



**Markeaton Primary School, Bromley Street, Derby DE22 1HL**

**MINUTES**  
**Full Governing Board Meeting**  
**Thursday 4<sup>th</sup> February 2021 at 5.00 pm via Teams**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
01/21	<p><b><u>Present</u></b></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Nicki Jenkins (NJ), Matt Ball (MB), Joanne Fleay (JF), Lauren Gascoyne (LG), Louise Wilber, Staff (LW).</p> <p><b>Attended by:</b> Emma Balfour, Assistant Headteacher (EB)  Emma Edge, Assistant Headteacher (EE)</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence – None</u></b></p> <p><b>LM opened the meeting by explaining that it was a combination of all committee issues and full FGB. It had been brought forward due to the current pandemic.</b></p>	
02/21	<p><b><u>Declaration of Interests</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p> <p>Governors were reminded to complete the annual declaration of interests section on Governorhub and will continue to be reminded to renew this at the first FGB of each year. Governors were also reminded to complete the declaration for Keeping Children Safe in Education which is on Governorhub. BW to check that all Governors have complied with this request.</p>	<b>ALL BW</b>
03/21	<p><b><u>Review of Membership</u></b></p> <p>There are currently vacancies for 2 Co-opted Governors. NJ/LG previously proposed that our current Parent Governors could move to Co-opted status. One parent could be recruited then NJ/LM will consult Inspiring Governance to try to recruit another governor. However, NJ/LM have been contacted by Governance for Schools with 2 potential candidates who they are keen to contact and interview. LM asked if any other Governors are interested in becoming part of the interview process. Governors to inform LM if they wish to do so.</p> <p><b>Governor Training –</b> LG explained that she had further analysed the recent skills audit and concluded that there were 2 areas of skills shortage that needed addressing. These areas are Strategic Leadership and Accountability. LG to email all Governors to explain the areas in more detail and inform of new training modules that can be undertaken.</p>	

04/21	<p><b><u>Review of minutes from FGB 26 November 2020</u></b> The minutes had been circulated to staff prior to this meeting.</p> <p><b>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</b></p>	<b>Accepted</b>
05/21	<p><b><u>Matters arising from above minutes</u></b>  <b>87/20</b> The Policy Schedule is still work in progress. Governor responsibilities are still under discussion. NJ said that she was waiting until the new governors are recruited before finalising.  <b>90/20</b> LM still to circulate notes from the visioning meeting which took place on 19<sup>th</sup> November 2020.  <b>There were no further outstanding actions from these minutes.</b></p>	<p><b>NJ/LM</b></p> <p><b>LM</b></p>
06/21	<p><b><u>Review of minutes from Curriculum 25 November 2020</u></b> (Usually ratified by Curriculum Committee at separate meeting) The minutes had been circulated to staff prior to this meeting.</p> <p><b>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</b></p>	
07/21	<p><b><u>Matters arising from above minutes</u></b>  LM explained that the recent Curriculum Committee meeting had been cancelled due to the current issues surrounding the pandemic. LM/NJ to review the remaining dates for future meetings.  20/20 The Governor Work Planner had been put aside when the 21 January meeting was cancelled.</p>	<p><b>LM/NJ</b></p> <p><b>LM/NJ</b></p>
08/21	<p><b><u>Policies/Documents for Ratification - Circulated</u></b>  <b>Policy Schedule</b> – This document still under review.  <b>Governor Responsibilities</b> – This document still under review.</p> <p><b>Safeguarding Addendum Policy</b> - uploaded to Governorhub prior to this meeting. Accepted by all Governors.</p> <p><b>Admissions and Appeals Policy</b> - circulated to Governors prior to this meeting. Accepted by all Governors.</p> <p><b>School Pay Policy</b> - circulated to Governors prior to this meeting. Accepted by all Governors.</p> <p><b>IJ to upload ratified policies to school website.</b></p>	<p><b>NJ/LM</b></p> <p><b>Accepted</b></p> <p><b>Accepted</b></p> <p><b>Accepted</b></p> <p><b>IJ</b></p>
09/21	<p><b><u>Headteacher's Update – To include Covid Update</u></b>  This document had been circulated prior to this meeting. LM asked if IJ would like to highlight any particular areas of it.  <b>Attendance</b>  IJ stated that attendance has been very high and stood at 95.3% before Christmas. There are now only around 25% of pupils in the building currently and this figure is made up of vulnerable children and children of key workers. IJ is anticipating a sharp rise in Pupil Premium children due to the current crisis, furloughing etc. See excerpt from report below which also focuses on the School Development Plan Priorities:</p>	

### Attendance Return from 2 SEP 2020 to 1 FEB 2021

This report excludes students who left after the 2 September 2020

Number of Open Sessions = 182

This report excludes Boarders

Group	No. of Students	Maximum No. of possible attendances	Total Absences				Total Attendances		Total No. of Students who were absent on one or more session		% Unauth. Absentees
			Authorised		Unauthorised		No.	%	Auth.	Unauth.	
			No.	%	No.	%					
Year Group Reception	60	8833	384	4.35	21	0.24	8428	95.41	32	3	5.00
Year Group 1	60	8807	308	3.50	14	0.16	8485	96.34	31	3	5.00
Year Group 2	60	7929	294	3.71	11	0.14	7624	96.15	32	4	6.67
Year Group 3	56	8418	323	3.84	6	0.07	8089	96.09	29	3	5.36
Year Group 4	60	8495	413	4.86	67	0.79	8015	94.35	35	6	10.00
Year Group 5	60	8364	388	4.64	8	0.10	7968	95.27	33	5	8.33
Year Group 6	60	7816	453	5.80	57	0.73	7306	93.47	37	6	10.00
Totals	416	58662	2563	4.37	184	0.31	55915	95.32	229	30	7.21

416 pupils on roll (unchanged)

- 52 pupils with SEN (Special Educational Needs) – 12.5%
- 28 Pupils have an EHCP (Educational Healthcare Plan) – 6.7%
- 23 pupils EAL (English as an Additional Language) – 5.5%
- 9 pupils CLA (Children Looked After – including post CLA/child adopted) – 2.1%
- 103 pupils Pupil Premium (including Services Children, CLA, FSM + Ever 6) – 24.7%

### School Development Priorities

1. To further enhance the children's understanding of Global Citizenship and Diversity

Notable Actions since the last report in Autumn 2:

- Trailing of PSHE 'Real-Time' lessons in the afternoon
- Even though we are in lockdown, there has been a continuation of lessons, both remote and in school, which focus on equality and diversity. We are still one of the few schools to have rolled out the new RSE Curriculum in September
- New Black History Month texts to arrive in school

Impact:

- Despite the current restrictions in place, staff are still delivering a curriculum which highlights and prompts discussion around equality and diversity.

IJ thanked staff for organising the new black history text, IJ stated that it is LGBT month and staff have been asked to prepare lessons for this.

2. To ensure that the key principles of a Recovery Curriculum are successfully implemented in all year groups throughout 2020/21

Notable Actions since the last report in Autumn 2:

- All statutory tests, as a result of lockdown, have now been cancelled for the Summer Term. This provides a window of opportunity for the Recovery Curriculum, which we had begun with in September, to become really embedded without the pressure or expectation of SATs. It is actually quite exciting to envisage what the rest of the year will look like without having this on the horizon – I know staff have already got some great ideas around outdoor learning and wellbeing.
- That said, we do recognise that Reading, Writing and Maths will need some very focused input between now and Sept 2021. All staff meetings and INSET Days (April and June) will be centred around training and development within these core subjects. Hayley Gaskin and Beckey Waller will lead this through the Primary Strategy Group initiative.
- Even though we are currently in lockdown and 75% of our children are at home, there is still a strong focus on Mental Wellbeing via our Remote Learning approach. For example, we try to limit the number of ‘screen-time’ activities and we provide a number of opportunities for the children to connect with their peers and their classroom teacher. These include: Morning Meetings, 2 x Assemblies with me, show and tell sessions (for KS1), story times, Golden Time, virtual break times (since ended due to low numbers) and bespoke interventions led by Teaching Assistants. We also have an expansive ‘keeping in touch’ rota for our vulnerable children and families which has been set up by Emma B and Marie B. This includes welfare calls, 1:1 tuition and doorstep visits.
- This week is Mental Health Week. There has been an assembly and a series of activities set up by the teachers. There is an assembly on Friday with the theme of Express Yourself.

Impact:

- In terms of mental wellbeing via our Remote Learning approach, and its integral role within the Recovery Curriculum, the feedback generally has been positive (currently 54 emails have been received by me and only 6 of them have erred on the side of negativity/constructive feedback). I am aware that this does not represent a cross section of opinion across the school population but anecdotally there seems to be a more positive response. What I can say, with a high degree of confidence, is that we welcome feedback on our Remote Learning approach and we try to respond in a way which makes a difference to those families at home. An example of this would be submission deadlines and the uploading of work the night before. This came directly from parents/carers. We have also added ‘show and tell’ sessions in KS1 to give children a bit of a boost. Further developments in this area will be discussed later in the report.

	<ul style="list-style-type: none"> <li>The keeping in touch rota has been well received by parents/carers and provided some children with the support and motivation they need.</li> </ul> <p>3. To enhance provision, training and curriculum opportunities in Computing in all year groups (Golden Thread)</p> <p>Notable Actions since the last report in Autumn 2:</p> <p>Since the pandemic began it is fair to say that this target has evolved more naturally than the other two, predominantly because the use of technology has suddenly become such an enormous part of our Remote Learning approach. Even though we hadn't planned for it to move in this direction, some very significant strides have been made:</p> <ul style="list-style-type: none"> <li><u>All</u> teaching staff can now use Microsoft Teams to deliver lessons, 1:1 tuition, accept/feedback on assignments and communicate with their class (among other skills);</li> <li>All teaching staff can create lessons and screenshare them with their class;</li> <li>Some teaching staff, where applicable, can now use pieces of software to develop lessons e.g. Education City, Clicker 7, Inspire Education, Oxford Owls;</li> <li>Our Remote Learning Lead, Kim Herriman, has excelled in this role. She has led our approach from the onset and worked hard to support the staff. Her tutorial videos have really helped with this and she deserves a special mention. Here is just one of about ten she has created: <a href="#">Assignments FAQs on Vimeo</a>.</li> </ul> <p>In terms of software and hardware upgrades, these include:</p> <ul style="list-style-type: none"> <li>(Software) Purchase of <a href="#">Clicker 7</a> (for SEND children), <a href="#">Inspire Education</a> (for full class use) and full <a href="#">Oxford Owl</a> subscription (so children can still access book banded texts at home);</li> <li>(Hardware) We have signed up for a faster broadband package to support remote learning in school (extra £1200 a year);</li> <li>(Hardware) We have now received our full allocation of laptops from the DfE (22). They have been given to our vulnerable families as have Vodafone data cards to anyone without an internet connection.</li> </ul> <p>Impact:</p> <ul style="list-style-type: none"> <li>Effective delivery of Remote Learning from all teaching staff, with less of an emphasis on Kim H or other members of staff with higher skill levels, to fix any tech issues on Microsoft Teams</li> <li>Further enhancements to remote learning lessons with use of newly purchased software</li> <li>Increased confidence around computing</li> </ul>	
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More laptops for more of our vulnerable families (so far 11 out of 22 have been collected). Letter to go out middle of this week to advertise laptops to other families not defined as 'vulnerable'.

- Our Remote Learning report is now on the [website](#) (statutory requirement from DfE for 25<sup>th</sup> January). This categorises everything we are currently doing with Remote Learning. It varies from one year group to another but we are, on average, receiving between 65% and 75% of assignments each day – with slightly lower numbers for Fridays. Comparatively (with cluster schools), this seems slightly above average.
- Remote Learning, as a result of lockdown, is now up and running in every year group. FS2 are using Tapestry as their platform and are providing links to support with writing: [FS2 Emergent Writing - YouTube](#). All other year groups are using Microsoft Teams (see link earlier in the report to one of Kim H's tutorial videos).
- Live lessons (defined as Real-Time or Pre-recorded) are being used every morning and 3 x afternoons.
- Hot dinners will be served in the kitchen after half term.
- We currently have two teaching members of staff who are still evoking S44 (also supported by their union). They are still able to support our remote learning approach from home. The other three members of staff chose to return.
- We still have fewer than 120 pupils in school daily (sometimes fewer than 100). This represents between 20 and 25% of the school population which is broadly in line with the national average. We also have less than 40% of teaching and non-teaching staff in the building at any one time.
- We have chosen not to start back with YMCA Wraparound and we will review it after half term.
- The National Tutoring Program has now gone remote and has moved on to the Y4s. We are delighted this continues to run with our existing tutors as not many other schools have got this far; even fewer with lockdown having begun.
- 1 x Bubble Closure during lockdown (Y2)

LM commented that the quality of remote assignments has been very good. IJ said that school was working hard with this target and that all teaching staff can confidently use Teams. This will continue to play a part in school after the pandemic. School has invested heavily to upgrade both hardware and software. The school internet package has also been upgraded.

#### **Covid19 Updates**

LM acknowledged the progress that has been made regarding the National Tutoring Program and the fact that it is now remote. IJ said that he is delighted

	<p>with the progress made and how it has become embedded. Regarding the fact that Live lessons are being used now, NJ asked how successful they were. EE said that on the whole, around half of them go well and are well attended. Drama sessions are popular. KS 1 lessons are well received and are attended well. IJ said that additionally, there are also bespoke meetings taking place. EB said that TAs have been amazing and are running phonics lessons, tutorial sessions and English guidance. They also contact vulnerable children twice weekly. LM commented that the TAs are being creative and thoughtful. IJ said that the Remote Learning Report on the school website has more detail on this.</p> <p><b>Lateral Flow Tests</b></p> <p>LM asked about asymptomatic testing of staff. IJ said that tests are being undertaken every Sunday and Wednesday evening and that there had been a very high uptake. IJ gave thanks to the office staff who have worked hard and created a very polished system.</p> <p><b>Safeguarding</b></p> <p>The safeguarding report is included in this document but not fully commented on during the meeting.</p>	
10/21	<p><b><u>Health and Safety Update</u></b></p> <p><b>Update on the Health and Safety Audit</b></p> <p><b>Recirculation of the risk assessment</b> - MB said that the action plan had been reviewed after the Health and Safety audit and everything on it had now been completed. IJ commented that it was right to move on from the DCC audit as YMD Boon was probably better. MB said that he now felt that the Premises Report needed an overhaul with amendment to the priorities. He felt that if something was deemed high priority then it should be done asap. MB said that the priorities need to be revisited in order to determine the risks. MB to continue with this task.</p>	
11/21	<p><b><u>Finance update and SFVS ratification</u></b></p> <p>NJ said that she had looked at the Budget Report but saw nothing to cause concern. Was there anything to be aware of? IJ said not and stated that if school breaks even this year he would be very pleased with that outcome. IJ said that some areas are difficult to predict, for example SEND funding. Supply teachers are a big investment.</p> <p><b>SFVS – NJ explained that this was audited every year and signed off by the Governing Body.</b> IJ said that there was an error last year so he is being very cautious. Governors unanimously agreed to accept this document. NJ to sign remotely.</p>	Accepted NJ
12/21	<p><b><u>Safeguarding</u></b></p> <p>IJ said that the HT report shows that referrals have increased hugely. This is because there are a lot of CPOMS entries due to remote learning. For example, parents get in touch to say that their children have had meltdowns. Everything is recorded.</p>	
13/21	<p><b><u>Wellbeing and Equality</u></b></p> <p>LM said that these topics had been discussed throughout the meeting. How were the staff coping? IJ said that this is a difficult question as some days are good and some are bad. Everyone is missing the routine of school and are managing their own worries. IJ said that the staff work very hard and are doing school proud. LW said that this was reflected in a supply TA recently who said she had loved being at the school for 2 weeks. All of the staff are caring and thoughtful. EE said that everyone looks after each other. EB said that staff appreciate the</p>	

	current arrangement whereby they are in school 1 week and at home 1 week. LM commented on it being Mental Health Awareness Week. IJ said that the remote learning lead had done a brilliant job and manages to disseminate information fantastically well to ensure that others can improve their skills too. LM gave thanks for this.	
14/21	<b><u>Determination of confidentiality of business</u></b> Safeguarding section of HT report. Details not included in the minutes.	
15/21	<b><u>What difference has this meeting made to our pupils?</u></b> There has been a clear focus to bring children together whether they are at home or in school.	
16/21	<b><u>Date of next meeting and items to include</u></b>  <b>NJ/LM to confirm future dates.</b> IJ asked if there had been any decisions made regarding having no sub committees. LM said that she did not want to make the decision on behalf of other Governors. Responses have been varied so the decision needs further consideration.  <b>FGB Meeting 22 April 2021 at 5pm – Budget meeting</b>	

Signed \_\_\_\_\_ Dated \_\_\_\_\_