

Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

Full Governing Body Meeting

Wednesday 23rd June 2021 at 6.30pm held at Beddington Infants' School and virtually via Google Meet

Present: Steve Allen (Chair) Hilary Alexander
Liz Kearney (Headteacher) Kirsty Styles
Nicola Smith Andrew Daines
Alan Rowe Glen Smith
Cllr. Sunita Gordon

Also in attendance: Kelly Reid (Assistant Headteacher - Safeguarding and Inclusion) – First item
Carole Petty (SBM)
Lynn Atkins (Clerk)

Governor questions are in italics

	ITEM	ACTION BY
	<p>INCLUSION AND ATTENDANCE</p> <p>Kelly Reid - Assistant Headteacher leading Safeguarding and Inclusion provided a report for governors and highlighted some items.</p> <p>The report showed 298 pupils on roll. 268 full time places and 30 part-time nursery places. The numbers in each year group were shown. There are more boys than girls across the school. 162 boys (54%) and 136 girls (46%).</p> <p><u>Pupil Premium</u></p> <p>The report showed 43 children eligible for PP (14.4%) and one child in Y2 who is eligible for the Service Pupil Premium.</p> <p><u>SEND</u></p> <p>There are 63 children in the school identified as having a special educational need (21%).</p> <p>Following a visit from Jane Morgan, there have been two visits from Andrew Whitehouse, a consultant ADHD specialist, offering a fresh perspective on ADHD and supporting the SEND pupils. He has done visits across the Borough. A concern had been raised about the high level of need across Reception. looking at the provision in place and the learning environment. He also conducted twilight training sessions with staff on ASD and ADHD. There is a lot that staff already know.</p> <p>There is an EHCP being applied for, for a child in Y2. They will be moving on from the school and are receiving support already. There is another child in Reception</p>	

	<p>with complex needs and they are meeting with the professionals in terms of next steps. All agreed that there should be an application for assessment for the end of this term.</p> <p>LK explained that the Local Authority have put together a SEND charter, setting out the high level framework and attitudes for all stakeholders. This is included on the website and staff and governors have been informed. It will be part of staff training in September.</p> <p><u>EAL</u> 89 children in the school are identified as having English as an additional language, 30% of the school. The list of languages spoken was provided. Governors were informed that the EAL policy is currently being revised.</p> <p>The Medical Needs policy has been updated with the Local Authority template. This will be shared when finalised.</p> <p><u>Attendance</u> Children are now expected to be back at school from 8th March. Current attendance data is 96.8%. Absence is mainly due to sickness (2.3%). Persistent absence is falling. It is currently 6.3%.</p> <p>SEND attendance is 96.3% (above national) EAL attendance is 96.5% (above national) PP attendance is 93.86% (just below national). This group are being prioritised in terms of monitoring and intervention. LK said that they look at factors impacting on attendance and monitor these and so does the EWO.</p> <p><u>Safeguarding</u> KR is the DSL and she provided data on the families who are receiving external interventions from Children's Service. There are also several families who receive support from school staff, including four children in Y2 who are vulnerable and one in Y1. There are no social care interventions but they are kept on the list as vulnerable.</p> <p>LK said that Jane Morgan did her termly visit on Friday and offered them the opportunity to be part of an action research programme to look at their provision for vulnerable children to make sure they are doing all they can to support this group in the autumn term.</p> <p>KR was thanked for her comprehensive report and her work. She then left the meeting.</p>	
1.	<p>APOLOGIES FOR ABSENCE/DECLARATION OF INTERESTS There were apologies for absence from Brindha Nathan, Kirsty Styles and Andrew Daines and these were accepted. There were no declarations of interest.</p>	
2.	<p>BUSINESS CRITICAL DECISIONS There were no business critical decisions at this time.</p>	
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the previous meeting, held on Wednesday 17th March 2021 were reviewed. They were agreed as an accurate record and were signed by the Chair.</p>	

	<p><u>Actions</u></p> <p>4) GS was thanked for his service to the school and for leading as safeguarding governor. It was appreciated that KS had agreed to take on the role.</p> <p>6) There had been no questions received on the security quotes.</p> <p>18) NS had circulated meeting dates for 2021/22.</p>	
4.	<p>GOVERNING BODY MEMBERSHIP</p> <p>The Governing Body Membership was discussed. It was agreed that committee membership would stay the same for the next academic year.</p>	
5.	<p>STATUTORY ITEMS/COMPLIANCE INCLUDING FINANCE</p> <p><u>a) Early Years Foundation Stage Framework (EYFS)</u></p> <p>LK confirmed that the new EYFS starts in September 2021. KR will take over as Foundation Stage lead. This was her suggestion and they will be trialling it for one year as there is a lot that dovetails with her current role. She will be working full time from September but preparation is taking place this term.</p> <p>Staffing is all in place. The new Reception teacher visited that day and all staff will be involved as well as Y1 staff with training. There are a number of sources of training, including Local Authority training, which is recorded.</p> <p>Kym Scott, a national consultant, knows the school and has set up a website with access to training. She reduced the cost by about 50% if there is more than one school. The whole SET bought in, funded out of the SET contribution. It has been suggested to staff that they access these training sessions. Governors should also have access. There are a lot of resources available. LK said that at last week's staff meeting, everyone was given time and a module to watch and make notes and at the next staff meeting they are asked to feedback. They will signpost access as appropriate.</p> <p>Staff also have access to the National College resources. There is more on there about the changes. Governors can also access this. KR is working with the team to ensure that everything is in place for September and this will be part of the School Development Plan.</p> <p>LK explained that the Government have asked schools to do a baseline nationally in September and resources have arrived for that.</p> <p><i>Thank you for the updates. Are you not using Educare and is the National College better?</i></p> <p>Educare was good for a long time. The National College was chosen for providing everything the school had from Educare but also a whole lot of resources we were not receiving before, including Ofsted updates, so we are getting a lot more for our money.</p> <p><u>b) Update on the new Relationships and Sex Education (RSE) and Health Education Curriculum</u></p> <p>LK explained that this was due to start last September but the priority had to be getting through Covid-19 and remote learning. It will be in place for September 2021. The PSHE lead has done a lot of research and spoken to other PSHE leads. She felt it was worth buying a scheme from Jigsaw for KS1 only. They will monitor it for one year. This will be a structure that is fully updated.</p>	

	<p>c) <u>Website review</u></p> <p>NS confirmed that all statutory content is uploaded and up to date. NS will update the governor attendance. As part of the Challenge Partners review they went through the website. There were a couple of policies that needed to be linked correctly but everything was up to date.</p>	
6.	<p>BUDGET UPDATE</p> <p>CP confirmed the school completed the year end returns on time and ended the financial year with a surplus of £67,011. She provided a description of planned expenditure for the funding that is ring-fenced. The accounts for 2020/21 will be closed next week. The SFVS was submitted on time and the VAT owed (£189,383.04) had been received.</p> <p>CP had prepared a line breakdown of the last financial year, showing income and variances and some notes.</p> <p><i>Any changes since last week? No but you just had the headlines then. It is complete and makes sense. Thank you.</i></p> <p>CP confirmed that she had prepared a draft budget which had a deficit and Resources Committee had agreed to present that to the Borough with a request for approval to set a deficit budget. She then wrote to Kieran Halliday and Sue Holmes and they have requested a 3-Year budget plan so she has sent them an early draft. They want to see that by Y3 the school will be in a surplus position.</p> <p>CP said that she re-visited the 1-Year budget and made some changes, resulting in the deficit increasing to £27,590 (increase of expenditure against E01, E03 and E26 to take account of new appointments and changes). Assumptions made in years 2 and 3 included a 1.4% uplift in delegated budget, 1% pay awards for staff, inflation uplifts to non-staffing costs and factoring in pupil income increase to reflect the school being full in September 2021. This shows no deficit in year 3. The new 3-year budget shows a £27,309 surplus in year 3. Sue Holmes is looking at this and will come back on it next week.</p> <p>The PE grant has just been confirmed as continuing in 21/22 but has not been included yet so CP will factor that in.</p> <p>They will also repay the draw-down from the School Fund as agreed.</p> <p>A capital update was provided. This included the Solar Dome which is under construction this week and the fencing and tarmac/paving. CP said that they are finding it difficult to get a construction company to do the work this summer so will update on this.</p> <p><i>Thank you for all your work. Is there any issue if we do not spend it the capital grant funding this year?</i></p> <p>We can explain the situation and delay if needed but prices can rise so we would need to go back to the Borough on it.</p> <p>CP explained that they also had the DFC grant for the lightening protection upgrade. Work for this will be programmed in as soon as possible.</p>	

7.	PROMOTING EQUALITY AND DIVERSITY LK said that they have been working on this for over a year. They had whole staff training last September. Covid-19 meant that they had to reduce what was in the learning environment and they considered whether all members of the BIS community were being reflected visually and this is now something everyone is aware of. They carried out an audit of their books, going through them to ensure they reflect the community. There is room for improvement and a programme underway at the moment.	
	<p>There have a good selection of dual language books so they ensure these are gathered in and reallocated every year. Scheme reading books are often not representing the school community fully so they are looking to replace some of those as they want to find good quality books. At the Sutton headteachers training, the groups represented advised them where to get resources.</p> <p>The English lead has organised a sponsored read and is doing one and half hours online to raise money. Parents have been told this is about more diversity in reading.</p> <p>There have been a number of staff meetings with very good discussions. Senior leaders had someone visit to talk to them about unconscious bias and this was very worthwhile.</p> <p>Speaking to staff about children of families who have a background from South Asia (India, Pakistan and Sri Lanka), they noticed that they are not as forthcoming and proactive as some of the other children. Staff were asked to notice whether this was personality, culture or lack of opportunity.</p> <p>SG advised that they may be culturally more used to obedience and children need to be invited to contribute, rather than muscle in. They may have a more reserved attitude towards people. 1:1 or individual performance is often better.</p> <p>LK said that there has also been some really good training from Challenge Partners around poverty.</p> <p>LK said that they look at the curriculum and the languages spoken at home and give children the opportunity to share their culture. SG agreed that it was about acknowledging and inspiring but as long as the school is fair and inclusive, they do not need to move away from the core of what the school is for.</p> <p>It was noted that one of the Y2 pupils had written that he wanted to be a school governor. He met with SA and had a chat with him about the role.</p> <p>LK suggested that there could be a working party on diversity including families, staff and governors about where the school think they are, to create an action plan for the SDP for next year. LK said that she would get back with proposed dates.</p> <p>LK said that there has been some excellent training on diversity. AD was attending 'How to recruit and retain diverse governors' run by Merton & Sutton Governor Support that evening, on behalf of the governing body.</p>	LK
8.	HEADTEACHER REPORT LK provided a report in advance of the meeting and highlighted some items.	

LK confirmed that the staffing had been updated since Resources Committee but they are fully staffed for September with high quality staff.

There have been two governor days. The first provided an update on the assessment process, how it feeds into what they do and how that feeds into the SDP. The second governor day was spending more time in the provision and doing a premises walk.

AR was impressed with the independent challenges and how independent learning works. He said that the children were very engaging and keen to come up and talk to governors. Most of them can explain why they are doing things and evidence that they are on task.

LK explained that they also have downtime and time to be and just think about where they are going next. There is no morning or afternoon break as they do not need it. They do not have adults over them directing every moment.

LK explained that pupil performance was covered in Curriculum and Achievement Committee. Staff will make judgements for the summer term. Parents will receive an overview related to age expectation. There will be a meeting to discuss where every child in every class is currently and identify appropriate next steps.

The Challenge Partners review should have been three people on site for three days but was done as a virtual inspection for one day. It was changed to a leadership focus and staff found it very useful, putting theory into practice. Less experienced staff were in groups. Staff were happy, inspired and positive and the inspector asked how they achieved that. LK said that there is lots of support and they are inspired by what they are doing. There is a lot to do but staff understand why they are doing it.

For staff wellbeing, it was decided to close school at 5.30pm instead of 6.15pm. They trialled this and it is working well so will be continued. It also gives more caretaker time during the school day and it sends a significant message to staff.

A new member of staff has joined in the office and this is working well.

CP said that they reviewed the current caretaker job description and now have one that reflects what the post holder should undertake. They made a number of changes and are trying to get this job evaluated and an advert is prepared ready to go out. It is hoped that someone will be able to start in August, without pupils being in school and so they can be aware of the capital works. The current caretaker leaves on 17th September.

There has been a lot of CPD for staff this year. Much of this is recorded so is available to many more people.

LK said that for the new families joining this September, they wanted to bring them into the school for a welcome meeting as it is a problem if they have never been to the school when they start. LK has asked the Local Authority if they can still go ahead, giving a clear outline of what is proposed, which is for just one adult per child, 30 or less in a group, sat in the hall in spaced seats and the three groups rotating, seeing the senior leadership, the nursery environment and the third group by the Solar Dome, getting to know other parents who will be in that class and extended services. They do not yet know if this will be possible.

	<p>They also wanted to have sports day in year groups with parents attending but were told this was not possible, so they will not have parents on site. The compromise is to hold sports day in year groups and to video it.</p> <p>The PTA had prepared a school fair. They had lots of appropriate measures in place but have had to cancel the fair as the Covid-19 restrictions were not lifted. They will do something during the school day for the children instead.</p>	
9.	<p>GOVERNOR TRAINING</p> <p>SA confirmed that he had attended Merton and Sutton Governor Support virtual training courses and encouraged others to attend and to feedback to the governing body with a couple of key bullet points on the benefits. Other resources available include Learning Link, The Key for Governors and the National College.</p>	
10.	<p>CONFIDENTIAL ITEMS</p> <p>There were no confidential items.</p>	
11.	<p>ANY OTHER BUSINESS</p> <p>A possible event for staff and governors was discussed, perhaps around the launch of the Solar Dome. It was felt that this may be possible after Covid-19 restrictions had been lifted.</p> <p>AR asked whether sending out a further email about parents wearing masks on site should be sent out. LK said that it has been very difficult to enforce with some parents but the school team have done everything they can do.</p>	
12.	<p>DATES OF FUTURE MEETINGS</p> <p>Wed 29th September 2021 – Curriculum & Achievement Committee 6.00-7.30pm Wed 29th September 2021 – Children, Families and Community 7.30-9.00pm Wed 13th October 2021 – Resources Committee – 6.00-7.30pm Tuesday 9th November 2021 – Governor Day 8.30am-5.00pm Wednesday 17th November 2021 – FGB – 6.30-8.30pm</p>	

Closing Time of Meeting: 8.10pm

Chair's Signature Date