

Minutes of Thorpe Primary School Local Governing Body.		
<b>Date:</b> the 9th of November 2021	<b>Time:</b> 5.00pm	Online

Present	
Kate Trethewey	Lisa Lloyd
Colin Hammond	Seetal Swan
Manoj Subudhi	Jo Fillmore
Anne Clayton	Tracey Cheung
	In attendance
	N. Manders-Jones (Clerk)

Item																
1	<b>Welcome and Apologies</b> Apologies were received and accepted from Tracey Cheung, the Headteacher explained that Diane Wade was no longer employed at the school. <b>Action</b> Headteacher to ensure that the school begins the new staff governor recruitment process in time for the March meeting.															
2	<b>Declaration of Interests</b> No declarations were made.															
3	<b>Minutes of the Meeting held on the 28th of September.</b> The minutes of the meeting on the 28th of September were reviewed and agreed as an accurate record.															
3.1	Matters arising <table><tr><td></td><td></td><td></td></tr><tr><td>MA</td><td><b>Action</b> Pay document to be signed by Anne Clayton and Tracy Cheung.</td><td>complete</td></tr><tr><td>MA</td><td><b>Action</b> Tracey Cheung to arrange a meeting with the well-being team. "Place to be" support may be appropriate.</td><td>ongoing</td></tr><tr><td>4.1</td><td><b>Action</b> Headteacher to be given administration rights on governor hub.</td><td>complete</td></tr><tr><td>6.1</td><td><b>Action</b> Governors to complete evidence form of the receipt and the reading of keeping children safe in education 2021 by the 8th of October.</td><td>complete</td></tr></table>				MA	<b>Action</b> Pay document to be signed by Anne Clayton and Tracy Cheung.	complete	MA	<b>Action</b> Tracey Cheung to arrange a meeting with the well-being team. "Place to be" support may be appropriate.	ongoing	4.1	<b>Action</b> Headteacher to be given administration rights on governor hub.	complete	6.1	<b>Action</b> Governors to complete evidence form of the receipt and the reading of keeping children safe in education 2021 by the 8th of October.	complete
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	14.1	<b>Action</b> Finance Dashboard report to be a standing item on an LGB agendas.	The Strategic Dashboard is produced annually as agreed by the Finance, Audit and Risk Committee; therefore, it should be on LGB agenda's annually
	15.1	<b>Action</b> Governors to complete governor safeguarding through the NGA online training portal.	Certificates, once complete to send to Catherine
	15.2	<b>Action</b> the Clerk to upload NGA training link to governor hub.	complete
	20.1	<b>Action</b> Colin Hammond to arrange Headteacher's performance management review consultant and date.	complete
	<b>22</b>	<b>Action</b> Headteacher to remind Teachers to contact Governors to arrange visits.	complete
	23.1	<b>Action</b> the Chair to discuss governor vacancies with The Headteacher.	complete
	23.2	<b>Action</b> Clerk to discuss the issue with Emma Stephens-Dunn	Complete January Agenda item
	23.4	<b>Action</b> Governor terms of office to be a November meeting agenda item.	Agenda item
	25.1	Action Nursery costs to be an agenda item at the January meeting.	Agenda item January meeting.
6	<b>Determination of Admission Arrangements (deadline the 28th of February 2022)</b> <b>Action</b> Deferred to January meeting		
7	<b>Stakeholder Surveys - Parents and Pupils</b>  The Headteachers discussed the "how we are doing survey" completed in July 2021, noting <ul style="list-style-type: none"> <li>• outcomes had been discussed previously.</li> <li>• There was a low response of 42 parents possibly due to the timing of the survey.</li> <li>• 100% responded that their child feels happy and safe</li> <li>• The majority of replies were "My child has not been bullied at the school"</li> <li>• It was noted that the low number of responses might favour parents who are very happy or very unhappy about the school.</li> </ul> <b>Action</b> Headteacher to complete parent view style questionnaire with the parents in the spring term.		
8	<b>Code of Conduct for All Adults inc.</b> Governor Code of Conduct ( <i>PKAT wide Code to be adopted – any modifications to be approved by Trustees</i> ) The Governors were reminded to confirm their declarations to keep children safe in education and the governor's code of conduct. <b>Action</b> Catherine to send completed declarations to the Clerk by Friday the 12th of November.		
9	<b>Covid Catch-up Premium Report</b> the Headteacher explained that the report was in the format created by the DfE and is in draft form.  <b>Action</b> Headteacher to email completed document to Governors when complete. The impact report is published on the school website. A slight underspend is included in the current plan. A Review of the plan was shared at the last meeting (Rag rated)		
10	<b>Pupil Premium Report 2020-21 and Strategy 2021-22</b> The Pupil Premium Report 2020-21 as published on the school website.		
11	<b>School Improvement /school recovery overview,</b> The Headteacher explained that the document was a summary document. The priorities are Linked to Pkat Keys of Learning, Personal Best, Leadership Opportunity, and Community  Priorities had been shared with Governors previously and have been determined by data		

	<p>analysis</p> <p>priorities for 2021-2022 are as follows:</p> <ul style="list-style-type: none"><li>▪ Early Years – to introduce the new Curriculum.</li><li>▪ Rebuild solid educational foundations for all our children through:<ul style="list-style-type: none"><li>▪ The recovery curriculum – responding to what skills and knowledge children have missed.</li><li>▪ A particular focus on Writing – Talk for Writing and raising the writing profile across the rest of the Curriculum.</li></ul></li><li>• Secure the best possible outcomes for our Y6 children before they transition to secondary school.</li><li>• Positively market the school to increase the number on roll through social media, good news stories and in conjunction with the PKAT marketing strategic plan.</li></ul> <p>The Governors agreed the School Improvement /school recovery overview</p> <p>The School Evaluation Form (SEF) will be renamed School Self-Evaluation (SSE) for future agendas. The Headteacher explained that this document is draft form. The creation of the document has been supported by David Turner, except for the EYFS section, which St John Birket has supported</p>																								
12	<p><i>School based policies.</i></p> <p>The Governors agreed on the following PKAT policies</p> <table><tr><th>Policy</th><th>notes</th><th>outcome</th></tr><tr><td>PKAT_Capability_Policy_September_2021</td><td>PKAT policy</td><td>agreed</td></tr><tr><td>PKAT_Code_of_Conduct_All_Adults_v4.0_September_2021</td><td>PKAT policy</td><td>agreed</td></tr><tr><td>PKAT_Induction_and_Onboarding_Policy_v2.0_September_2021</td><td>PKAT policy</td><td>agreed</td></tr><tr><td>PKAT_Pay_Policy_v4.0_September_2021</td><td>PKAT policy</td><td>agreed</td></tr><tr><td>PKAT_Recruitment_and_Selection_Policy_v2.0_September_2021</td><td>PKAT policy</td><td>agreed</td></tr></table> <p>The following school-based policies were reviewed and agreed</p> <table><tr><th>policy</th><th>notes</th><th>outcome</th></tr><tr><td>After School Club Policy and Agreement Form</td><td>Shared previously in the summer term. The club is up and running,</td><td>agreed</td></tr></table>	Policy	notes	outcome	PKAT_Capability_Policy_September_2021	PKAT policy	agreed	PKAT_Code_of_Conduct_All_Adults_v4.0_September_2021	PKAT policy	agreed	PKAT_Induction_and_Onboarding_Policy_v2.0_September_2021	PKAT policy	agreed	PKAT_Pay_Policy_v4.0_September_2021	PKAT policy	agreed	PKAT_Recruitment_and_Selection_Policy_v2.0_September_2021	PKAT policy	agreed	policy	notes	outcome	After School Club Policy and Agreement Form	Shared previously in the summer term. The club is up and running,	agreed
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13	<p><b>Headteacher's Report.</b></p> <p>Covid update</p> <p>The number of children and staff absent has increased. The number of COVID cases has increased considerably. To date (5.11.21), the school has had thirty-five cases, five of which were staff and thirty were children.</p> <p>Other illnesses have also impacted staff absence.</p>																								
13.1	<p>Thirty-three children have joined the school, and ten children have left, making the schools' mobility 8% at Present</p>																								
13.2	<p>Attendance is pretty positive and is doing better than many schools. Nationally, attendance is down.</p> <p>Q. What is the national average?</p> <p>A. Attendance by reported characteristics is collected weekly by the LA. The school is consistently graded green. National attendance is around 93%.</p>																								
13.4	<p><b>Safeguarding</b></p> <p>The Governors received an analysis of my concerns to identify safeguarding issues.</p>																								

	<p>Most reported concerns included pupils accessing age-inappropriate material. As a result, the school has provided parental information about setting restrictions on Netflix and Microsoft access reports.</p> <p>Referrals to Lado (Local authority designated officer) are a new item reported, detailing any allegations about a staff member. Such referrals do not always lead to anything and may not necessarily be a safeguarding issue.</p> <p><b>Q. Does the chart shows more of a concern multiple times for one child?</b></p> <p>A. Teachers try to select the most appropriate concern but can have more than one type of concern. The school is developing the use of the reporting facility of My Concern. Further training on how to use My Concern to increase analysis and intelligence enhances the schools use of the system. Hot topics include peer on peer abuse and reporting bullying incidents.</p> <p><b>Q. Does My Concern take a lot of time for staff?</b></p> <p>A. My concern is quick to use. The schools' procedures are used when responding to bullying reports.</p>
13.5	<p><b>Single Central Record the</b> SCR has been checked by the Headteacher and the Chair of Governors.</p> <p><b>Action</b> Anne Clayton to check SCR on the next visit to the school.</p>
13.6	<p><b>Behaviour and ethos</b></p> <p>The number of prejudice related incidents is higher than usual; 3 of the racist comments were from one child who has now left the school.</p>
13.7	<p><b>Staffing update</b></p> <ul style="list-style-type: none"> <li>▪ The Headteacher explained the change in year 5 teaching staff.</li> <li>▪ The Headteacher confirmed that the school had been supported by EPM in carrying add a disciplinary procedure there was no appeal</li> <li>▪ The school has employed a 'casual' site officer to complete various aspects of site maintenance work.</li> <li>▪ The site manager has been absent since 02/06/2021 and is not likely to be back anytime soon. He has assisted in updating the Safety Cloud, on our behalf, where possible, from home.</li> </ul>
13.8	<p><b>Mental health and well-being</b></p> <ul style="list-style-type: none"> <li>▪ Messages and articles in relation to well-being and mental health are shared with staff on an ad-hoc but regular basis.</li> <li>▪ Weekly briefings acknowledge specific cases where staff have gone above and beyond with a thank you.</li> <li>▪ Staff are being offered one free school lunch a week if they sit and eat it with the children – this has increased the take-up of staff meals.</li> </ul>
13.9	<p><b>Action</b> The salary committee will need to arrange a time to meet to review the pay recommendations, date to be arranged.</p>
13.10	<p>The Headteacher confirmed that payroll is signed off every month and that the budget is shared and discussed with SLT every month.</p>
14	<p><b>School Improvement Plan and School Targets</b></p> <p>School targets have been identified using the support of a PIXL consultant using WIG (widely inspiring Goal)</p> <p>Y6 – Maths is the weakest area. The target for a combined is 57%</p> <p><b>Action</b> Autumn term assessments and pupil progress to be discussed at January meeting after the full term of learning.</p>
15	<p><b>Ofsted Readiness</b></p> <p>The trust has arranged virtual training.</p>

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16	<p><b>School Website Audit</b></p> <p>The Headteacher discussed the audit completed by the company secretary.</p> <p>The main issues identified</p> <ul style="list-style-type: none"> <li>• school improvement out of date. (This issue is in hand.)</li> <li>• Admissions (have been reviewed.)</li> <li>• Sen information (updated)</li> </ul>
17	<p><b>School Budget Monitoring</b></p> <p>Anne Clayton explained that she had met with the school business manager to discuss the budget, which is now in deficit for the year. It was explained that within the budget, all temporary contracts are regarded as permanent, which impacts figures considerably. As temporary contracts come to an end, the school will review them against the impact and cost. Agency supply has been used more than usual and will also have an impact. Several Long-term illnesses are being covered</p> <p>Most of the capital going will be spent on the roofing project. An issue with a Fire door has resulted in a £2k repair. The Headteacher confirmed that evacuation procedures are not compromised. As it was a near-miss recorded on Southall's it will mean all fire doors will need to be checked.</p> <p>Non-compliant POs were also discussed at the meeting.</p> <p><b>Q. What is the deficit.</b></p> <p>A. 50K</p> <p><b>Q. When will the temporary contract issues be rectified?</b></p> <p>A. Temporary contracts are in place for a year. It is sometimes difficult to analyse the information provided by the trust. The trust is building capacity within the finance PKAT team. The Headteacher explained that a significant issue is that Schools cannot order anything during month-end.</p> <p><b>Q. Does this occur every month?</b></p> <p>A. In October, schools only had 8-9 days when they could order. Cannot order yet this month.</p> <p><b>Action</b> Headteacher to bring up the issue at the leadership meeting</p>
17.1	<p><b>Nursery costs</b></p> <p>Deferred to the January meeting.</p>
18	<p><b>Internal Audit Report</b></p> <p>Forrester-Boyd carried out our latest Financial Audit in May 2021, focusing on Sales Ledger and Purchase Ledger. One item reported yellow traffic light to Governors previously for cheque payments. Reasons were noted.</p>
19	<p><b>Risk Management Reporting</b></p> <p>Governors reviewed the risk register. There was little change from the last meeting, and the Governors were content that the risk register was appropriate.</p>
20	<p><b>Health and safety matters (to include a review of Southall's Safety Cloud dashboard)</b></p> <p>Audit visit on Wednesday the 15th of September. The conclusion was that the use of the Safety Cloud was improving. The vast majority of staff completed their training by the deadline set</p> <p>Most previous audit points have been addressed, and the school have been keeping up with work equipment checks.</p>
21	<p><b>Equality and Diversity in Recruitment</b></p> <p>The Headteacher confirmed that vacancy filler rollout had been delayed but will be used when available. The school does not look at personal data when shortlisting. Such information is only viewed after the appointment is made.</p>

22	<p>Feedback / Key Messages from the Trust Board</p> <p>The Chair of Governors explained that</p> <ul style="list-style-type: none"> <li>• A new strategy is being developed</li> <li>• Perk Box is available to all staff.</li> <li>• Flu vaccines are offered (50% take up in Thorpe)</li> <li>• The Thorpe roof project is going ahead. Starting later in the year.</li> <li>• Health and safety data is analysed.</li> <li>• A list of mandatory training has been produced. The importance of Safeguarding for all Governors was stressed.</li> <li>• Thorpe has completed the Self-evaluation and an action plan produced.</li> </ul> <p><b>Action</b> Self-evaluation and action plan to be a January meeting agenda item.</p>
23	<p><b>Governor terms of office</b></p> <p>Governors discussed the terms of office and agreed that the issue should be discussed at the January meeting.</p>
23.1	<p><b>Governor visits</b></p> <p>The Governors were reminded that meetings could be virtual. Governors should be contacted this week to complete the visits before the end of term. If Not contacted Governors should email the Headteacher.</p>
23.2	<p><b>Governor Training</b></p> <p>The Clerk drew the Governors' attention to the links on the Governor Hub noticeboard for the PCC school governance training calendar and the learning link from NGA.</p> <p>Governors were reminded of the training Governors are expected to undertake as a minimum. Governors were reminded to upload any certificates to the Governor Hub.</p>
23.4	<p><b>Succession Planning</b></p> <p>To be discussed at the January meeting. Governors were encouraged to promote Governorship amongst work colleagues.</p>
24	<p><b>Any other Business</b></p> <p>None</p>
25	<p><b>Confirm Date and time of Next Meeting:</b></p> <p>19<sup>th</sup> January 2022 5.00 pm</p>