



## Minutes of the Meeting of the Governing Body of Evenlode Primary School held on Wednesday 24<sup>th</sup> March 2021

**Governors present:** Stephen Burkitt-Harrington – Chair (SBH), Annie Williams-Brunt – Vice Chair (AWB), Ruth Foster (RF), Hayley Hodgkins (HH), Jo Roberts (JR), Lisa Harris (LH), Cllr Kay Bowring (KB), Jeremy Lewis (JL), Linsay Payne (LP), (RC), Siobhan Richards (SR), Sara Woollatt (SW), Daniel Cornelius (DC), Allun Thomas (AT), Sue Noormohamed (SN), Cllr Ben Gray (joined meeting at 6pm),

**Apologies received from:** Ryan Crimmins, Cllr Kathryn McCaffer,

**Others in attendance:** Hazel Evans (HE) - Clerk to the Governing Body, Emma Thomas (ET) – Teacher (ALNCo).

---

		Action
<b>1.</b>	<b>Welcome introduction and apologies for absence</b>	
1.1	SBH welcomed everyone who was present and introduced ET who had prepared a presentation for the board.	
<b>2.</b>	<b>Presentation to governors on ALN by Emma Thomas (ALNCo)</b>	
2.1	ET advised that there is an ALN bill due soon and that the school are working toward compliance in time for the code to be live at the end of March. There will be a 3-year implementation period which will begin Sept 21 so the school will have statutory duties in relation to Additional Learning Needs.	
2.2	An Independent Development Plan (IDP) will be prepared for each child which will provide information for parents and children. It will be written for the child with biometric data and include the child's perspective and what the barrier is perceived to be. Targets will be set for the child and will be a result of a mutual agreement between the child, their parents and teachers with the only objective to meet the child's needs. The child will be central to all decision making.	
2.3	The ALN code is when the child has a 'significantly greater difficulty in learning than the majority of children the same age'. Not all disabled children will have an ALN.	
2.4	Teachers have confidence in identifying ALN pupils and the law states that all ALN pupils will need an IDP. Staff will meet regularly to discuss ALN children and review the whole school data. The children will be monitored and involve the LSA, parent and teacher, with their progress being measured.	
2.5	An internal referral process will take place, giving teacher opportunity to track child and provide evidence to support all decision making. Children who aren't ALN classified but have some recognised difficulties are placed on a monitoring register and are supported to catch up and learn. They may have a learning plan rather than an IDP.	

- 2.6 There are screening processes in place, VOG literacy pre-screener is currently one being used along with a commercial screener, i.e., GL dyslexia screener. Within the foundation phase the teachers differentiate between methods and provide 1:1 or small group work with an LSA. KS2 class teachers and trained LSA will support the children.
- 2.7 Information for parents to be shared via the school website as there will be many questions from some and we need to reassure them were necessary. Parents will be notified if their child is no longer classified as having ALN.
- 2.8 Communication between school and parents is key as the process needs to be mutual to avoid any disagreements. ET showed us an example of the poster being sent out to parents.  
The school is currently working toward compliance and by Sept 21 IDP's need to be in place for reception, year 2 and year 4, however, school are hoping to have IDP's in place for all year groups.
- 2.9 ET advised that there are currently 14 children on the ALN register within the school.
- 2.10 Further training for staff is required as ALN children need to be meet with throughout the day and some adjustments need to be made. There have been some issues with support due to COVID and the bubbling and restrictions.
- 2.11 ET mentioned that she would like more association with the Dyslexia organisation,
- 2.12 LH stated that she was halfway through this process. There can be financial support from ALN funding but the school needs to apply. ET said that all needs are being met currently but SBH asked if any funding is available from LA once an IDP has been created. SR believes that funding may available over the next 3 years based on her own experience at Cardiff Council.

### **Ben Gray joined the meeting at 6pm**

- 2.13 AWB asked if there would be support available if the parent disagreed with the ALN decision, and would it go to a tribunal. ET understands that the VOG would get involved but the school would be ultimately responsible, but would be at the VOG cost.
- 2.14 IDP's are almost complete, everything is ready from the school's side of things, they just require parental agreement, with some IDP's taking a couple of days to complete. Some are easier than others. Meetings with parents have been scheduled for after Easter, ET is hoping that the children will be involved but appreciates it's difficult when the meetings are held over Zoom.

### **3. Matters arising from and approval of the minutes of previous meetings.**

- 3.1 2.3 Business interest forms to be uploaded and sent over to HE if still to be done. **ALL**
- 3.2 3.7. RF stated that Health and Safety meetings are regularly taking place.
- 3.3 4.2 & 4.3 SBH advised these would be covered under item 6.
- 3.4 4.4 All Governors to access the Hwb, all info will be or has been uploaded. Mrs Shields (IT Lead) has sent Hwb login details to Governors in 2020 and 9 governors have already logged in. It is a great way to communicate and access documents.
- 3.5 4.5 SBH has held a call with and set AT up on the HWB. SBH offered to help others if required.
- 3.6 4.6 The school have now adopted VOG's safeguarding policy.
- 3.7 5.1 & 5.2. RF has made a start on updating policies.
- 3.8 The minutes of the previous meeting were approved as a true and accurate record.

#### **4. Update from the headteacher**

- 4.1 RF stated that the HT report is lacking detail on impact due to the children not being in school although things are being put into place there hasn't been any impact to report as yet.
- 4.2 Pupil numbers are good, the school is full.
- 4.3 Difficult to monitor attendance – unfair to compare with other schools as pandemic affected everyone differently. Family holidays still the most common reason for unauthorised absence.
- 4.4 RF looking at moving forward the curriculum assessment and things are already in place for this. Ethos etc is important for pupil progress and meetings are taking place half termly and RF is meeting with teachers from all year groups to look at children's work books, checking who is on track and any individual children's barriers. The target review would look at if the school is near and where are the children compared to their cohort.
- 4.5 RF wants the school to participate in a professional learning project, with £3000 being given, but it's to improve the learning design with the key elements being: Behaviourism, constructivism, building on previous learning, and cognatism, making links with previous learning. Teachers will get together to review what are the best bits of the project.
- 4.6 The values need to underpin the curriculum and has to be bespoke to Evenlode. Discussions are already taking place on work already done and a map is being designed for the whole school. RF shared a draft copy of a year group map for a term.
- 4.7 RF asked what progression looks like and what the progression steps are. It will be based on the stage of the child rather than the age. Discussion has taken place surrounding filling the gaps, something that was looked at on the inset day.
- 4.8 There are blended learning courses available which has models and explanations available, but there are already some examples in some year groups.
- 4.9 RF thanks HH for carrying out the leadership and management review. RF understands there is a balance to maintain standards while also moving forward.
- 4.10 RF told the board that there will be a carry forward of money in the current budget year, but this has been allocated against current spend. Additional money has been made available where needed. The Funding Formula for the new year has changed and there has been a positive increase but would be nice to know earlier so plans could be made. Staffing and resources to be reviewed. Saplings staff are now on flexi contracts. SBH reported that despite signing off a £45,000 deficit there is now likely to actually be a surplus of £50,000 at the end of the budget year. JL asked if the money could be lost? SBH assured that the money can be carried forward and available for next year, however, ideally the money will be spent on outside and the grounds.
- 4.11 SBH advised that the LED lighting scheme still hasn't been quoted for and the surplus could have been used for this to avoid borrowing to fund it. SBH asked BG if he could assist with following the LED scheme up? BG advised that the UK government do exactly the same to the WG and this affects the VOG spend. RF said the school does appreciate all the grants and extra funding made available.

#### **5. To approve Governors Cymru membership.**

- 5.1 SBH and RF attended a presentation for Governors Cymru and found it was useful with some useful tools available. There is a financial cost to the school of £37 for the software and £187.17 to join but SBH believes it would be worth it. It will provide

**SBH**

tools, support and advice. Costs were approved by the Governing Board. **SBH to subscribe and join Governors Cymru.** The school will receive any invoices.

**6. School policies update and allocation by the chair.**

6.1 The documents have been uploaded to the Hwb by SBH. There are 34 existing policies, with approximately 15 remaining to be reviewed. HH asked if SBH is updating them from the SharePoint – SBH confirmed that he was.

6.2 Policies will be allocated to all non-staff members of the governing body, with 2 being allocated to each governor. RF has allocated a policy to a member of staff so the governor and staff will review their allocated policy together throughout the whole of term in time for next school year, 21/22. **SBH will email each governor individually and RF will inform staff.** **SBH & RF to inform governors & staff.**

6.3 Some model policies from VOG to be checked for any changes but by Sept AGM policies should be agreed and uploaded.

**7. Safeguarding matters**

7.1 No safeguarding referrals. Safeguarding policy and anti-bullying policies both updated. New safeguarding training (Level 2) is now mandatory for the DSP (designated safeguarding person), Chair of Governors and any Designated Safeguarding Governors.

**8. Governor training updates.**

8.1 Not much training available before the end of term but new training will be announced for the Summer Term soon. SBH has added a form to the Hwb for governors to keep a record. This form also provides feedback for Governors about the quality and usefulness of training. SBH urged governors to complete this form whenever they undertake training. **ALL**

8.2 SBH noted that Governors Cymru will also offer governors training as well.

8.3 SBH offered thanks to all Governors who had undertaken training this term.

**9. Complaints**

9.1 No complaints.

**10. AOB**

10.1 HH offered thanks to RF for her first challenging term.

10.2 RF thanked everyone for all their welcome and hard work and stated how lovely it is to see all the children back in school.

Please send any omissions or corrections via email to HE [EvansH754@Hwbcymru.net](mailto:EvansH754@Hwbcymru.net)

The next meeting of the full governing body will take place on Wednesday 5<sup>th</sup> May 2021

Signed as a true and accurate record,



**Stephen Burkitt-Harrington**

Cadeirydd y Llywodraethwyr | Chair of Governors