

Minutes of Thorpe Primary School Local Governing Body.		
Date: 28th September 2021	Time: 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)

Items deferred to November meeting

- School Performance Review
- School Improvement Plan
- Covid Catch-up Premium Report
- Pupil Premium Report 2020-21 and Strategy 2021-22.

1	Welcome and Apologies Apologies were received and accepted from Diane Wade										
2	Declaration of Interests No new declarations were made										
3	Minutes of the Meeting held 15.06.2021 The minutes were reviewed and agreed as accurate to record.										
4	<table> <tr> <th colspan="2">Matters arising.</th></tr> <tr> <td>1.1 Action Seetal Swan to evaluate if Governor Hub might offer a better solution for Governor communication.</td><td>Progress See 4.1</td></tr> <tr> <td>Matters arising Action Pay Committee document to be signed by Anne Clayton and Tracy Cheung</td><td>Carried forward</td></tr> <tr> <td>Action Tracey Cheung to arrange a meeting with the wellbeing team. "Place to be" support may be appropriate.</td><td>Carried forward</td></tr> <tr> <td>Action Chair to draft letter to all staff to thank the staff</td><td>complete</td></tr> </table>	Matters arising.		1.1 Action Seetal Swan to evaluate if Governor Hub might offer a better solution for Governor communication.	Progress See 4.1	Matters arising Action Pay Committee document to be signed by Anne Clayton and Tracy Cheung	Carried forward	Action Tracey Cheung to arrange a meeting with the wellbeing team. "Place to be" support may be appropriate.	Carried forward	Action Chair to draft letter to all staff to thank the staff	complete
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	for their hard work and commitment.	
	5.1 Action Clerk to inform Emma Stephens-Dunn of the nomination for Chair.	complete
	6.1 Action Chair to identify January meeting date.	19th January
	17.1 Action Governor terms of office to be discussed in the September LGB meeting.	Agenda item
4.1	<p>Seetal Swan fed back her review of Gover hub, noting the</p> <ul style="list-style-type: none"> • Ease of use • Useful features • Additional resources available through the app. <p>The governors agreed that the Governor Hub would be used as the main platform for communication going forward.</p>	
4.2	Action Headteacher to be given administration rights on governor hub.	
5	<p>Confirm Election of Vice-Chair. Anne Clayton was confirmed as vice-chair.</p>	
6	<p>Confirm receipt and reading of KCSIE 2021 Governor's confirmed the receipt and the reading of keeping children safe in education 2021.</p>	
6.1	Action Governors to complete evidence form of the receipt and the reading of keeping children safe in education 2021 by 8th October.	
6.2	<p>Confirm receipt of PKAT Scheme of Delegation and LGB Terms of Reference Governor's confirmed receipt of the PKAT scheme of delegation and LGB terms of reference</p>	
7	<p>Confirm receipt of Supplementary Funding Agreement Governor's Confirmed receipt of Funding Agreement</p>	
8	<p>Confirm receipt of Academy Trust Handbook 2021 Governor's confirmed receipt of the Academies Financial Handbook 2021</p>	
9	<p>Confirm the date and time of LGB meetings The dates and times of the LG meetings were confirmed</p> <ul style="list-style-type: none"> • Tuesday 09th November 2021 5pm • Tuesday 19th January 5pm • Tuesday 1st March 2022 5pm • Tuesday 14th June 2022 pm 	
10	<p>Sports Premium Report 2020-21. The Governors reviewed the Sports Premium Report 2020-21 previously circulated. The impact of covid restriction was noted. Q Has swimming started this year?</p>	

CHALLENGE · INSPIRE · SUCCEED

	<p>A.Yes for year 6, many pupils have not been swimming for two years, many pupils have had no experience of swimming at all. The school has arranged a second swimming slot for Y3 pupils.Y6 who have not achieved the required standard will be offered additional catchup sessions.</p> <p>Q. Has the appointment of the Sports apprentice been of benefit</p> <p>A Yes, the appointment has improved the quality of pe lessons.</p> <p>Q. Will the school receive a refund of the sports partnership payment made to Jack Hunt due to the Covid restrictions?</p> <p>A. there will be no refund, but the cost will be much reduced this year.</p>																					
11	<p>Equality Information Report</p> <p>the governors reviewed the equality information report previously circulated.</p> <p>The Headteacher explained the Equality Information Report noting the mix of ethnicities in staff and pupils.</p> <p>Q. How long is the data retained?</p> <p>A. There is no GDPR as it was bis anonymous data.</p>																					
12	<p>School Policies for review and agreement.</p> <table><tr><td></td><td></td><td></td></tr><tr><td>Admissions Policy</td><td>no substantive changes</td><td>Agreed</td></tr><tr><td>Attendance Policy 09.21</td><td></td><td>Agreed</td></tr><tr><td>Draft Safeguarding Policy</td><td>The policy Reflects the Draft PKAT which is yet to be approved by the trustees. the policy will be updated to be compliant with KCSiE 2021</td><td>Action Headteacher to email policy for the approval of governors once trustees approve it.</td></tr><tr><td>Thorpe PKAT Relationships Education Policy Thorpe Draft</td><td>Collaborative policy across Trust primary schools</td><td>Agreed</td></tr><tr><td>Behaviour and ethos</td><td>Reflects the therapeutic approach to behaviour management.</td><td>Agreed</td></tr><tr><td>Thorpe wellbeing Policy</td><td>Created by a wellbeing group</td><td>agreed</td></tr></table> <p>The following PKAT policies were agreed upon.</p> <ul style="list-style-type: none">• PKAT_Subject_Access_Request_Policy_v1.0_May_2021• PKAT_Equality_and_Diversity_Policy_v1.0_June_2021• PKAT_Data_Retention_Policy_v1.0_May_2021• PKAT_Data_Protection_Policy_v1.0_May_2021• PKAT_Data_Breach_Policy_v1.0_May_2021• PKAT_Adoption_Policy_v1.0_June_2021				Admissions Policy	no substantive changes	Agreed	Attendance Policy 09.21		Agreed	Draft Safeguarding Policy	The policy Reflects the Draft PKAT which is yet to be approved by the trustees. the policy will be updated to be compliant with KCSiE 2021	Action Headteacher to email policy for the approval of governors once trustees approve it.	Thorpe PKAT Relationships Education Policy Thorpe Draft	Collaborative policy across Trust primary schools	Agreed	Behaviour and ethos	Reflects the therapeutic approach to behaviour management.	Agreed	Thorpe wellbeing Policy	Created by a wellbeing group	agreed
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13	<p>Headteacher's report,</p> <p>The Headteacher discussed her report previously circulated.</p>																					

	<p>Covid update</p> <p>The start of the new academic year has been very positive. Children and staff seem happy to be back, and the new Reception children are settling in very well.</p> <p>There have been</p> <ul style="list-style-type: none"> • Six pupil cases of covid. • One adult case of covid. <p>There has been an increase in the instances of other minor illnesses.</p>										
13.1	The number of pupils currently on roll: 533 this is Twelve pupils fewer than last year.										
13.2	<table border="1"> <tr> <th colspan="2">SAFEGUARDING</th></tr> <tr> <td>Number of CP Concerns Logged:</td><td>Total of sixty-nine last academic year. Five referrals.</td></tr> <tr> <td>Number of pupils with a child protection plan in place</td><td>One</td></tr> <tr> <td>Safeguarding training and updates</td><td>Safeguarding updates continued to be shared in weekly briefings.</td></tr> <tr> <td colspan="2">One of the schools designated safeguarding personnel left at the end of the summer term. The new Designated Safeguarding Personnel has completed training.</td></tr> </table>	SAFEGUARDING		Number of CP Concerns Logged:	Total of sixty-nine last academic year. Five referrals.	Number of pupils with a child protection plan in place	One	Safeguarding training and updates	Safeguarding updates continued to be shared in weekly briefings.	One of the schools designated safeguarding personnel left at the end of the summer term. The new Designated Safeguarding Personnel has completed training.	
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13.3	<p>SPECIAL EDUCATION NEEDS (SEND) AND LOOKED AFTER CHILDREN (LAC)</p> <p>Seven children have an EHCP, 1 EHCP plan has been declined, parents are required to appeal although parental intentions are not yet known</p> <p>Forty-six children are at the SEN support level</p>										
13.4	<p>BEHAVIOUR AND ETHOS</p> <p>The number of fixed-term exclusions this academic year is zero</p> <p>The number of permanent exclusions is zero</p> <p>The Behaviour and Ethos Policy has been revised to reflect our move to having a more therapeutic approach to behaviour and a staff training session, led by all of our Extended SLT, took place during one of our training days in September.</p>										
13.5	<p>SCHOOL PERFORMANCE AND STANDARDS</p> <p>Writing has been the hardest hit in relation to the disruption of face-to-face education for children over the last two academic years.</p> <p>The new Reception children have completed their baseline.</p>										
13.6	<p>SCHOOL DEVELOPMENT PLAN</p> <p>priorities for 2021-2022 are as follows:</p> <ul style="list-style-type: none"> • Early Years – to introduce the new Curriculum. • Rebuild solid educational foundations for all our children through: • The recovery curriculum – responding to what skills and knowledge children have missed. • A particular focus on Writing – Talk for Writing and raising the writing profile across the rest of the Curriculum. • Secure the best possible outcomes for our Y6 children before they transition to 										

	<p>secondary school.</p> <ul style="list-style-type: none"> 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.
13.7	Staffing
13.8	<p>Confidential item.</p> <p>The Headteacher explained that a Y5 teacher would be leaving this term due to extenuating circumstances. Parents will be informed once a replacement strategy has been formulated.</p>
13.9	<p>The school has welcomed three new teachers to our school in September as follows:</p> <ul style="list-style-type: none"> Jackie Catley, teaching in year 3 Katherine Plant, teaching in year 4 Lucinda Yau, teaching in year 5 <p>the school is advertising for several roles as follows:</p> <ul style="list-style-type: none"> Cover Site Officer – a reduced job description to the substantive post holder and fewer hours. Cover Cleaners – to cover long-term sickness absence. Midday Supervisors
13.10	<p>MENTAL HEALTH AND WELLBEING</p> <p>The wellbeing party drafted a policy that all staff had the opportunity to review and respond to. It emphasises</p> <p>The roles of responsibilities of Governors, leaders, and staff for themselves.</p> <p>Well-being group.</p>
13.11	<p>Teacher Appraisals – will be carried out to ensure the school meets the statutory deadline of 31st October. The salary committee will need to arrange a time to meet to review the pay recommendations</p>
13.12	<p>The Headteacher drew the governors attention to the RAG rated Catch up plan previously circulated. The Headteacher confirmed that most actions were complete, except for the mental health first aid champions training, which was not possible due to COVID restrictions.</p>
14	<p>Feedback from Trust Board</p> <p>Governor received an update from the Chair, noting</p> <ul style="list-style-type: none"> Apprenticeship target Trust-wide Policies Marketing and Communication Plan to explore the possibility of expanding the number of schools within the MAT. Thorpe Primary School roofing repair programme. Funding for Thorpe roof. Potential Collaboration with Cross Keys homes for the development of Middleton primary school site. The good financial position of the Trust. Local governing bodies self-review exercise to be completed before the end of the 2021-22 academic year. Cleaning outsourcing arrangements to be harmonised Governor Self-evaluation is required soon

14.1	<p>Q. will existing staff be tuppee'd across</p> <p>A. Yes, it is hoped that the new company will take over the staff</p>
14.2	<p>The Governors discussed the Finance Dashboard report It was explained that this was a draft format that aimed to show the context of why the Trust was formed and show how schools have benefited from the economy of scale.</p> <p>Governors agreed that the single-page document was useful to facilitate discussion. However, a key would be helpful.</p>
14.3	<p>Q. Will the central charge be increased?</p> <p>A.13% is included in the core charge. There are other benefits to the central management of contracts. Not all areas will be centralised.</p>
14.4	<p>Action dashboard to be standing item on an LGB agenda's</p>
15	<p>Safeguarding Update LA Safeguarding audit. The Headteacher confirmed that the audit was completed before the end of the summer term. Q. Is the Governor training completed included? A. Headteacher to check</p>
15.1	<p>Action Governors to complete governor safeguarding through the NGA online training portal.</p>
15.2	<p>Action the Clerk to upload NGA training link to governor hub.</p>
16	<p>Draft School Budget Outturn 2020-21. Anne Clayton discussed the Finance Report previously circulated, noting.</p> <ul style="list-style-type: none"> • The forward carry figure, at 21/09/21 to £61,370. • The Budget for 21/22 going forward was submitted in June 2021 with acceptably healthy balances for the foreseeable future. • Thorpe brought forward Devolved Formula Capital figure is £58,357.09 • The school business manager will be meeting the deputy chief financial officer to review. <p>Governors were made aware of the non-compliant invoices and understood the reasons for payment.</p>
17	<p>Risk Management Reporting (Riskmate) Governors confirmed they were aware of the risk register.</p>
18	<p>Premises and Health and Safety Matters, The Headteacher confirmed that the audit had been recently completed their equal the report is awaited initial feedback confirmed a good standard of health and safety awareness. All training has been completed except for four members of staff who are on long terms sick, maternity,</p>
19	<p>Appointment of Link Governors,</p> <ul style="list-style-type: none"> • Safeguarding Governors Were confirmed as jo Fillmore/Seetal Swan • SEN Governor was confirmed as Anne Clayton.
20	<p>LGB Committee Structure and Terms of Reference</p>

	<p>pay and review committee members were confirmed as</p> <ul style="list-style-type: none"> • Colin Hammond • Anne Clayton • Jo Fillmore <p>Meeting arranged for 3rd November at noon.</p>
20.1	<p>Headteacher's performance management review Action Colin Hammond to arrange consultant and date.</p>
21	<p>Governor Training Governors were reminded to register with the NGA learning link, complete the recommended training, and record completion on the training log.</p>
22	<p>Governor Visits – reports and plans for the year (with reference to Covid-19)</p> <p>Action Headteacher to remind Teachers to contact Governors to arrange visits.</p>
23	<p>Governor Vacancies. Jo Fillmore explained that she intended to stand down as governor at the end of the academic year.</p>
23.1	<p>Action the Chair to discuss governor vacancies with The Headteacher.</p>
23.2	<p>Governor terms of office Action Clerk to discuss the issue with Emma Stephens-Dunn.</p>
24	<p>Action Governor terms of office to be a November meeting agenda item.</p>
25	<p>Any other business The Headteacher explained that the school's cost of a nursery session had not been reviewed for some time and was below local competitors. The Headteacher recommended that the governors explore the possibility of raising the cost of the nursery from April or September 2022</p>
25.1	<p>Action Nursery costs to be an agenda item at the January meeting.</p>
26	<p>Confirm the date and time of the next meeting</p> <ul style="list-style-type: none"> • Tuesday 09th November 2021 5pm