

WELLINGTON PRIMARY SCHOOL

Dudley Hill Road
Eccleshill
Bradford
BD2 3DE
Headteacher: Mrs Joy Wood

Minutes of the Governing Board meeting held on Monday 5th October 2020 at 6.00pm

PRESENT: Mr M Azum – Chair (MA), Mrs B Dolby (BD), Ms J Holmes (JH), Ms D Purewal (DP), Mr J Parker (JP), Ms L Abbasi (LA), Mrs L Sheffield (LW), Mr D Carey (DC) & Mrs J Wood - Headteacher (JW).

IN ATTENDANCE:

1. APOLOGIES

Apologies were noted and accepted from Noshaba Rashid.

2. ELECTION OF CHAIR AND VICE CHAIR

Nominations have been received for MA as Chair and DP as Vice Chair.

There were no other nominations received.

MA was unanimously elected as Chair of the Governing Board.

DP was unanimously elected as Vice Chair of the Governing Board

Proposed: BD Seconded: JH

MA thanked all for the support during the past few months.

3. NOTIFICATION OF ANY OTHER BUSINESS AND AGENDA ORDER VARIATIONS

None.

4. COMPLETION OF PECUNIARY INTEREST FORMS

The Pecuniary Interest Forms had been circulated and all were requested to complete and return electronically or physically to the school.

5. DECLARATION OF INTEREST

There were no declarations of interest.

6. MINUTES OF THE LAST MEETING 13.07.20

The minutes of the meeting held on 13th July 2020 were accepted as a true record.

Proposed: MA Seconded: JH

7. MATTERS ARISING

There were no matters arising that will not be addressed by today's agenda.

8. CORRESPONDENCE

Various correspondence has been received from the LA on the Coronavirus situation. JW will forward the correspondence received to Governors.

9. GOVERNORS CODE OF CONDUCT

The NGA Model Code of Conduct for Governors had been circulated prior to the meeting.

This was unanimously adopted by Governors.

10. REVIEW OF COMMITTEE MEMBERSHIP

Governors were advised that the Resources committee needs to meet before the end of the month to review the Pay Progression recommendations and Performance Management outcomes for teachers. A date will be agreed asap for the committee to meet.

Membership of the committees was discussed and agreed as:

Resources Committee

Bryony Dolby, Divinder Purewal, Emma Gooding-Brown, David Carey, Leila Abassi & Joy Wood

BD was confirmed as Chair of the Resources committee but is still to undertake Governor finance training due to the pandemic restrictions. This will be taken asap when it is available. The Clerk will circulate details of the available training.

Teaching & Learning Committee

Mohammed Azum, Laura Sheffield, Joe Parker, Noshaba Rashid, Jo Holmes & Joy Wood

In terms of succession planning, it was agreed that LS will shadow MA as Chair on the T & L committee.

11. APPOINTMENT OF NAMED/LINK GOVERNORS

The following Named Governors were agreed:

Health & Safety	Divinder Purewal
SEND	David Carey
Safeguarding/Child Protection/LAC	Leila Abassi
HT's Performance Management	Emma Gooding-Brown & Laura Sheffield

The Class Link Governors were agreed to remain as last year:

Reception	Divinder Purewal
Year 1	Noshaba Rashid
Year 2	Noshaba Rashid
Year 3	Bryony Dolby
Year 4	Divinder Purewal
Year 5	Mohammed Azum
Year 6	Emma Gooding-Brown

12. HEADTEACHER'S REPORT ON THE RE-OPENING OF SCHOOL

The Headteacher's report had been circulated prior to the meeting and JW also noted the information which has been sent out to Governors and parents including the arrangements agreed for the re-opening on 7th September along with the catch up curriculum detail for both English & mathematics.

JW advised that pupils have settled in well and there was a smooth transition on the 14th to their new classes.

From 7th September to 1st October attendance has averaged at 93.88% which is excellent.

Only 2 children have not returned to school because they are shielding and contact with parents is in place. In the same period 91 children have had to self-isolate. There have been positive tests amongst families but none involving the children or staff.

Bubbling has gone very well and the children have followed the rules.

Lunchtime arrangements are working smoothly.

Arrival and pick up has gone better than hoped and the vast majority of parents have complied with the request to wear masks.

JW advised that concerns over the loss of learning time had been raised by Governors and she explained that early drop offs have helped to increase the learning time available. The pick-up process is being reviewed. The main emphasis will be on the early arrivals in respect of catch-up.

The emphasis on E & M has been well received by parents, however, foundation subjects have been affected and the aim is to be back on track by Christmas.

The collective efforts of the Wellington community have been noted by all staff.

JP explained how the children have positively responded to the work demanded of them on their return.

JH noted that Nursery children have been more resilient than expected and that the new routine will benefit the children in the long run.

The homework club has started again but is not very well supported at present.

The E & M catch up plans have been drawn up and circulated and the aim is to cover additional learning needs.

Staff planning for lessons is being monitored by the SLT and the leaders of both E & M have been very active in this regard.

DP noted that the SLT are always present at pick up and drop off times and all have been excellent. She thanked JW for all her work along with the rest of the staff.

Q – If lack of attendance at the homework club is due to anxiety is there an option for online working?

A – The homework club is there to support any homework which is physically sent out to children. Homework sent out is not covering new ground at present.

Q - Will the homework club continue to be used?

A – All arrangements will be reviewed at meeting on 20th October. JW will be recommending that this continues throughout the year.

Communicating the existence of the homework club to parents was discussed and JW advised that this is not an issue. A text message has been sent out to parents and this will be re-issued tomorrow.

Q – Is there any way of highlighting those who did not engage during the lockdown?

A – Catch up seems to be going more easily in Y's 4, 5 and 6 but in Y's 2 and 3 there is a bigger challenge. Catch-up will be reviewed by the SLT and feedback to Governors.

The £18k catch up grant was noted and for those who have not caught up by Christmas extra tuition will be bought in.

Q – How will we know the children who need it? Will it be by assessment, work scrutiny etc?

A – End of Autumn term tests will be used.

Q – In respect of Y6 will the SATS be used?

A – There is always a mock SAT after the Autumn term and this will be fed into "O Track". It is the younger children who are the concern in respect of maths.

Data will be available in December following the Autumn term tests.

Google Classroom is now being used following installation over the summer. Training has been provided for all staff and children have their own log on details.

Liaising with families on this is taking place and staff are being supported with training where needed.

The benefits of using this facility were stressed by JW.

JP advised that this is an exciting development and if a bubble were to go down the learning resources are now in place.

The potential for Google Classroom as learning tool is huge.

BD noted that this a fantastic platform but does not work on dated IT equipment.

Q - What if families do not have the equipment/skills?

A – JW advised that Deputy Head and the Assistant Head are the named people to contact if support is required. The provision of Chromebooks from the DfE is being investigated and assistance is always offered to all.

Q – Were there any free laptops for PP students during lockdown?

A – We only received 2 which were for named pupils. No answer to the rationale for this decision was given.

JW advised that the links to accessing technology are being actively pursued.

SEND

Two consultations for EHCP placements were noted. In respect of the first child the school advised that it did not have the provision to meet the needs identified and it is understood that the pupil has been placed at another school. For the second child the school can meet their needs however their requirements are severely underfunded and discussions on this are taking place with the LA.

Transition for another EHCP pupil to a specialist provision following a 2-year process has taken place. The positive impact on the child and parents was noted to Governors.

The work of the SEND Lead, Vicky O'Dell, was particularly noted.

Staffing

A new business manger has been appointed and will be in post from 2nd November.

The excellent work in the interim of Hazel Lamin and Sohail Mahmood was noted by JW.

Finance

The school is being audited by the LA and JW explained the remote process.

The Q1 Budget monitor has been sent out to the Resources committee and the Q2 monitor is being finalised at present.

Due to the savings currently being made the budget is looking healthy.

Q – What about the £18K Covid catch up grant?

A – That is the annual amount, and we will be accountable for how it is used.

One to One tuition was raised by MA with the possibility of a 25% discount from DfE recommended providers. JW advised that the school is at the early stages of deciding the best way forward in terms of catch up.

Premises

The tarmac on the school's playgrounds and pathways needs urgent attention and work will need to be carried out on a H & S basis. JW is in contact with the LA to agree that this can be a capital programme from central funds.

The current office arrangements due to social distancing were explained. This means that JW has effectively no office at present and this situation is not sustainable. The office capacity at the school was detailed.

The potential for temporary home working and/or temporary office provision was discussed e.g. Portable building, mezzanine floor or a conservatory type building.

MA and DP will visit to discuss the situation with JW.

LS noted that any permanent solution will have an ongoing maintenance cost.

JW advised that the SIP/SDP is still to be completed. Key objectives will include:

- Implementing the new Foundation subjects
- Google Classrooms to be an integral part of learning

Both will be reviewed, modified and be in place by February 2021.

The draft SIP will be available during the next half term.

CPD will be a focus for this year. JW advised that Ofsted visits which will be taking place at schools will be to look at the arrangements in place currently, but no judgements will be made.

Q – Physical exercise for the children e.g. the JUMP programme what are the plans for the children when it is poor weather?

A – There is limited space inside, but they will be getting their 15-20 mins exercise outside, but it has to be fitted in where practicable.

Restrictions due to the school layout were detailed by JW in relation to the staff room and hall.

DP noted the current emphasis on physical and mental health.

Q - Is there anything in place for those children without IT and how will progress be measured for isolating pupils?

A -This is all new ground. Some children have been quarantining for 14 days. If there is a full lockdown, the work currently being done will ensure there is access for all. An audit has been undertaken by the Deputy Head on this matter.

LS advised of the support from the school in relation to the community use of the pitch.

MA noted the positive comments heard in and around the school and the work of the SLT was particularly noted.

13. SCHOOL IMPROVEMENT PRIORITIES 2020-21

JW explained that there will be an update given at the next meeting on 20th October and the full plan will be available during the next half term.

14. HOLIDAY DATES 2021-22

JW advised of the rationale for review of the holiday dates. How occasional days and training days have been used was explained in detail.

JW explained that 3 have traditionally been taken in the Autumn term which has proved beneficial.

The Holiday Dates 2021-22 were unanimously approved.

The calendar will be circulated to parents this week.

15. HEADTEACHER'S PERFORMANCE MANAGEMENT ARRANGEMENTS

The panel will involve LS, EGB and the SIP, Richard Lait. The date will be agreed with JW to carry this out.

16. ACADEMIES (annual review)

MA explained the rationale for this agenda item. Academisation will not be pursued this year.

17. GOVERNOR VISITS/TRAINING

MA will circulate the presentations attended over the summer.

MA has taken Mental Health training.

LS will undertake the virtual catch-up training on offer.

18. POLICIES

The Child Protection policy will be reviewed and presented at the next GB meeting.

A policy review is required.

19. ANY OTHER BUSINESS

DP advised that a virtual disco could be held which may raise additional funding for the school.

JW explained that discussions have been held re Christmas activities, but these are not for fundraising purposes.

20. DATE OF NEXT MEETINGS: Tuesday 20th October 2020 – re Autumn 2.

MA thanked everyone for their attendance and closed the meeting at 7.40pm

Action Points

Action Number	By Whom	Action	Timescale
1	LS/JW	Agree a date for the HT PM Committee to meet	ASAP
2	Clerk	The details of training courses to be circulated	ASAP
3	MA/DP	Meet with JW re: office capacity	ASAP