



FULL GOVERNORS' MEETING: THURSDAY 7 JULY 2022 AT 7.00PM

AT SALE & DAVYS PRIMARY SCHOOL

- 1. Attendees:** Mrs S Briggs, Mrs N Read, Mrs H Hogg, Mrs N Webster, Mr A Pabla, Mr B Ward, Miss G Roberts, Mr L Bottrill.

Apologies: Mr J Comasky

Clerk: Mrs R Brooks

2.	<u>Reflect on DDAT Aims</u>	
2.1	Governors considered the DDAT Aims along with the 7 Nolan Principles. These will be shared each time an agenda is provided as a reminder ahead of meetings.	Clerk
3.	<u>Membership</u>	
3.1	It was acknowledged that we have two parent governor vacancies on the Governing body. Parent Governor elections will take place in the Autumn term so we can include parents joining us for the first time.	RB
4.	<u>Declarations of Interest</u>	
4.1	There were no declarations.	
5.	<u>Minutes of Previous meeting held on 12th May 2022</u>	
5.1	Governors approved the minutes as a true record of the meeting.	
6.	<u>Matters Arising</u>	
6.1	There were no matters arising.	

7.	<u>Chair of Governors Report</u>	
7.1	The results of a Staff questionnaire which had been offered to all staff in May were discussed. It was clear that staff had been very happy with our response to Covid risk assessments. Although replies were mostly positive there had been some lower scores. Staff were invited to provide additional feedback on these scores so we could investigate matters and invite any ideas on how we could do things differently. As there was no further feedback this could not be followed through. It was agreed to monitor staff feedback again before the end of 2022 and to design the forms to invite more detail on feedback. RB suggested that using Microsoft forms would allow staff to respond in more detail whilst remaining anonymous.	
8.	<u>Headteacher Report</u>	
8.1	SB explained that her report was in a new format. The initial Autumn term report would be updated in Spring and Summer terms using colour coded text to indicate updates and new information. SB discussed each of the points. GR asked if there was to be funding available for specific SEN needs. SB expressed that GRIPs and TAPS funding had been accessed. LB enquired if relevant staff training for Physical Intervention was available. SB explained that Physical Intervention techniques were not appropriate for smaller children. HH asked if Safeguarding training figures could be populated in the next report. SB noted.	SB



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8.2	<p>SB presented the Pupil Progress Spring report. NR asked what action would be taken if the pupils did not make the expected progress by the end of term. SB explained that pupils were monitored and they would be included in catch-up teaching provision.</p>	
8.3	<p>SB discussed the SEND Report. It was pointed out that SEND and Pupil premium children were often in the lowest 20% and would already be receiving intervention. GR asked how this was scored. SB explained how assessment and testing were used school-side and that SEN had different objectives and were tracked on this level. The SEND progress report covered how improvements had been made to how we track and monitor. IEP's were used to set targets and detailed monitoring would be continued. SB explained the funding which had been made available to the school this term as GRIPs – Graduated Response and TAPS – Temporary Additional – for pupils at risk of exclusion for maximum of 12 weeks. GR enquired if there had been any improvement. SB reported that some improvement had been noticed this week.</p> <p>SB proposed that the Catch-up Teaching report be presented at the September meeting.</p> <p>HH asked if our reading scheme reflected diversity issues? SB explained that we have invested in the DFE recommended Little Wandle, diversity would be considered for these and any curriculum books.</p> <p>LB suggested for literacy that we include authors from different backgrounds. SB to consider this. NW added about involving families from different backgrounds in our extra curricular work. SB mentioned that we had involved parents in the past with cultural dancing. We would appeal to parents to inform us if they had any skills, talents and experience they can share in school.</p>	SB
9. 9.1	<p><u>DDAT Updates – Deep Dive Reports</u></p> <p>SB presented an overview of the DDAT Deep Dives which had taken place recently. Deep dive reports will be shared fully by subject leaders in September and linked with the School Improvement Plan. The Deep Dives had allowed staff to experience what an Ofsted Deep Dive would be like, providing “coaching” on the format of questioning and additional advice of what we could say and add to our answers. The Dives had focused on the bottom 20% of pupils. HH was interested to know if this Deep Dive challenged the top 20%. SB thought not as the evidence was already there.</p> <p>LB Acknowledged that the Deep Dives would have helped to create an Ofsted mindset and asked if any staff had recent experience of Ofsted. SB No staff have recent experience. NR asked if Governors would be likely to be involved in a Deep Dive. SB suggested we could introduce this for future Deep Dives as this would be likely.</p>	SB
10. 10.1	<p><u>Committee Reports</u></p> <p>None to report.</p>	



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<p>11. <u>Reports from Link Governors</u></p> <p>11.1 HH had been consulted by phone when we need to tap into support for behaviour.</p>	
<p>12. <u>Safeguarding</u></p> <p>12.1 Safeguarding Report covered in Headteacher's report.</p>	
<p>13. <u>Attendance</u></p> <p>This subject had been covered within the Headteacher report.</p>	
<p>14. <u>Staffing</u></p> <p>14.1 Staffing levels for 2022/23 will remain the same. The school had employed a temporary TA mainly for 1:1 behaviour support. The cost of this had not been fully covered by the TAPS funding of £1800.</p>	
<p>15. <u>Communication</u></p> <p>No external communication to report.</p>	
<p>16. <u>PE and Sports Premium Impact Report</u></p> <p>This will be discussed at the September meeting when the data is more readily available.</p>	
<p>17. <u>Finance Report</u></p> <p>SB spoke of our pupil numbers dropping due to families emigrating and pupils leaving before the usual transfer time in order to take places at private or middle schools ahead of the need to sit entrance exams in year 6. It is believed this was due to concerns about Chellaston Academy. It was recognised that unless we can fill spaces ahead of the October census our budget would be affected. It was agreed to advertise our spaces using Facebook and target the Wragley Way estate with flyers and advising the Sales Team of the developer.</p> <p>To help with efficient use of staffing resources SB will re-shape where TA's are deployed to ensure there is adequate support lower down the school. Therefore the temporary TA support will end at the end of the summer term.</p> <p>The staffing budget needs to accommodate the potential 3% payrise expected to be awarded to non- teaching staff.</p> <p>SB also asked governors to consider the administration roles in school which had been impacted by the increased financial/payroll responsibilities due to academisation. Also that Clerk to Governors should be a role independent of school staff. It was agreed that the Pay or Finance committee give this matter some attention in consultation with DDAT.</p>	<p align="center">SB</p> <p align="right">Pay or Finance Committee</p>



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<p>18. <u>Curriculum, Achievement and SIP</u></p> <p>18.1 SB shared the KS1 and KS2 SATS outcomes along with Yr 1 Phonics and EYFS.</p>	
<p>19. <u>SEND Arrangements</u></p> <p>19.1 These were reported within the Headteachers Report.</p>	
<p>20. <u>School Development</u></p> <p>20.1 Unsure what to cover at this time in the academic year. Item deferred.</p>	
<p>21. <u>Governors Business and Training</u></p> <p>21.1 LB had made a monitoring visit to look at Computing. He had looked at Purple Mash and anticipates that a Deep Dive would want to know how it fits in the the National curriculum. LB will work with Alison Pitt on Purple Mash going forward as she has taken over the responsibility for this area.</p>	
<p>22. <u>Policies</u></p> <p>22.1 Attendance</p> <p>22.2 Extended Schools</p> <p>22.3 External Contributions</p> <p>22.4 Fire Safety</p> <p>22.5 First Aid</p> <p>22.6 Misuse of Substances</p> <p>22.7 Onliine Safety</p> <p>22.8 Peer on Peer Abuse</p> <p>22.9 Single Equality</p> <p>22.10 Staff Note for Guidance (Handbook)</p> <p>22.11 Equality Information and Objectives</p> <p>22.12 DDAT Complaints Procedure</p> <p>22.13 DDAT Health & Safety#</p> <p>22.14 DDAT Educational Visits</p> <p>22.15 DDAT Medication Administration</p> <p>22.16 DDAT Disciplinary Procedure</p> <p>22.17 DDAT Sickness Absence Procedure</p> <p>22.18 DDAT Recruitment & Selection</p> <p>22.19 DDAT Home Working</p> <p>22.20 DDAT Stress Management</p> <p>22.21 DDAT Equal Opportunities</p> <p>22.22 DDAT Social Media</p> <p>22.23 DDAT Gifts and Hospitality</p> <p>22.24 DDAT Tendering and Procurement</p> <p>Governors ratified all the above policies.</p>	



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23.	<u>Any other Academy Business</u>	
23.1	None.	
24.	<u>Any other Business</u>	
24.1	SB requested paid leave of absence for 14 th July in order to attend her Son's graduation. Governors granted.	
24.2	LB mentioned a staff wellbeing day that had been successful at his school using INSET. This had included discussion around work life balance, yoga and mindfulness. The school should have a mental health first aider.	
24.3	Governors approved the School Fund Audit presented by RB.	
24.4	SB thanked Governors for their support and hard work over the last year.	
	The first meeting for the 22/23 academic year was set for Thursday 22 nd September at 7.00 pm at school.	

Interrogation/critical evaluation by Governors is highlighted in red

Action Points			
What	Minute	When	Who
Ensure DDAT Aims and Nolan Principles are shared at each meeting	2.1	Every meeting	Clerks
Administration for Parent Governor elections	3.1	September 22	RB
Safeguarding training data to be in next report	8.1		SB
Catch up teaching report to be presented at Sept meeting	8.3	September 22	SB
Include governors in future Deep Dives if appropriate	9.1		SB
Advertise vacancies across school year groups	17	September	SB
Consider admin roles/responsibilities	17		Pay or Finance committee
Next meeting Thursday 22nd September 7 pm	24.4	September	All