

# WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Headteacher: Mrs Joy Wood

## Minutes of the Governing Board meeting

held on Monday 10<sup>th</sup> May 2021 at 6.15pm via Teams.

**PRESENT:** Mr M Azum (MA), Mrs B Dolby (BD), Ms J Holmes (JH), Mrs L Sheffield (LS), Ms D Purewal (DP), Mrs E Gooding-Brown (EGB), Ms I Iqbal (II) & Mrs J Wood - Headteacher (JW).

### IN ATTENDANCE:

MA welcomed all to the meeting.

#### 1. APOLOGIES

Apologies were noted and accepted from Ms L Abbasi, Ms N Rashid, Mr J Parker & Mr D Carey. There were no apologies received from Mr M Ulfat or Mr D Nunn.

#### 2. NOTIFICATION OF ANY OTHER BUSINESS AND AGENDA ORDER VARIATIONS

SEND Report

#### 3. DECLARATION OF INTEREST

There were no declarations of interest.

#### 4. MINUTES OF THE LAST MEETING 08.03.2021

The minutes of the meeting held on 8<sup>th</sup> March 2021 were unanimously accepted as a true record.

Proposed: EGB Seconded: JH

#### 5. MATTERS ARISING

All actions from the previous meeting have been addressed.

RSE policy has been agreed and personalised to the school.

Live Learning Policy has been circulated.

The Risk Assessment is being reviewed with the unions in respect of the likely changes to the Covid procedures on 21<sup>st</sup> June. The current guidance was discussed in light of the changes coming in on 17th May.

#### 6. CORRESPONDENCE

None for this meeting.

#### 7. HEADTEACHER'S VERBAL REPORT

##### Staffing Update

A new admin assistant has been appointed to commence on 7<sup>th</sup> June. JW outlined the current situation.

There were 30 candidates with 4 being short-listed. The successful candidate is very experienced and aspirational.

The HLTA who has had an adjustment to duties will be moving back into the classroom and will enhance the intervention programme.

The SCITT student will be taking up a permanent post as an ECT (Early Career Teacher) in September. There is a package of DfE support to be put in place and the mentoring and tutoring roles were explained.

The remote teaching is still continuing in Reception as a teacher is due to start maternity leave in August.

The Assistant Headteacher on maternity leave is returning on 5<sup>th</sup> July and the person covering role will return to their substantive role. This will allow for additional support in providing interventions.

A number of applications have been received for existing flexible working arrangements to be continued for a further year.

There are 2 teachers and an HLTA requesting this on health grounds which will be allowed.

There are also 2 teachers where it is not in the business interests of the school to continue with flexible working for another year. The PPA flexibility offered was noted.

One other member of staff has applied for flexible working to stay in place and it has been agreed to continue this for 1 more year.

A number of part-time staff received permanent part-time contracts some time ago and JW noted the difficulties with this.

There are a number of teachers on FTE's where the contract will not be continuing.

Domestic issues were noted for some staff and the school is assisting where possible.

The Trailblazers project offers support for staff where needed and further support has been offered by JW.

### Assessment

The only data available is from Y2 which is very positive.

From next week, an old SATs paper is being used to help with the assessment of Y6.

From the 21<sup>st</sup> to 28<sup>th</sup> June, years 3, 4 & 5 will be taking tests and Y1 will be testing at the beginning of June. As the restrictions recede, there are some off-timetable days taking place. There is no Y6 residential this year but there is a day planned at Nell Bank with a large array of activities taking place in July.

The Bug Club training for staff is taking place on 13<sup>th</sup> May. This will be a 3 hour intense session.

Catherine Berry, the acting AHT is asking all teachers to read a book in respect of classroom practice which reflects the culture of the school.

Swimming restarted on 28<sup>th</sup> April and JW explained the year groups concerned. Covid precautions are in place at the pool.

### **Q – Will there be a Parents Evening this year?**

A – A Parents evening via telephone took place in November and one will be taking place in the Summer Term. The format of the event is still to be finalised. There will also be parental consultations taking place in July.

### Premises

The proposal to tarmac the paths etc. had previously been presented to the Resources committee.

It has been decided to go with the 30mm thickness quotation following advice from Asset Management.

This will take place in the first 2 weeks of the summer holiday.

This will resolve any potential health & safety issues and enhanced the appearance of the school.

The office at the end of KS2 is being converted into 2 offices, one of which will be used by the SBM and the work is starting on Thursday. The difficulties in getting quotations for the work were noted.

The work which has already taken place on the premises was summarised.

From 21<sup>st</sup> June, staff will be returning to the staffroom which will free up the hall for other activities such as PE. The computing rooms will be fully opened and the unisex toilets will also revert to normal usage. JW advised that there has been a change to how the canteen was used including the service from the staff to the children with hot food. Cold lunches are being eaten in the classrooms and this is proposed to continue. The consensus on this amongst the staff involved was noted.

PE clothes being worn by children on the day of PE will also continue.  
Changing to indoor shoes/pumps will not be reintroduced as not using these has been a benefit.

The expectations on staff to wear masks from 17<sup>th</sup> May is being dropped.

**Q – Canteen arrangements/PE arrangements-will the strict timings be in place for all the year groups?**

A – JW noted that there may well be differences between KS1 and KS2.

In the canteen, cashless payments will be introduced. JW explained that a bespoke programme has been offered by FM whereby they will be the debt collectors not the school and will continue to feed the children where there are issues with payment. PayPal is being used at no cost to the school.

Il noted the benefits seen from the canteen arrangements in place and JW explained that there is a civilised environment in the canteen now.

## **8. COMMITTEE REPORT**

### **Teaching & Learning 26.04.21**

The minutes had been circulated prior to the meeting.

MA summarised the meeting for Governors.

The recovery curriculum is going very well with a focus on writing and the rationale for this was explained. There was a mock SAT test in Y2 and in one class there was 80% at Expected in Reading and 76% in maths. JW explained how the maths curriculum had been pared down to focus on the core material such as arithmetic and this has paid off.

JP's engagement with home learning was also noted. The other class also did well and it was explained that the children were coming from a lower starting point.

The introduction of the book "When the adults change everything changes." was noted and this is hoped to have an impact on teaching practice.

JW explained that Catherine Berry who has introduced the book to teachers will be happy to attend the next GB meeting.

Bug Club – The programme is hoped to have a positive impact and a 3 hour training session is taking place this week.

### **Resources 20.01.2021**

The minutes had been circulated prior to the meeting and BD summarised the content.

She advised of the budget discussion held in the meeting.

The surplus at the end of March was noted and this puts the school in a good financial position.

There will be a small in-year deficit next year due to increase in staffing costs but there may be additional funds still to be announced.

Governors were advised that there are areas of flexibility in the budget to help balance the figures through the year.

The 2021-22 Budget had been approved by the committee.

The SFVS was also approved by the committee and the rationale for this was explained.

The tarmacking was also discussed in detail and it was agreed that the unique financial position of the school in respect of the carry forward means that there is a great opportunity to get the work done.

**Q – Is there anything that can be done to reward staff for their efforts in this exceptional year?**

A – One possibility is that the training day in July is to bring in the caterers to create a celebration buffet.

All staff and Governors will be invited to attend.

**The Celebration Buffet was unanimously approved by show of hands.**

**Proposed: DP    Seconded: LS**

### **9. 3YR BUDGET APPROVAL UPDATE**

This is being worked upon at present and the deadline is 30<sup>th</sup> June for submission. This will be considered by the Resources committee on 23<sup>rd</sup> June.

The 2021-22 Budget and SFVS have been uploaded to the LA.

### **10. GOVERNOR VISITS/TRAINING**

Nothing for this meeting.

### **11. POLICIES**

The following policies had been circulated prior to the meeting:

- Live Learning policy
- Remote Learning policy
- Behaviour policy
- Anti-Bullying policy
- RSE policy

LS confirmed she has read all policies and advised that many acronyms are used and may not be user friendly when they are placed on the website.

**Q – Are all policies referenced in these policies also on the website?**

A – A list of the acronyms will be placed on the website.

The policies which are cross referenced were discussed.

**Q – RSE policy – are we using the Bradford Council policy amended to the school?**

A – The Bfd Council policy is the one adopted and personalised to Wellington. The scheme of work involved was also noted.

It was proposed that Relationships education only be introduced next year with Sex education deferred until the following year.

The science curriculum covers areas such as puberty. Sex education is not included.

The RSE policy and scheme of work is non-contentious.

**Q – Live Learning safeguarding – there is nothing around children who are not involved in the school being in the vicinity. Pupil conduct and conduct in the home which may be unacceptable in the online lesson may occur. Does the instruction to staff cover this?**

A – This was put together quickly and if another clause is proposed, then this can be included.

**The policies listed above were unanimously approved by Governors**

**Proposed: MA    Seconded: DP**

**Q – In respect of sex education – what is the council's stance?**

A – This is optional and up to each individual school.

MA confirmed that any lead from the council will be followed for the following year.

**Q – What are other local schools doing in this area?**

A – The BEOP meetings have just restarted and this will be discussed going forward.

## **12. ANY OTHER BUSINESS**

### SEND Report

The report from Vicki O'Dell, SENDco, for information on the SEND provision in school had been circulated. MA noted the detailed report and this was unanimously approved by Governors.

**Proposed: MA    Seconded: LS**

## **13. DATE OF NEXT MEETING: Monday 5<sup>th</sup> July 2021 at 6:00pm**

Whether to meet in person or continue with online meetings was discussed by Governors.

It was agreed that the next meeting will be online and reviewed prior to the next academic year in September.

The date for the Celebration Day on the next training day in July will be emailed to all.

Meeting closed at 7.25pm

### **Action Points**

Action Number	By Whom	Action	Timescale
1	JW	A list of acronyms used in the policies to be placed on the website.	ASAP
2	JW	Date for the Celebration Day to be circulated to Governors	ASAP
3			