



## MINUTES OF THE CATMOSE PRIMARY LGB MEETING HELD ON 1 DECEMBER 2020 6PM VIA MICROSOFT TEAMS

Present: Kelly Jackson, Rachael Coyne, Sam Hearth (Chair), Stuart Williams, Mel Pitkeathly, Mark Tinkler and Barney Thorne

In attendance: Suzi Green (Clerk)

### 1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Sam Hearth welcomed everyone to the meeting.

Apologies were received and accepted from Sally Kirkby and Adam Lowe.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest

### 3. MINUTES OF THE MEETING HELD ON TUESDAY 29 SEPTEMBER 2020

The minutes of the meeting held on 29 September 2020 were agreed to be a true and accurate record of the meeting and were signed by the Chair.

### 4. MATTERS ARISING FROM PREVIOUS MINUTES

Sam Hearth stated that she and Sally Kirkby had still not heard anything regarding their safer recruitment training. Mrs Jackson responded that she had raised an order for this and she would chase it up with the finance department.

### 5. CLERK'S UPDATE

Jim Burns has resigned, therefore we are looking for 2 new governors. The wording for an advert will go into In-Focus which will be distributed in the week before the Christmas break, it would also feature as a news item on the website. The closing date for applications will be Friday 8<sup>th</sup> January and if there are more applications than positions, then an election would be held.

**Question – Do you have anyone in mind that may be interested?**

Mrs Jackson replied that there was a parent who had expressed an interest and they had an educational background.

**Question – Did the clerk check whether grandparents could be parent governors?**

The clerk responded that they were not able to be, the positions needed to be filled by parents or guardians.

### 6. COVID-19 UPDATE

Mrs Jackson spoke about how the schools had remained open during the latest national lockdown and although she was initially concerned that some parents would keep their children at home, attendance had remained high. She explained that there had been 1 positive case which had resulted in the Year 2 class being sent home for 2 weeks. This had also affected the breakfast club bubble that the child had been in. However, lessons have been learnt from this and there were now 7 breakfast club bubbles, one for each class.

Class Dojo had been used as a virtual classroom and the work set had reflected a normal school day, therefore the pupils had kept up with the curriculum. The parents of any children who had not returned work had been contacted by phone and if necessary packs of work had been made and delivered to them.

The methods used for teaching had been well received by parents and the staff had also used Microsoft Teams for 2 keeping in touch sessions which involved phonics games and bingo. It was the first closure, however all the plans had swung into place and it had seemed to go as well as could be expected.

**Question – What would you change if the situation arises again?**

Mrs Jackson responded that she would send out a brief survey in order to ascertain who had online access at home. Previously they had asked for daily feedback which was then acted upon, however with a survey this could be actioned straight away.

She then explained that the school was aware of those families that couldn't engage and it had been handy to be able to hand deliver packs of work. The teacher and TA in the class had not been in close contact with the pupil who had tested positive, so had been able to be in school, therefore there had been no need to rely on the post. The teacher had also made videos which had been uploaded to class dojo, this meant that parents and children could watch them when it was easier for them to do so.

The Chair of Governors said that she felt that the situation had been handled well and passed on her thanks.

The day after the first day of the class' isolation, the school had received a visit from the Health & Safety Executive. Mr Williams and Mr Mellors had attended too. There had been a tour of the school followed by questions regarding the school's risk assessment which had taken place in the science lab. The inspector had been pleased with the school's actions and hadn't had any further suggestions, the balance was being correctly struck between safety and normality.

**Question – What did the inspector ask?**

Mrs Jackson responded that one of the questions was regarding how regularly cleaning was taking place and this was occurring daily. There was also a question about the class bubbles and we are lucky in that the layout of the school lends itself to making this easier. The playground had also been cordoned off to keep the bubbles separate.

Mr Williams explained that the inspector had mentioned sitting parallel to the pupils, rather than facing if staff were working 1 on 1. Lunchtime had also been observed. This inspector was pleased to see the school saw that it was equally important to keep the staff safe. The inspector had given useful advice regarding ventilation and thermal comfort and the school seemed to be getting the balance right.

Mr Williams then said that a report would not be created following the visit, the feedback was solely verbal, he also added that the school's Health and Safety audit carried out by Browns had echoed this positive feedback.

**Question – Would the parents be informed regarding the visit and subsequent feedback?**

Mrs Jackson replied that a Groupcall message had been sent to parents and this affirmed that the school was doing the right things, as well as keeping things as normal as possible.

**Question – With temperatures dropping, how would the situation regarding ventilation be managed?**

The inspector had said that when children are in class then it was sufficient if higher level windows were open. It was explained that when the children go out to play then the doors and windows are opened to get that good blast of air in, then shut again when they are back in class. It is a tricky balance, however the Health & Safety Executive have said that ventilation is non-negotiable.

Mrs Jackson then shared the results of the pupil survey which is now done termly. It consisted of 3 questions and the responses were overwhelmingly positive. The staff had also spoken to the children and were endeavouring to keep on top of everything and ensure that the children are ok.

## 7. TRANSFORMATION PLAN

Mrs Jackson said that all the governors should have received a copy of the finished transformation plan in the post. The key objectives had been shared at the previous meeting. Mrs Jackson asked if there were any questions, which there weren't.

## 8. SCORECARDS

Mrs Coyne explained that the graphic at the top of the scorecards had come from Cloud School and was a data overview and illustrated the attendance for different pupil groups. The overall attendance was currently 97.2%, which is judged to be outstanding by the Local Authority. Mr Williams commented that compared to national levels of attendance which were published weekly, the school was doing very well.

Mrs Jackson stated that the school had welcomed 2 new pupils recently, 1 into Year 6 and 1 into Year 3.

She then went on to explain that the school was now using CPOMs to record any safeguarding concerns and the staff really like it. It was easy to track individual pupils and monitor any pastoral issues, plus any information can then easily be shared with other agencies.

If there is an incident within school, CPOMs has replaced Sleuth and any persistent behaviour can be tagged. This information is sent to Mrs Jackson and Mrs Coyne and can also be sent to the DSLs and teachers; some are monitored and some are actioned and this builds up a picture, particularly regarding changes in behaviour. This is particularly useful for transition purposes. It also produces reports which can be anonymised if necessary. It enables the school to see a holistic view of the child.

**Question – The CPOMs data seems high – are the numbers higher than previous years?**

Mrs Jackson explained that because it brings all the information together, not just major concerns, but also SEN and lower level behavioural issues, then it looks higher. However the duty desk referrals correlate to last year. Mr Williams confirmed that they had found this at the College, it is easier to use than the old system and it is also easier to track any patterns. Staff are encouraged to use it even though it makes the numbers look higher.

**Question – At the last meeting we spoke about the impact of Covid on behaviour, there were a few children who were highlighted as needing some support, has this situation settled down?**

Mrs Jackson responded that yes, as the children are forming relationships with their new teachers they are building confidence, security and routines for learning and are settling down. The time and effort put in by staff as well as the learning mentor and ELSA is paying off. Term 1 was very much about maintaining standards and expectations.

**Question – What about the staff? They must be very tired.**

Mrs Jackson agreed that they were very tired, but she and Mrs Coyne were very aware of this, reflecting on what they are asking staff to do whilst getting the core job done. The final staff meeting of each term is focused on staff wellbeing with treats for them, it is time to relax a little and reflect as a team. The SLT are also mindful of ensuring that the staff receive positive feedback. The staff have been keeping each other going and all we can do is keep supporting.

With regards to trips and visits, obviously these are very limited, but the teachers are still booking as many things as possible, for example, there was a Super Learning Day on Remembrance Day, we have had chicks hatching and there have been various workshops online.

SEN data was also shared.

#### 9. A.O.B.

Mrs Jackson shared the equality objectives. The governors confirmed that they were happy with the document and it will now go on the website.

Mrs Jackson then spoke about the Covid catch-up funding, the school had received £16,000. This documents details the bespoke year by year interventions and is a live document and constantly reviewed.

A governor stated that it might be useful to see cumulative spending versus expenditure.

#### Question – Is there a time limit on spending?

Mrs Jackson responded it was the budget for the year. She was not aware of the school receiving any more at a later date. Mr Williams added that the government had announced further funding to support schools with any supply requirements, however this will not be required at Catmose Primary as we don't use supply teachers. Mrs Jackson and Mrs Coyne can cover if required, also we can utilise the HLTA.

Mrs Jackson then told governors about the plans for Christmas at school. The EYFS and KS1 children will perform a nativity and this will be filmed in their bubbles so that parents are able to see. The governors would also receive a copy.

Mrs Jackson then passed on her thanks to the PTA who had purchased a selection box and a book for each child.

The chair of governors closed the meeting by relaying her thanks to all the staff and by saying well done for all their hard work.

The meeting closed at 6.00pm

Date of next meeting – Tuesday 26 January 2021 at 5.00pm