

Minutes



GOVERNING BODY OF BEDDINGTON INFANTS' SCHOOL

Full Governing Body Meeting

Wednesday 17th November 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
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 301 pupils on roll. There are three spaces in Reception, three in Y1 and three in Y2. The numbers in each year group were shown. There are more boys than girls across the school. 165 boys and 136 girls. There are also a high percentage of summer born children, 60% in Nursery and 40% in Reception.</p> <p><u>Pupil Premium</u></p> <p>The report showed 44 children eligible for PP (15%) and this crosses over with some children on the SEND register.</p> <p><u>SEND</u></p> <p>There are 44 children in the school identified as having SEND (15%).</p> <p>KR has attended SEND Ofsted training and also Predictable Needs training and is continuing to provide inclusive practice and SEND policies and forms. They have been successful in being awarded EHCPs for two pupils at the school. One of these ended so there is only one child across the school on the report.</p> <p>KR met with HA as SEND Governor and they will meet again on 2nd December and she will look at the work programme and also attend the SEND forum. Parents will be invited to attend to contribute to the SEND report. This will be reviewed in December.</p> <p><u>EAL</u></p> <p>80 children in the school are identified as having English as an additional language, 27% of the school. A list of languages spoken was provided. There is an EAL policy.</p>	

KR explained that they have streamlined the EAL assessment process and have had good feedback on this. They will support work with the monitoring and tracking progress.

There is also a family language course being run at the school, led by Sutton College. There are six parents on the course, including two from Dorchester Primary. LK said that all of the courses from Sutton College are free to the school and are also being offered to the other SET schools, which BIS parents can attend.

Medical Needs

There are eight children with a healthcare plan and others with dietary issues and allergies that are managed (they do not necessarily need a healthcare plan). The school nurse will advise if there is no healthcare professional involved. Healthcare plans are stored with the HT, DHT and in the school office and the relevant staff know who the children are.

Attendance

Data for the end of the year was shown. Current attendance data is September 90%, October 95% and November 94%. This is just below last year's figures. Sickness absence is quite high at 3.7% which is usual at this time of year.

At the beginning of the year 14 children across the school were identified, whose attendance was below threshold. Letters were sent to parents, six of these were in Reception and for most attendance improved, four did not. Two were able to provide evidence of sickness absence and two have been contacted by the EWO who will meet with the parents. There may be a range of reasons for poor attendance.

LK said that this is a high number in Reception. Some of the youngest children had not been in pre-school sessions last year and they are looking at patterns and trends. They will be at compulsory school age next year and families need to understand the need for school routines.

Are we still recording separately children who are isolating or have Covid-19?

If they have had a test it counted as X, not absent. There is a change in guidance on this that these must be recorded as absent, even if isolating and this has been a problem for some schools.

Safeguarding

KR said that there are 11 children on the grid showing those receiving external intervention from Sutton's Children's Services. A lot of work is going into safeguarding. Staff received training on KCSIE updates at the September INSET (these were also circulated to governors) and the Child Protection Policy has been updated. KR has had a meeting with KS as Safeguarding governor, who checked the updates and they talked about a work programme and how often she would come into school. They will be meeting again on 2nd December to go through the safeguarding audit.

For a child subject to a CIN plan, when re-assessed they may feel it right to step it down?

When no longer necessary, all interventions end, if it is deemed that the family have made sufficient progress. The school and the safeguarding lead keep the family on their own internal list and keep them in mind. There is not necessarily the same need for everyone.

For how long would you keep that up and is it additional work?

It is difficult to say how long as different families have different needs. We will do welfare checks and keep the child in mind. It will be shorter for some than others.

KR was thanked for her report and her work in this area. She then left the meeting.

1.	APOLOGIES FOR ABSENCE/DECLARATION OF INTERESTS There were no apologies for absence. Governors were asked to complete new declaration of interests forms, which were distributed.	
2.	BUSINESS CRITICAL DECISIONS/CHAIR'S ACTIONS SA reported that there had been one Chair's Action to approve the expenditure on lighting. This was part of a grant with the Local Authority, with preferred providers.	
3.	ELECTION OF CHAIR/VICE-CHAIR There were no new nominations for Chair or Vice-Chair. SA indicated that he was willing to continue as Chair. A vote was held and he was duly appointed. Governors were asked to consider the role of Vice-Chair. HA agreed to be Acting Vice-Chair for one term, so that the role was covered during this period and she was thanked.	
4.	APPROVAL OF MINUTES OF PREVIOUS MEETING The minutes of the previous meeting, held on Wednesday 23 rd June 2021 were reviewed. There was a correction to the names of Governors present as KS, AD and BN had sent apologies and GS had left the Board. Apart from these corrections, they were agreed as an accurate record and were signed by the Chair. <u>Actions</u> 7) LK confirmed that the working party on diversity had not been established but she hoped this would be possible after Christmas.	LK
5.	GOVERNING BODY MEMBERSHIP SA said that Brindha Nathan has had to step down from the Governing Body. Brindha was a parent governor, Vice-Chair and Chair of Curriculum and Achievement Committee. Governors and school staff wished to thank Brindha for her dedication and work as a governor over the years and her support as Vice-Chair. There is one Co-opted Vacancy and one Parent Governor vacancy, which will be advertised by the school. For the Co-opted vacancy, someone with HR skills would be ideal. AD pointed out that they should also consider the diversity of the Board. Some people may need more encouragement or to be approached in a different way. The parent governor process and talking to other parents was discussed. AR agreed to take on the role of Chair of Curriculum and Achievement Committee and he was thanked for this. He said that he would leave Resources Committee. Other link roles were considered. SA agreed to cover Science. LK asked governors to consider someone taking on PSHE link, to work with the Nursery teacher who has taken this on. Other roles will stay the same. LK said that there is a candidate, Barry Williams, who does not wish to be a full governor but would like to be an Associate. He has a legal background and is involved with the school as he comes in to teach music and singing as a volunteer and has helped out on a number of occasions. It was agreed that he would be an asset to the Board.	
6.	STATUTORY ITEMS/COMPLIANCE INCLUDING FINANCE a) <u>Early Years Foundation Stage Framework (EYFS)</u> LK confirmed that all staff have had training and they have been following the EYFS from September 2021. Reception children did the national baseline tests. Only limited information from these is provided back to schools.	

	<p>b) <u>Implementation of the Early Career Framework (Sept 2021)</u> LK explained that ECF, introduced from September 2021, was previously the NQT programme. They now have two years of continuous training, whilst in post. This is a lot more in-depth than previously. The new teacher has to get used to having their own classroom and class and also the additional training, KR is supporting this programme as in-school mentor.</p> <p>c) <u>Implementation of School Food Standards (Natasha's law)</u> LK said that the new legislation relates to food for direct sale so does not affect the school but Caterlink are very careful about allergies and work with families to ensure the menu is compliant with needs. If the school plans to give children any foods, they send detailed ingredients to families in advance.</p> <p>d) <u>Website review</u> NS confirmed that the website is compliant. She uses a grid with updates from The Key to check. Governor biographies are not yet all ready to upload.</p> <p>e) <u>Appraisal of headteacher</u> The Headteacher's Appraisal has been arranged for 25th November. NS was asked to add the Headteacher's Appraisal panel to the list of responsibilities.</p> <p>f) <u>Appraisals of teaching staff</u> LK confirmed that all the teaching staff appraisals took place before half term and letters are being prepared on pay decisions. Staff will receive these in the next few weeks.</p>	NS
7.	<p>BUDGET UPDATE CP had provided the financial reports and identified some key points.</p> <p>Under no.5 she pointed out that the NI rate will go up on 1st April 2022 and the Employers rate will rise by 1.25% from 13.8% to 15.05%. She said that talks indicate that the Government will be subsidising schools to meet that cost.</p> <p>Under Income, I18c £11,970 was received. The forecast had been lower. This included some funding from the line below as well.</p> <p>The figures in amber refer to the fact that at year end there were accruals not yet cleared.</p> <p>Under Expenditure, everything is in line with where it was planned to be apart from supply. Agency supply figures have gone up and they had to recruit admin staff, costed under E05. They also had to pay agency costs for admin and caretaker roles in the summer.</p> <p>The budget is coming in as expected at the moment. When the pay progression is awarded for support staff, the forecasting will be more accurate. It is not yet known what percentage will be agreed and applied. It may be higher than budgeted for.</p> <p>The Financial Procedures Manual had been circulated to Resources Committee and CP asked for any comments. There were no substantial changes and this needed to be signed off. This was agreed and SA signed it.</p>	
8.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN The SDP was available on the shared drive and in Policies and Procedures. It had also been printed for the meeting. LK explained that there is a summary document and an in-depth document about how the targets will be achieved each term. It is</p>	

	<p>reviewed each term by each of the year groups and also shared with support staff, including next steps for the next term.</p> <p><i>Is there anything across the SET?</i></p> <p>We are working on the same things. We are also part of Challenge Partners South West London Hub. We have all had an online meeting this term and shared our priorities and from that we will set shared priorities again for the year. Part of the money back from Challenge Partners will support CPD to meet those targets.</p> <p>One of the targets is English but Reading and Phonics are a priority. The Government has issued new guidance on the teaching of Reading and Phonics. The teacher has been given time to understand and implement the changes required.</p> <p>There were two targets from the previous Ofsted Inspection, to improve Attendance and to ensure that achievement in Writing was on a par with Reading and Maths. The data is significantly below expectation in Y2, partly because of two sessions of lockdowns, Reading and Maths is strong but Writing is not. There is a need to focus on grammar and spelling but also stamina as the children have to write more and they are not at that stage yet. For Y2 82% are at the expected level for Reading and 85% for Maths but for Writing this is 67%. This is in line with the national expectation but there is a need to increase attainment to match that in Reading and Maths.</p> <p>The impact of lockdowns is seen in Y2 as they have had very mixed experiences. They offered the opportunity for some children to come back to school in the summer term but this was the parents' choice, there was then another whole term of lockdown so that many of the children were at home again. A lot of parents found Writing the most difficult to support their children with. The children have the skills but need to be challenged, working on stamina and accuracy.</p>	
9.	<p>HEADTEACHER REPORT</p> <p>LK provided a report in advance of the meeting and highlighted some items.</p> <p>Governor Day was held last week and two governors were able to attend. LK said that they are back to running the provision in the way they prefer to but are still limiting families coming into school. They would normally have families in for activities or workshops but are looking into an online offer, something on the website that they can revisit. This will be broadcast live and recorded.</p> <p>The school has not had to deal with any significant issues around Covid-19. A few members of staff have needed time off waiting for test results. Everyone in school is very careful.</p> <p>Transition arrangements were positively received. The Y2 transfer questionnaire for Autumn 2021 was shared. There were 15 responses and the comments were discussed. Home visits were popular for Nursery and Reception families.</p> <p>LK said that the children have settled well and there have been welcome evenings for Nursery and Reception parents, in groups of no more than 30 on a rota. These were successful.</p> <p>All staff say that cohorts are not behaving as then normally would, the stand out themes requiring support are:- speaking and listening, socialising, behaviours for learning, concentration/stamina and applying phonics/grammar consistently. Earth Awareness (formerly Forest School) will stop for a couple of weeks. Nursery and Reception children will start Earth Awareness sessions as well, paid for by Sports Premium. Staff also go with the children and learn while assisting. The problems with the Solar Dome were discussed.</p>	

	<p>Catch up funding had paid for some additional staffing in the first half term for Nursery. Y1 and Y2 had some additional TA support.</p> <p>The National Tutoring Programme is a catch-up programme for disadvantaged pupils who have been most affected due to Covid-19 school closures, this is different from School led tutoring.</p> <p>Under Pupil Performance, baseline assessments were done on entry to the school or new year group. Based on that data in KS1, children were grouped and tightly timetabled and tracked interventions implemented. Nursery and Reception will offer interventions once the children have settled.</p> <p>Staffing Arrangements and Wellbeing were outlined. AR has been working with staff as Wellbeing governor. AR said that he had a productive meeting with LK, NS and Janice and there are a lot of things in place. There is a new Education Staff Wellbeing Charter. There is a need to look at how to implement that and also what the Governing Body can do to make sure they are supporting the staff. Shorter meetings, less paperwork and less reporting would help.</p> <p>All staff have settled well. Induction for new staff is very strong, staggered over the first half term. Two members of staff are leaving, one MDS and one TA. There is also a vacant role in the office team. These will be advertised.</p> <p>It was noted that the ECT programme is very demanding and headteachers are concerned about it as it is not easy to manage. AR said that the new teacher had complimented the provision, saying that the free-flow really works well and she loves the school.</p> <p>Governors have access to the National College and Kym Scott training package, which is very good training. Feedback from staff is very strong. Subject leaders across the SET had their meetings online. Feedback was positive. Support staff attended training online as well. Subject leaders have also met with subject leaders from Holy Trinity Junior School.</p> <p>To support self-evaluation, Chris Jacobs came into school last week and Jane Morgan, School Improvement Lead for LBS was scheduled to visit BIS the next day.</p> <p>KS confirmed that governor day was very good. She went into Reception and enjoyed seeing children circle on their photo when they have done something like an independent challenge. LK said that it will be photo and full name. They talked about Y1 PE and she saw their firework posters. All the children were very engaged and were enjoying the outside play. She also joined an Earth Awareness session which was wonderful and saw Barry singing with the children, getting them to sing correctly. Everyone was able to get on and interventions were going on discretely. As everyone is in a group these are normal for the children.</p> <p>AR said that during governor day he had a chat with a teacher leading a breakout group for children experiencing emotional challenges, talking about nice things and not nice things. They were doing a great job and if the children are settled and happy it makes a big difference to their learning.</p> <p>LK said that the Breakfast Club numbers were still low.</p> <p>The new PTA discussed doing a pared-back Christmas fair. Governors were invited to attend any of the Christmas shows.</p> <p><i>Thank you for the report. Are there any children from those recently arrived from Hong Kong at BIS?</i></p>	
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	We have one and had one other who left to move to a nearer school. There are no issues. Emotionally it takes a little while to settle, academically a little longer. The EAL funding and survey was discussed.	
10.	<p>GOVERNOR TRAINING</p> <p>The autumn programme from Merton & Sutton Governor Support was provided. SA reminded governors that there is lots of training available from a number of different sources. Even if governors have attended a course a while ago, things may have changed and they need to keep updated. Important courses are Safeguarding (statutory), Safer Recruitment, SEND, Prevent and PP. KR has training sessions with staff on INSET days and governors can also attend.</p> <p>AD and KS said that they went on Ofsted update training. KS also did safeguarding training. It was suggested that governors who attend any training write a brief note on it and put it in the Training folder on the shared drive so that there is a record.</p>	All
11.	<p>CONFIDENTIAL ITEMS</p> <p>There were no confidential items.</p>	
12.	<p>ANY OTHER BUSINESS</p> <p>LK and NS were asked if papers could be available a bit sooner before the meeting for governors to read in advance.</p>	
13.	<p>DATES OF FUTURE MEETINGS</p> <p>Wed 19th January 2022 – Curriculum & Achievement Committee 6.00-7.30pm</p> <p>Wed 19th January 2022 – Children, Families and Community 7.30-9.00pm</p> <p>Wed 2nd February 2022 – Resources Committee – 6.00-7.30pm</p> <p>Thurs 10th March 2022 – Governor Day 8.30am-5.00pm</p> <p>Wed 16th March 2022 – FGB – 6.30-8.30pm</p>	

Chair's Signature Date