

GLEBE PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Glebe Primary School, Sussex Road, Ickenham (Remote Meeting) Thursday 21 January 2021 – 18:00pm

Mr J Buckingham (Chair)
Mrs P Swindells (Vice Chair)

Mrs M Penney (ex-officio)	Miss K Rhodes
Miss J Brown	Mrs N Ross
Mrs J Campbell	Mr S Youens
Mr R Everett	
Miss J Griffiths	Mrs D John (Clerk)
Miss D Lubbers	
Mr P Niznik	



* Denotes apologies received ^ Denotes associate member
+ Denotes member absent ~ Denotes member late

Action

2935	<p>Apologies / Guests</p> <p>None.</p>	
2936	<p>Minutes of the last meeting</p> <p>Agreed no amendments.</p>	
2937	<p>Matters Arising</p> <p>None.</p>	
2938	<p>Matters for any other business</p> <p>- HP resigned as Parent Governor. - JC to discuss staff recognition in newsletter (detailed under working parties)</p>	
2939	<p>Headteachers Report - distributed via email prior to meeting.</p> <p><u>Areas Covered in the Report</u> <i>SEE APPENDICES 1.</i></p> <p><u>Question and Answer Session - based on report content</u> Remote & Face to Face Education (p6 -8) <u>Governor 1</u> <i>Page 7: You have made the case against remote live lessons very clearly. Thank you.</i> <i>Do the class teachers working in school with pupils also use the pre-recorded videos in their lessons?</i> No. We have made the decision for the teacher who is timetabled for face to face teaching each day offers 'live' teaching. Reviewing Remote Learning Provision (p8) <i>Please see the attached document that states the areas of focus as well as our self-evaluation scores.</i> <i>This seems like a really useful DfE document.</i> <i>However you and SLT must be almost drowning in paperwork! So thank you for keeping up to date with the ever changing demands and regulations.</i> It was a really useful exercise for us to see what the expectation is, especially after Gavin Williamson's comments about parents being able to report concerns</p>	

	<p>regarding the quality of remote education to Ofsted. Now we have a clear idea of what is expected, we can see that we are in a strong position and could reasonably stand up to any criticism.</p> <p>Pupil Premium (p8) <i>We are aiming for each child to have two sessions per week (this depends on the take up from families) and will be in addition to the 3 or 4 hours of remote learning they are set each week.</i> <i>I guess this is a typo and should say ‘each day’, as per stated hours on page 6.</i> Sorry, yes this is a typo and should, of course, read ‘each day’! Danielle, please could you correct this on the version of the HT report you publish? I have corrected it on my original.</p> <p><u>Additions to questions and answers already supplied by MP</u> - MP informs Governors that Mrs. Ludlow has reluctantly resigned from her post as LA within the SRP due to personal COVID related reasons. MP will not be looking to recruit at this current time as in-house cover can be provided whilst the numbers in the SRP are reduced. - MP has updated Governors on the rising pupil numbers. Glebe now has 160 children attending which consists of families of 118 Critical workers, 9 Vulnerable children and 16 EHCP children. There will also be children returning over the coming weeks. 4 children classed as Critical worker families have not yet taken their allocated spaces, but these spaces will be kept open for when the families need support. - MP informs Governors that a bubble in reception has had to close as a precaution, due to a confirmed case of COVID. Governor enquired as to whether MP is aware of any extra pressure being placed on families from their employers, to send children back to school. MP responded that she has provided parents with a letter that outlines the strict criteria for current attendance at school for a safer environment. This letter can be shown to employers if necessary. MP also informs Governors that lessons are pre-recorded to allow parents to fit home learning around individual situations and to reduce pressure. Chair queries how the current attendance figures compare with attendance on children’s return in June 2020. MP responses that Glebe have more children now compared to June figures, with children attending in every year group.</p>	
2940	<p>School Lettings No further updates on School Lettings.</p>	
2941	<p>GDPR No further updates to GDPR.</p>	
2942	<p>Finance Report JB informs Governors that agreement has been made for MP to make virements of up to £10,000. Virements will still be reported during Finance meetings.</p> <p>The Pantry - Feedback provided on The Pantry and their agreement to provide 205 meals. As 205 meals are not currently being provided due to COVID, MP has made contact to enquire as to whether The Pantry and Glebe can come to an agreement. MP will put forward a plan of action for the already paid for non-perishable goods, or the value of those, to be supplied to a local food bank as surplus food cannot be given to children already receiving meals.</p>	MP

	<p>Governor queried Capital Projects and asked for clarification for the need of a new nursery mobile classroom.</p> <p>MP responds that a new mobile classroom can be used to create an early year’s environment for nursery children that will be purpose built for their needs. This would make the nursery environment more accessible and will enable free flow opportunities.</p> <p>Governor asked if the mobile classroom will be similar to the old nursery building, in terms of being stand alone and independent.</p> <p>MP replies that the current mobile classroom will still be used as a nursery building and the proposed classroom will be used for nursery enrichment sessions. This building will provide children with a valuable early year’s environment and will be situated closer to the main nursery building.</p> <p>JB informs Governors that the SFVS checklist has been reviewed and agreed during the finance meeting. Clerk will distribute SFVS to Governors to allow for questions.</p>	Clerk
2943	<p>Academy Status - Rolling item.</p> <p>No further update on Vanguard Trust.</p>	
2944	<p>Working Parties</p> <p><u>Governance</u> – PS has asked that all governors please respond to any correspondence sent from the working party as soon as possible.</p> <p>JC has given Governors an update to her work on the development of staff wellbeing and is preparing broader guidance on the frequency of contact between adopted Governors and staff. JC will circulate to Governors when completed.</p> <p>JC has proposed a short paragraph of recognition to be included in the staff newsletter, so staff are aware of the Governors appreciation of their work. JC will send paragraph to MP for both the staff and parent newsletter.</p> <p>JC suggests the development of a formal recognition scheme for staff where Governors can reward staff for their hard work. JC suggests that Governors can nominate staff based on their interactions and MP can highlight staff achievements to the Governors.</p> <p>JC feeds back that the overall summary is that Governors are not yet able to claim a strategic approach to staff wellbeing and are currently working on an ad-hoc basis. JC will continue to plan for and develop ways in which Governors can demonstrate a more proactive and strategic approach to staff well-being.</p> <p>PN has undertaken work to simply data and asks Governors to feedback with ideas of the types of data to focus on.</p> <p>PN suggests the importance of gathering feedback from parents, children and staff and asks Governors to contribute to planning for how this information can be tracked and monitored.</p> <p>MP asks if children attendance figures can be included in the focused data.</p> <p>PN responds that this is possible and can be correlated with data from local schools to monitor attendance.</p> <p>Governor queried if data needs to be more widely circulated amongst Governors.</p> <p>PN replied that data is being circulated amongst Governors but needs to be simplified and broken down to become more understandable.</p> <p>Chair suggests that an executive finance summary produced at the end of the academic year could provide useful for all Governors.</p> <p>Chair has thanked JC and PN for their hard work and effort during this difficult time.</p>	JC/PN

2945	<p>Governor Training (all remote)</p> <p>PN – Governors training on Safeguarding.</p> <p>NR – Governance roles and structures, SEN and Governor responsibilities</p> <p>PS – Governance roles and structures.</p> <p>Chair – 2x School forums meetings, 2x high needs group meetings, Delegated service group meeting</p>	
2946	<p>Sub Committees</p> <p>Curriculum and Policy – Presentation has been given on Maths and English and policies have been reviewed. Discussion on maths presentation and how concrete resources for maths are having a positive effect on children. Jerushia spoke with the committee regarding her work during the autumn term and the development in SEN management.</p>	
2947	<p>Link Governors</p> <p>NR - Discussion with Jerushia and the management of SEN.</p>	
2948	<p>Adopted Governors</p> <p>Chair – Feedback received from staff with how pleased they are with Glebe’s current working practise.</p>	
2949	<p>Any Other Business</p> <p><u>Presentation</u> - KR and JG provide presentation to Governors on remote learning as all schools are legally obliged to publish home learning plans. Remote learning is being provided through the Class Dojo application and videos shown of how to navigate class dojo. The Safeguarding online addendum and remote learning policy have been published within class dojo for parent perusal. KR informs the governors of the adaptations made to remote learning through dojo, based on parent feedback from previous lockdown. JG demonstrates how dojo is used and managed for home learning including how parents and children can communicate with staff, receive detailed feedback and individual next steps. MP has posted online videos to maintain communication with parents and children whilst remote learning is continued. Overwhelmingly positive feedback has been received from parents and staff morale has increased.</p> <p>Governor enquires as to whether there have been many issues to parents accessing class dojo.</p> <p>KR replies that a few issues have occurred in terms of printing, but Glebe have countered this by sending paper copies home to families without printer access. JG adds that remote learning via dojo is versatile so children can use devices as well as paper to complete tasks.</p> <p>Chair asks for confirmation that each family can only access their own classroom account.</p> <p>JG confirms that there is a community page that all children can see, but allocated work and messages can only be accessed through individual accounts to remain confidential.</p> <p>Governor queries if any families are not engaging with home learning.</p> <p>KR responds that Glebe have compiled lists of non-engagers and staff have</p>	

	<p>managed to encourage engagement through offering support and further communication.</p> <p>Governor comments that they understand why some families are struggling to engage due to current circumstances.</p> <p>KR replies that using pre-recorded videos for children's work will allow for flexibility of completion within individual households.</p> <p>Chair commends KR and JG for their work and the positive feedback received.</p> <p>Chair has requested access to dojo classroom to gain further insight into children's home learning.</p> <p>Discussion on SLA for SRP that has been updated for Glebe's specific needs. SLA ratified and MP will send updated version to LA.</p>	
2950	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> - Budget allocations for the new year - Sign off SFVS & Competencies 	
2951	<p>Dates for Future Meetings</p> <p>Thursday 18th March 2021 Thursday 6th May 2021</p> <p>Thursday 1st July 2021</p>	Clerk
	Meeting closed at 19:37pm	

I agree that this is a true and accurate record of the meeting dated above:

Signature: _____
 (Chair of Governors)

Date: _____

Appendices 1.



Head Teacher's Report to Governors Thursday 21 November 2021.

School Context – General

School Context – Covid-related school closure

Action Taken During 2nd School Closure.

Remote & Face to Face Education

Free School Meal Provision

1:1 Tuition for Pupil Premium Children

Safeguarding, Social Care & Pastoral Updates

Complaints

Exclusions