



**MINUTES OF THE VIRTUAL MEETING  
OF THE  
SCHOOL DEVELOPMENT BOARD  
HELD USING TEAMS  
MONDAY, 6<sup>th</sup> December 2021**



The Meeting commenced at 17.49

1.	Those Present	Also Attending
	Louise Bennett LB Nicola Evered NE Lee Hitchman LH Daniel Holmes DH Emma Irvine EI Keith Ryder KR Gary Tatnell GT	Roger Slater SL (Clerk)  Tammi Wainwright TW (Deputy Head)
2.	<b>Apologies for Absence</b>	<b>Action</b>
	Governors agreed to accept apologies for absence from: Emily Hulme EH Kathleen McGillicuddy KM Rachael Stewart RS (OM)  It was noted that NE and KR expected to be late in joining the meeting.	
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>Primary Quality Science Mark – Emily Hulme</b>	
	Deferred due to EH self isolating. EH will report to the SDB meeting on 17 <sup>th</sup> January 2022.	EH's PQSM report deferred to 17 <sup>th</sup> Jan 2022 (16)
5.	<b>Co-Chairs' Reports</b>	
	(i) EL reported that she had attended the GCC Heads and Chairs' online briefing which she had found very useful. It was noted that useful documents from this meeting had been circulated previously to governors, including a link to a training video about current Ofsted inspections.  (ii) EL advised that she and NE have continued to support LB and TW as required and that records are kept of any meetings.	
6.	<b>Headteacher's Full Report</b>	
	Prior to the meeting, governors had received via Teams Documents the following: ➤ Headteacher's Report to 2021-22 – Term 2 ➤ GCC Safeguarding Audit Dec 2021	

SL shared LB's Headteacher's report on screen. The following matters were discussed:

- (i) **GQ:** Regarding the table in section A, could you explain the figures in brackets under the SEN column?  
**A:** The figures in brackets are children who are under the SENDCo's 'radar' but not yet on the SEND register. They are children we want to keep a closer eye on.

**Year 3**

- (ii) LB explained that lots of interventions have been taking place in Year 3. She advised that a new TP has been appointed to support Year 3 children who are working at an EYFS level. There will be a data drop on Friday when LB said she expects to see a good level of progression in Year 3.

**Attendance**

- (iii) LB reported that overall attendance is currently 95.53% and while this is below the school's target of 97% it is higher than the national average. LB explained that there are 24 persistent absentees in total, all of whom are being monitored closely and for whom there are interventions in place. Most absences are related to illness but some are children from traveller families.  
**GQ:** Is the current level of attendance a cause for concern?  
**A:** As I said our attendance is above the national average. Lorna Brackstone could see that the pastoral team is doing everything it can to support our persistent absentees.  
**EI:** I recall Lorna suggesting we keep shadow data for our attendance excluding the traveller children. Have you thought about doing this?  
**A:** Yes, but it is difficult to do this in SIMS. It's actually only 3 children who come from traveller families.  
**TW:** Two of the children in the persistent absentee group are off for medical reasons, e.g. a broken bone. LB added that there are case studies behind every persistent absentee.

**Safeguarding**

- (iv) TW explained to governors how the school manages PEEPS (Personal Emergency Evacuation Plans). TPs rehearse the plans every term in addition to whole school drills. Plans also cover the eventuality of a child receiving intimate care at the time at which an emergency evacuation is required. TW commented that parents are happy with the plans the school has compiled.  
  
(v) LB reported that of the 46 children included on CPOMs:  
➤ 1 = CP  
➤ 1 = CIN  
➤ 4 = Early Help  
➤ 2 are awaiting social care strategy meetings.

<p><b>Suspensions (formerly called fixed term exclusions)</b></p> <p>(vi) LB advised that there had been a one day internal suspension of a pupil in Year 6 in relation to bullying which has already been dealt with and a further two day fixed term suspension ( previously known as fixed term exclusion) of a Year 4 pupil who hit an adult. A risk assessment is in place for the Y4 pupil but unfortunately, has not returned to school after the suspension due to self-isolating after positive PCR.</p> <p><b>Lesson Observations and Monitoring</b></p> <p>(vii) LB advised that she and TW have been monitoring lessons and standards of teaching and learning are good to outstanding. The new ECTs are being given lots of support.</p> <p>(viii) There will be a data drop on 10<sup>th</sup> December when value added progress from KS1 data will be evidenced.</p> <p>(ix) LH reported that Year 6 are currently doing mock SATs. He explained that the results will be analysed and the teaching plan adjusted as required. LH explained that he is preparing interventions for January for a group of Year 6 boys who need additional support.</p> <p><b>SDP Priorities</b></p> <p>(x) LB explained that she and TW are meeting this week to update the SDP and will report on progress and revised priorities at the next SDB meeting. LB commented that the SDP expects governors to be actively monitoring the plan and asked that monitoring visit reports are sent to her as soon as possible to update the live version of the SDP.</p> <p><b>GQ:</b> Where is the live version kept?</p> <p><b>A:</b> It's currently on my Google drive and accessible by SLT, the CEO and the Co-chairs. I will share it on screen at the next SDB meeting or perhaps we'll have a workshop meeting so that you can all add to it.</p> <p><b>Staffing</b></p> <p>(xi) LB reported that there will be 3 staff leavers at the end of term who have all been replaced. There will be interviews on 4<sup>th</sup> January for a new part time administrator.</p> <p>(xii) <b>GQ:</b> The level of staff absence seems quite high.</p> <p><b>A:</b> The 21 days in Year 4 are all Covid related.</p> <p>(KR joined the meeting at this point)</p> <p><b>Curriculum</b></p> <p>(xiii) LH reported that Paralympian Katrina Hart had visited the school a couple of weeks ago and ran a fitness course for each class in turn. LH commented that Katrina Hart shared inspirational stories with the children which emphasised the importance of resilience and perseverance. She delivered an online assembly which was really inspirational about how anything is possible if you are determined to overcome barriers. Part of the visit involved fund raising, 60% of which goes to the athlete and 40% comes back to the school. The</p>	
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<p>school's share of money raised is £717. GT interjected that he thought Katrina Hart was very engaging and she had talked to lots of parents in the playground.</p> <p>(xiv) EI reported that Bartholomew Gee had talked to every year group and played the piano during his recent visit. She explained that he has significant disabilities and the children were really inspired by his musical ability and by his description of how he copes with every day challenges.</p> <p><b>CPD</b></p> <p>(xv) LB congratulated TW for having completed the SENDAS award as a fully qualified SENDCo and referred governors to the extensive list in her report of staff CPD. LB added that she is currently taking the executive headship training (NPQEL)</p> <p>(xvi) LB advised that she is working in a cluster with CBAT looking at developing Trust policies and working as an active research group.</p> <p><b>Premises</b></p> <p>(xvii) LB confirmed that a CIF bid has been submitted for the roof.</p> <p>(xviii) LB advised that there are currently no Health &amp; safety matters to report.</p> <p><b>Questions</b></p> <p>(xix) <b>EL:</b> Lorna Brackstone flagged the amount of printed worksheets that children were being given to complete. Has this been resolved?</p> <p><b>A:</b> SLT are looking into it. Lorna understood why we had been using them. The question is whether they have created a ceiling in children's learning. We have already adjusted them in English and are using different books for Reading and Writing. We are reviewing best practice.</p> <p>(xx) <b>GT:</b> What is SAS?</p> <p><b>A:</b> It's the Stroud Association of Schools. We pay an annual membership subscription.</p> <p><b>GT:</b> What does it provide?</p> <p><b>A:</b> It runs cluster meetings for subject leaders as well as training. It is good value for money.</p> <p><b>Safeguarding Audit</b></p> <p>(xxi) LB referred governors to the outcome of the GCC Safeguarding Audit which SL shared on screen. It was noted that most of the 'No' responses did not necessarily indicate a deficiency of practice. For example, the response to the question as to whether the school is aware of any places on the site where pupils do not feel safe is no because it is considered that children feel safe every where on the site. LB commented that safer working practice is covered in the staff handbook but trying to evidence it as the audit requires is difficult. It is part of day to day practice. It was agreed that the audit does not reveal any issues.</p> <p>(xxii) <b>GQ:</b> Will the school be trying to achieve the Mental Health Champion Award?</p> <p><b>LB:</b> We are working at maintaining our status.</p>	
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	(xxiii) <b>GQ:</b> Will the children be completing the Online Pupil Survey again this year? <b>LB:</b> Yes. The survey is done between January and March but it takes a long time to get the report back.	
7.	<b>Operation Manager's Update</b> Prior to the meeting, governors received via Teams Documents the following: ➤ October 2021 Outturn ➤ OM Report to Governors - December 2021  The following matters were discussed: (i) LB advised that since RS was unable to attend the meeting, governors should email the clerk with any questions about the Outturn or regarding RS's report.  <b>Broadband</b> (ii) LB reported that the new broadband is not yet up to speed. Open Reach expects to complete its work in January. <b>DH:</b> Has there been any impact on lessons? <b>A:</b> Yes, during the first half term especially but it has settled down now. <b>LH:</b> The biggest impact was on the Computing curriculum, but all teachers delivered an online safety module which helped alleviate the issue. It's not too bad at the moment.  <b>Services</b> (iii) LB explained that there are ongoing concerns about the catering provider, Aspens, which RS dealing with. (iv) RS is also investigating new supply contracts for waste and for energy.  <b>Site</b> (v) The recent SHE audit did not identify any major concerns.  <b>Outturn</b> (vi) LB explained that the apparent overspend in Staffing costs stems from Covid related additional costs. Next year the budget will be increased accordingly. Approximately £16K is due from supply insurance. Otherwise the budget is on track. (vii) LB explained that the school is investigating purchasing iPads for each teacher for use in monitoring and assessment. Teachers will be able to record evidence. Capital money will be used to purchase 8 iPads. (viii) <b>EI:</b> Looking at column D, if we continue with our current level of expenditure it seems that we will have an in-year deficit? We are still running 8 classes but have lost 9 pupils. <b>A:</b> We haven't seen the end of year outturn yet. NE explained that the carry forward figure in the report is indicative	
8.	<b>Approval of the Minutes</b> The following corrections were made: ✓ Re item, 8(v) change GW to GT.	

	✓ Re item 10(vii) change GW to GT. These amendments having been made, the Minutes of 17 <sup>th</sup> November 2021 were agreed as a true record.	
9.	<b>Matters Arising</b> (i) <b>Action 50</b> – Pending publication of the 2020-21 Outturn. (ii) <b>Actions 1, 9, 12, 13, 14 and 15</b> – Completed. (iii) <b>Action 2</b> – SL advised that the CEO is looking at the Trust producing a MAT wide ECT policy. (iv) <b>Action 3</b> – LB will forward NE's monitoring reports tomorrow. (v) <b>Action 8</b> – Completed, but now deferred until January. (vi) <b>Action 10</b> – EI advised that she is working on producing a briefing sheet for governors which she will send as an open document. (vii) <b>Action 11</b> – Pending.	
10.	<b>Governors' Monitoring</b> (i) EI reported that she has looked at the SCR. SL to investigate GCC SCR training for LB and EI to attend. EI advised that she is able to monitor the SCR remotely using a single use password. (ii) GT advised that he will be meeting RS on Thursday to look at I Am Compliant. (iii) LB commented that the school had to postpone a meeting between KM and TW last week and has agreed to meet in January so that data from the end of term is available. (iv) EI reminded governors that she had shared a document on the 3 i's which she suggested governors should read in preparation for their next meetings with subject leaders. LB asked governors to hold off arranging meetings until the third week in January because staff do not have the capacity at the moment for additional meetings.	SL to investigate GCC SCR training for LB and EI. (17)
11.	<b>Staff Wellbeing</b> (i) LH reported that SLT have looked at the outcomes of the recent staff survey and at a staff meeting led by SM and EH staff were given the opportunity to reflect on possible solutions to the issues they had identified. The feedback from the staff meeting is still being collected. He added that TW will meet with the TPs on Thursday to go through a similar exercise. LH will report at the next meeting. (ii) <b>GQ:</b> How is the team in the run up to Christmas? <b>LH:</b> Staff are really happy to have had the opportunity to expand on their responses to the questionnaire and have made very positive comments about the staff meeting.	
12.	<b>Policies</b> Governors reviewed the following CWJ policies: ➤ <b>Accessibility Plan</b> – Deferred. LB advised that she had discussed the Plan with the CEO and will produce a separate Equality Plan that includes the Public Sector equality duty objectives. ➤ <b>Pastoral Care</b> – LB confirmed that the Pastoral Care policy did not require any amendments. The policy was renewed.	
13.	<b>Governors' Training</b> (i) GT confirmed that he had completed the following Modern Governor (MG) modules: ✓ Safeguarding – An Introduction ✓ Academy Governance	

	<p>(ii) DH reported that since the last meeting he had completed the GDPR MG module.</p> <p>(iii) SL advised that KM had also completed the GDPR module and had in addition completed a number of other relevant training via her employer.</p> <p>(iv) EI advised that she had completed the GDPR module but when she had returned to take the test she was no longer able to access the module she had worked on. She will contact MG to see whether she can still take the test.</p> <p>(v) GT asked whether there were any modules governors are recommended to complete. SL suggested that governors should complete Prevent training. LB suggested FGM. EI advised that any training that enhances governors' skills is worthwhile.</p>	
14.	<b>SENDCo Update Report - TW</b>	
	<p>TW shared her report on screen. The following matters were discussed:</p> <p>(i) TW advised that there are currently 52 pupils on the SEND register.</p> <p>(ii) TW explained the assessment bands shown in her report. On entry most SEND pupils level of attainment places them in the red band. Looking at attainment last year, TW showed that by the end of the Summer term 2021, most pupils had improved their attainment level.</p> <p>(iii) Regarding the data on Progress, TW explained that in Reading the 33% of children in the blue band had made value added progress. 67% of children in the green band did not make accelerated progress.</p> <p>(iv) TW commented that the data shows that Writing is an area that requires greater value added.</p> <p>(v) In Maths children made the best value added overall.</p> <p>(vi) Summing up the positives from the data, TW commented that the online teaching last year had been of good quality and was suitably differentiated for SEND children. Can Do Maths has provided good value added.</p> <p>(vii) <b>EI:</b> So has the cohort made good progress?  <b>TW:</b> We know that the children are working really hard and they are making progress but not accelerated progress for all pupils.  <b>LB:</b> SEND can be difficult to track. The children have a learning need which is why they are on the SEND register. It is always challenging to move them but we focus on incremental steps of progress. TW confirmed that 40 of the 52 pupils have learning and cognitive targets on their plans.</p> <p>(viii) <b>NE:</b> Are there children who are making progress across all 3 areas?  <b>TW:</b> Some are. Some have different strengths.  <b>NE:</b> How many make progress in all three?  <b>TW:</b> I'll be able to tell you in the next meeting when we've analysed the data drop.  <b>NE:</b> It will also evidence the impact of our pastoral care.</p>	<p>TW to send SL her report for circulation asap. (18)</p>
15.	<b>Questions to Leadership</b>	
	LB updated governors regarding the Year 6 residential that had been discussed at the last meeting. She announced that the residential will be going ahead	

	<p>with 19 children supervised by 2 teachers and 1 governor – EI. It will take place just before Easter because after the SATs is prohibitively expensive.  <b>GQ:</b> Could Year 5 have been included to make up the numbers?  <b>A:</b> The current Year 5 has a high level of needs and we couldn't spare the staff to send more.</p>	
16.	<b>A.O.B.</b>	
	LB reported that the CEO has now written to both GCC and the RSC about the low ARE of the current Year 3 who came from the adjacent Infant school. The director of education has responded that GCC will investigate the concerns and will meet with the CEO to discuss the matter. It was noted that the concern has gone from the Trustees and not from the SDB.	
17.	<b>Dates of Next and Future Meetings</b>	
	<ul style="list-style-type: none"> <li>• 17<sup>th</sup> Jan 2022</li> <li>• 14<sup>th</sup> Mar 2022</li> <li>• 23<sup>rd</sup> May 2022</li> <li>• 27<sup>th</sup> Jun 2022</li> </ul>	

The meeting closed at 19.30

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