	
8.	<p><b><u>Governor visits and subject leader meetings</u></b></p> <p>The Chair confirmed that due to the new Lockdown, Governor visits are not happening in person at present. Governors can monitor online with their subjects. The Headteacher noted that the staff can share the screen and share the action plans for their subjects with the Governors. All Governors agreed with this method. The Headteacher confirmed that the Governors cannot visit classes at present. <b>MI to meet with the Headteacher and Kirsty about Early Years. ALL Governors to contact subject leads and set up a Zoom meeting before Christmas</b></p>	MI ALL
9.	<p><b><u>Safeguarding</u></b></p> <p>This item was covered in the Headteacher report. The Headteacher confirmed they had had a meeting with the Safeguarding Lead at St Paul's to discuss updating training.</p>	
10.	<p><b><u>Any other business and date of next meeting</u></b> (AoB to be tabled 48 hours in advance to the chair / clerk)</p> <p><b>School Boundary</b></p> <p><b>Q – Has this had a response from the Council?</b></p> <p><b>A – No, there has been nothing received from this. The Headteacher has given West Sussex the Chair of Governors contract details. West Sussex want to change the catchment areas and the Headteacher informed them that this needs to go through the Diocese. The Council did not think they needed to discuss this with the Churches. The Headteacher suggested that RH raise this at the Parish Meeting.</b></p> <p>The Governors noted that if the Council wanted to change the catchments this would also need public consultation. The Governors noted that there was a lot of building planned for housing and the catchments may need to be looked at. The Headteacher confirmed that the Diocese were not aware of any plans.</p> <p><b>Next Meeting - 30<sup>th</sup> November 5:30pm</b></p> <p>The Governors thanked the Headteacher for all her hard work.</p>	RH

***The meeting closed at 19:05pm***



### Summary of Agreed Actions:

No	Action	By	Status
4	Chair to sign the minutes and email to the Headteacher.	JP	
4	RB to discuss with the parent governor applicant when they come into school about the current situation and how all communication is electronic as well as the meetings.	RB	
5	<b>Q – What size mobile classroom is needed?</b> <b>A – A governor noted there was a portacabin going spare, RH to send dimensions to the Headteacher. The Headteacher thanked RH and accepted.</b>	RH	
6	Chair to raise the presentation of data at the Chairs' meeting tomorrow	JP	
8	MI to meet with the Headteacher and Kirsty about Early Years. ALL Governors to contact subject leads and set up a Zoom meeting before Christmas	MI ALL	
10	Boundary Lines - The Headteacher suggested that RH raise this at the Parish Meeting	RH	

Signed

Date 30<sup>th</sup> Nov 20