



# MINUTES OF THE MEETING OF THE SCHOOL DEVELOPMENT BOARD TUESDAY, 22<sup>nd</sup> MAY 2023 Part One



The Meeting commenced at 17.54 and was held virtually using Microsoft Teams.

1.	Those Present	Also Attending
	Louise Bennett LB Cassie Brown CB Emma Irvine EI Keith Ryder KR Lisa Taylor LT	Roger Slater SL (Clerk) Tammi Wainwright TW (Deputy Head)  Rachael Stewart RS (OM)
	EI welcomed everyone to the meeting and in particular newly appointed governor, Lisa Taylor.	
2.	<b>Apologies for Absence</b>	<b>Action</b>
	Governors agreed to accept apologies for absence from: Joanne Munyard JM Gary Tatnell GT	
	It was noted that LB and TW had been delayed.	
3.	<b>Declarations of Interest</b>	
	As a standing declaration, the interests were noted of governors who are also parents of children attending the school.	
4.	<b>Chair's Report</b>	
	EI advised that on this occasion she had nothing to report except that she had been in school during SATs week and will write up a report. She added that the management and administration of the SATs was exemplary.  (LB joined the meeting at this point: 17.59)	
5.	<b>Approval of Minutes</b>	
	The Minutes of the SDB meeting held on 21 <sup>st</sup> March 2023 were approved as a true record.	
6.	<b>Matters Arising</b>	
	(i) <b>Action 36</b> – Pending. (ii) <b>Action 47</b> – KR yet to complete. SL to ask EG to send LT an invitation to register for the NSPCC Safeguarding for Governance course.  (TW joined the meeting at this point: 18.03)  (iii) <b>Action 53</b> – EI unable to locate presentation slides. Action closed. (iv) <b>Actions 56, 57 and 66</b> – It was agreed that LB will produce an updated version of the Risk Register over half term (see Action 69). Actions closed. (v) <b>Action 58</b> – EI to follow up with GT re this action asap. (vi) <b>Actions 59, 61 and 63</b> – Completed.	
		SL to ask EG to send LT link for NSPCC course. (68)

	<p>(vii) <b>Action 62</b> – Completed, however no nominations were received for parent governor. SL will re-run an election early in the autumn term.</p> <p>(viii) <b>Action 64</b> – Completed. It was noted that EI has uploaded two versions of a Social Media advert for new governors onto GovernorHub. Governors were encouraged to use the advert on their own social media pages if they are happy to do so.</p> <p>(ix) <b>Action 65</b> – Pending.</p> <p>(x) <b>Action 67</b> – Completed.</p>	
7.	<b>Operation Manager's Update</b>	
	<p>Prior to the meeting governors received via GovernorHub the following papers:</p> <ul style="list-style-type: none"> <li>➤ Outturn to end of April 2023</li> <li>➤ IT strategy Meetings notes – 18/05/2023</li> </ul> <p>The following matters were discussed:</p> <p>(i) <b>CIF Bid</b> – RS advised that the Trust is still waiting to hear the outcomes of the CIF Bids for this year.</p> <p>(ii) <b>Breathing Space</b> – Plants will be going into the Breathing Space this week.</p> <p><b>IT Strategy</b></p> <p>(iii) RS reported that the plan is to be fully cloud based by September. The Trustees will be deciding after half term about which cloud based MIS to purchase. Staff will receive training for the new MIS during the INSET days at the beginning of September.</p> <p>(iv) <b>CB:</b> Do you know when the issues about getting the laptops to print will be resolved?  <b>RS:</b> We are ready to give teachers brand new laptops, hopefully next week, but we have to change to a cloud based set up for printing first.</p> <p><b>Outturn</b></p> <p>(v) <b>EI:</b> Could you explain why there has been a huge overspend on IT?  <b>RS:</b> At the moment the CPOMS and SIMS licences have been posted against the IT budget but these will be paid for by the Trust. It is really only the laptop trolley that is extra to budget which was part of the repurposing of the IT room. Some others costs will be reposted and so I am expecting the overspend to be minimal.</p> <p>(vi) <b>EI:</b> Why have we only spent 50% of the budget for midday supervisors?  <b>RS:</b> The budget was set in anticipation of a change in pay scale, so the forecast is too high.</p> <p>(vii) <b>LB:</b> Have any donations been paid in yet?  <b>RS:</b> Yes, the anonymous donation of £500 and monies from the PTA of circa £1,300 have already been paid in.  <b>EI:</b> Are those monies ring fenced?  <b>RS:</b> Yes.</p>	

8.	<b>Risk Register Review</b>	
	<ul style="list-style-type: none"> <li>(i) LB commented that the main risk at the moment is the difficulty of recruiting suitable staff.</li> <li>(ii) LB advised that obtaining funding for SEND continues to be a significant issue.</li> <li>(iii) LB will update the Risk Register over half term and upload it to GovernorHub.</li> </ul>	LB to update Risk Register and upload it to GovernorHub. (69)
9.	<b>Headteacher's Report</b>	
	<p>Prior to the meeting, governors received via GovernorHub the following papers:</p> <ul style="list-style-type: none"> <li>➤ Headteacher's report 2022-23 – Term 5</li> <li>➤ Change of School hours proposal</li> </ul> <p>The following matters were discussed:</p> <p><b>NOR and Context</b></p> <ul style="list-style-type: none"> <li>(i) LB commented that the number of EHCP pupils remains high, although one EHCP child has now left the school.</li> <li>(ii) LB advised that the school receives admission enquiries every week. The current NOR is 196 and is expected to reach 200 by the end of the year.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>(iii) LB reported that there are currently 26 pupils who are classified as persistent absentees, although some of these absences are reasonable because they relate to extenuating circumstances. The school is targeting the core group which includes some traveller children and children missing in education.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>(iv) LB advised that pastoral staff have made two home visits and one child was referred for a police welfare check.</li> </ul> <p><b>Suspensions</b></p> <ul style="list-style-type: none"> <li>(v) LB reported that since writing her Headteacher's report she has made 2 additional suspensions, both of the same child who is in Year 4. The pastoral team is working with the family and TW is unpicking the child's needs. The suspensions involved possession of vapes which LB commented is a National issue. LB said that the school will be looking at how to educate the children about the dangers and law regarding vaping.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>(vi) LB reported that recent learning walks have provided evidence of really good classroom strategies being used for effective teaching and learning.</li> <li>(vii) LB explained that she and TW have worked with the staff to clarify what the staff mean by good teaching and learning, i.e. teachers addressing the needs of their children.</li> </ul>	

	<p>(viii) Subject leaders are developing subject maps. They will be providing written reports at the end of the year about their subjects which will be used to inform the SEF/SDP.</p> <p><b>Staffing Update</b></p> <p>(ix) LB reported that she has appointed a new Year 6 teacher, Hilary Ball, through Thrive, to cover SM's maternity leave.</p> <p>(x) EI commented that it is great to know that of the recent births to staff, all mums and babies are doing well.</p> <p>(xi) LB advised that CB has been appointed as acting phase leader for lower KS2 and Lee McQuire (LM) for upper KS2 while colleagues are on maternity leave. She commented that providing opportunities for staff to take on acting roles helps to build the leadership capacity of the school.</p> <p>(xii) LB advised governors that with effect from 1<sup>st</sup> July 2023 she will be the executive headteacher of both Cam Woodfield Junior and Callowell Primary schools. She explained that she has reviewed the leadership structures of both schools and using a distributive leadership model, she and TW will manage both schools with an acting AHT and phase leaders in each school. LB reported that at the moment Callowell only has 115 pupils out of a capacity of 210 based on its current PAN. LB explained that the two schools will network together and do a lot of joined up thinking. Subject leaders will work over both schools. This will build capacity and support succession planning.</p> <p><b>EI:</b> Has the structure been costed and agreed by Trustees?  <b>LB:</b> Yes.  <b>EI:</b> It sounds like a really smart idea that will benefit both schools.</p> <p><b>Year 2 into 3 Transition</b></p> <p>(xiii) LB reported that at the moment 51 pupils will be joining Year 3 in September, all from the Infant school. TW, CB and Lily Griffiths are working on transition arrangements. The intake is boy heavy and 43% are Summer born. The cohort has a lot of additional needs. Already the Year 2 children are being allowed to mix with Year 3 at playtime.</p> <p>(RS left the meeting at this point: 18.40)</p> <p><b>School Day Proposal</b></p> <p>(xiv) LB advised that following a directive from the government that Primary schools should be providing 32.5 hours of learning per week, she has written to parents to consult on starting the school day at 8.50 am each day instead of at 8.55 am. The end of the school day will remain the same. These timings will fit in with the Nest and Infant school.</p>	
10.	<b>Staff Wellbeing</b>	
	CB reported that staff morale is very positive, even though there has been a lot of speculation about where people will be next year. Everyone has come to terms with the changes affecting LB's position.	

11.	<b>Governor Monitoring</b>	
	<p>(i) Governors noted El's visit report for SATs week, provided prior to the meeting via GovernorHub.</p> <p>(ii) KR reported that he has completed a visit for Maths, PE and lunchtime play and has submitted his reports for LB to review. KR gave a brief summary of his visit:  <b>Maths</b> – KR had met with LM who has stepped up to lead Maths. KR said he was able to have a good walk round and saw modules being delivered as per the plan. There was a real focus on closing the gap but the approach was balanced to the needs of all pupils. On his next visit KR is looking forward to seeing the progress that has been made since this visit. KR said he felt it had been a very positive visit and that he has no concerns.  <b>PE</b> – KR commented that PE is clearly very close to LM's heart. KR had not been able to see any PE being taught but was impressed by LM's enthusiasm for the school to take part in more fixtures. He said it was good to see that new PE equipment had been purchased.  <b>Lunchtime Play</b> – KR explained that he had walked around with TW and looked at the programme for lunchtime play activities, which includes activities for wet weather. KR said he had been very impressed that the children have the opportunity to balance having their food, taking part in activities and relaxing.</p> <p>(iii) LT agreed to be the SEND and PP link governor.</p>	
12.	<b>Policies</b>	
	There were no policies due for review.	
13.	<b>Governors' Training</b>	
	<p>(i) SL to send LT details of the GCC New Governor training. CB said she had taken the course in March and thought it was very good.</p> <p>(ii) SL to ensure that JM and LT have access to Modern Governor.</p>	<p>SL to send LT information about the GCC New Governor training. (70)</p> <p>SL to register CB, JM and LT for Modern Governor. (71)</p>
14.	<b>Questions to Leadership</b>	
	No questions had been received prior to the meeting.	
15.	<b>A.O.B.</b>	
	None.	
	(CB and TW left the meeting at this point: 19.02)	
16.	<b>Dates of Next and Future Meetings</b>	
	<ul style="list-style-type: none"> <li>• <del>Tue 4<sup>th</sup> Jul 2023 – F2F</del> Tue 20<sup>th</sup> June 2023 – F2F</li> </ul>	
17.	(See Part Two – Confidential Minutes)	

The meeting closed at 19.12

Signed as a true record: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair