

PRESENT: Stuart Wood (SW) Chair
 Mark Askew (MA)
 Lydia Clough (LC)
 Liz Harrison (LH)
 Henry James (HJ)
 Chris Lindley (CL)
 Layla Skinns (LS)
 Stephanie Tabram (ST)
 Simon Wall (SWa)

APOLOGIES: Xavier Castelino (XC)
 Steve Dawson (SD)

IN ATTENDANCE: Pat Taylor (PT) Observer
 Stuart Hales (SH) Clerk

Action Log

Item	Action	Resp.
5.	SW to meet 1to1 with all governors over summer	SW/ALL
10.	MA, SW, SH and CL to meet to review the policy approval process	MA,SW SH,CL
11.	SW to write end of year governor newsletter	SW
12.	LS and SD to forward DBS certificates to Mrs Hinton	LS/SD
12.	CL to forward 'link' to questionnaire from Save Honey Hill website to governors	CL
14.	SW to raise opportunities for governor networking at Chairs Forum	SW
14.	SW to raise use of passwords for Office365 at Chairs Forum	SW

No	Description	
1.	Welcome from the Chair	
	SW welcomed all to the meeting.	
2.	Apologies and Quorum	
	Apologies were received from Xavier Castelino (XC) and Steve Dawson (SD) that were accepted by governors. The meeting was quorate. Stephanie joined the meeting via Zoom due to having to self-isolate.	
3.	Declarations of interest	
	HJ advised that he was the brother of Miss James the Deputy Head	
4.	Agree minutes of previous meetings – 14th June 2021	
	The minutes had been circulated in advance of the meeting and were agreed as an accurate record. The paper version would be signed by the Chair when he met with the Clerk.	
5.	Matters arising from previous minutes	
	Item 5 – SW advised he would meet with governors separately over the summer to discuss their roles and how they would like to develop them. The trust had taken some responsibilities away from LGBs. Action: SW to meet 1to1 with all governors over summer	SW/ALL
	Item 8 – SW advised that the nurture provision presentation used by Miss James during the meeting had been uploaded to the 14 th June 2021 meeting folder.	

Signed By:	Date:

	<p>Item 9 – MA advised there were 14 children with persistent absence below 90%, 11 of which were pupil premium – he then explained some of the reasons why these children’s attendance was lower.</p> <p>It was agreed that all other actions had been completed.</p>	
6.	<p>Chairs Report</p>	
	<p>SW asked if governors were still happy to meet on Mondays starting at 6.15pm next year and meetings would likely be a mixture of in person and remote? All governors agreed to this.</p>	
7.	<p>Data</p>	
	<p>A separate document titled ‘End of Year Data Analysis 2020 to 2021’ was distributed prior to the meeting and MA went through it comparing school to national data. He advised of the disruption to children’s learning as a result of the pandemic and how the school would continue to support children next year.</p> <p>A governor noted the percentage of summer-born children in Reception and queried if this was usual? MA advised there would normally be a third of children born in the summer term.</p> <p>A governor queried what did GD stand for? MA advised Greater Depth and what it included.</p> <p>MA advised that Yr6 children had taken the 2019 SATs papers and teacher assessments and the results were comparable to those from that year. He felt that children in upper KS2 had not been as affected by the pandemic as children lower down the school. He then went through Yr2 data, and of the difficulties for teachers to plan and to respond to remote learning. The school would continue to monitor writing in KS1, which perhaps was linked to parents supporting children during the lockdown.</p> <p>The school used standardised scores for reading and maths and had its own assessment tool for writing, which would be updated next year.</p> <p>A governor queried if teachers would use the data to identify any trends? MA advised staff tracked individual children and that the English and Maths leads would review data to modify lesson planning if required. Ofsted would no longer look at internal data but would instead look at how schools use it to support children.</p> <p>LC advised that teachers added data half-termly to the same spreadsheet to track children’s progress through the school. ST then noted the impact that Read Write Inc. had had in its first year.</p> <p>SW asked if there were any further queries? There were none.</p>	
8.	<p>SDP Monitoring 2020-21</p>	
	<p>For new governors, SW advised that the SDP had been presented to governors in the autumn term and priorities allocated to non-staff governors to decide how they would monitor each one through the year. MA added that the document was written around the five Ofsted priorities.</p> <p>Four separate documents were distributed prior to the meeting and SW asked governors to present a summary of their priority: - (SD had focused on Priority 5 – Early Years)</p> <p>Governor Planning – SDP 1 Quality of Education – Autumn 2020 (SWa) Governor Planning – SDP 2 Behaviour and Attitudes LS – updated July 2021 (LS) Governor Planning – SDP 3 Personal Development Final (SW) Governor Planning – SDP 4 Leadership and Management Final (SW)</p> <p>A governor queried the use of fines for unauthorised absence? MA advised the school reviewed many factors around issuing fines, which had only just been reintroduced after the lockdown.</p>	

Signed By:	Date:

	<p>SW advised staff and governors would complete E-safety training every year to allow the school to obtain its accreditation – the school would also continue to hold termly parents’ forums.</p> <p>SW thanked governors for their contribution in monitoring the SDP.</p>	
9.	Heads Update inc. SDP 2021-22	
	<p>Staffing – MA advised that Sharon Jones would leave at the end of the summer term for personal reasons. Due to minimal interest from the advertisement to find her replacement, the school would re-advertise in the autumn term and use a supply TA in the short term. The academic mentor would also leave at the end of the summer term. Sharon Lake who was on a one-year contract had applied for a full-time post.</p> <p>A separate document titled ‘2021 to 2022 School Development Priorities’ was distributed prior to the meeting and MA went through it. SW advised he met twice termly with chairs from primary schools in the trust and also attended the Chairs Forum.</p>	
10.	Policies	
	<p>SW advised he would meet with MA and SH over the summer break to review the policy approval process. CL advised he would be interested in joining the meeting.</p> <p>Action: MA, SW, SH and CL to meet to review the policy approval process</p>	MA,SW SH,CL
11.	Governor Matters	
	<p>SW advised that he would prepare an end of year governor newsletter.</p> <p>Action: SW to write end of year governor newsletter</p> <p>There were a number of families with EAL in the School community but were not represented within the LGB. SW advised he would expressly invite interest from parents within this cohort to join the LGB as associate governors.</p> <p>A governor queried the main foreign languages within the school? MA advised there were 20 including a mixture of eastern European languages. The school would look to translate parental correspondence when required to.</p>	SW
12.	Standing Items	
	<p>Trust Matters – SW advised the trust had updated its Scheme of Delegation and proposed that LGBs should have a max of 8 governors and had requested that 2 or 3 governors assist with the starting of the LGB at the new primary school within the Marleigh development.</p> <p>Safeguarding – A separate document titled ‘Single Central Monitoring: Monitoring Checklist (06.07.2021)’ was distributed prior to the meeting. LS advised she had written a Governor Visit Report dated 12.02.21 to discuss the annual safeguarding audit.</p> <p>Action: LS and SD to forward DBS certificates to Mrs Hinton</p> <p>Health & Safety – A separate document titled ‘Health & Safety Audit Review (15th June 2021)’ had been distributed prior to the meeting. SW advised that the trust would now have responsibility for H&S.</p> <p>A governor queried if the removal of the swimming pool had had an effect on the scores within the document? MA advised that he did not think so.</p> <p>Staff Wellbeing – SW advised he had attended a TA meeting last week and hoped to meet with some staff during the summer holidays, especially MA and Miss James.</p> <p>A governor queried if the pandemic would have an effect on teachers’ preparation for 2021-22 during the summer holidays? MA advised that schools were uncertain what Covid-19 guidance would be in place from September and three teachers were moving into new classrooms next year which would create additional work.</p>	LS/SD

Signed By:	Date:

15.	Date of next meeting – 2021-22 TBC	
	SW advised that meeting dates for next year would be issued in due course.	
	Meeting closed at 8.30pm	

Signed By:	Date: