



From little seeds  
grow mighty trees

## Minutes of the Meeting of the Governing Body of Evenlode Primary School held on Wednesday 5<sup>th</sup> May 2021

**Governors present:** Stephen Burkitt-Harrington – Chair (SBH), Annie Williams-Brunt – Vice Chair (AWB), Ruth Foster (RF) – Headteacher, Hayley Hodgkins (HH) – Acting deputy headteacher, Jo Roberts (JR), Lisa Harris (LH), Cllr Ben Gray (BG), Cllr Kathryn McCaffer (KMC), Jeremy Lewis (JL), Linsay Payne (LP), Ryan Crimmins (RC), Sara Woollatt (SW), Daniel Cornelius (DC), Allun Thomas (AT), Robin Lynn (RL).

**Apologies received from:** Siobhan Richards (SR)

**Others in attendance:** Hazel Evans (HE) - Clerk to the Governing Body.

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- | <b>1. Welcome, introductions and apologies.</b>  | <b>Action</b>              |
|--|----------------------------|
| 1.1 SBH welcomed new member, Robin Lynn, who would be joining as the minor authority representative of Sully and Lavernock Community Council. RL will be replacing Kay Bowring, who has joined the Sully board.<br>SBH introduced the governors.   |                            |
| <b>2. Matters arising from and approval of the minutes from the previous meeting.</b>  |                            |
| 2.1 5.1 SBH advised that the school had now subscribed to Governors Cymru and reminded Governors that there are plenty of tools and resources available as well as support and advice, so definitely worth checking it out.  |                            |
| 2.2 BG stated that the previous meeting minutes show him as absent, however, he was present, having joined at 6pm. This is to be amended.  | <i>HE to amend minutes</i> |
| <b>3. Update from the headteacher</b>  |                            |
| 3.1 Key things from the HT review – HH will be retiring at the end of the summer term. RF wants to offer thanks for all her support and hard work.   |                            |
| 3.2 Attendance target is 96.4% and currently stands at 97.0%, so very pleasing. BG suggested RF add a column to show the target.   |                            |
| 3.3 Safeguarding – teachers are recording all safeguarding issues and RF will be working with other members of staff to be able to record on software.   |                            |
| 3.4 Gethin Jennings will be joining school staff permanently, taking over HH’s class following her retirement. Consistency is required in the school. The school business manager role is to be developed and made permanent.  |                            |
| 3.5 Standards and progress – WG guidelines regarding assessment are unknown, but the school do need to know what level the children are at so there has been some suggestion on how the assessments will work. Becky Shields is to attend a course showing how assessments will work. RF also attending an assessment-based course. Performance at all levels looked at. |                            |

- 3.6 RF presented some key slides from the curriculum mapping and advised it would evolve. The school will be mapping its own curriculum and areas that need to be looked at will be progression steps, skills and knowledge that the children should have. Teachers can use their own experience and knowledge to help the children express themselves. The 6 areas will bring together familiar disciplines, and encourage strong and meaningful links across diverse disciplines. The teachers discussed why knowledge and structure is key as well as exploring how the curriculum 'hangs' together. The planning already exists, it just needs tweaking in some places and linking altogether. They're asking what do the children of Evenlode need, and tailoring the curriculum to their needs. Progression of learning will be across subjects, with development of skills and key vocabulary being important. School needs to fill some gaps but haven't got the steps to help them do that. Milestones have been looked at, which is a framework of key adjectives across the subjects. Rather than try to break down the progression steps, teachers can work together and see what already matches, what they need and what already exists. Ideally for September the school will have curriculum framework in place for year groups and teachers will know what skills and knowledge their year groups have. AWB asked if there will be any governor involvement with the curriculum mapping – HH advised that the critical skill sessions originally planned had been stripped right back and were unable to be carried out due to the Covid restrictions. RF suggested there may be areas for governors to get involved. SBH happy that the school has a plan in place, and that the school already seems to be in a good position, pending Senedd election results. HH doesn't believe the school structure will change in any way.
- 3.7 A complaint has been received and is being dealt with according to procedure.
- 3.8 Saplings and staffing structures are being looked at.
- 3.9 AWB applauded Mr Francis for attending a middle leadership course and asked if other staff could be encouraged to attend anything similar? RF to look at what courses are available and if any would be relevant to staff. RF

#### 4. School budget 2021/2022

- 4.1 SBH stated that the school budget still can't be signed off, figures have been sent to governors. School has surplus monies that needs to be allocated, and as a result, a resources meeting has been tabled for early June. All governors welcome. Resources had been stripped back to make the budget work as there was a deficit of £44,000, but there is now a £125,000 underspend.
- 4.2 Figures have been proposed and signed off, building repairs, utilities and ground maintenance have all been reinstated to the level that they were pre Covid. SBH suggested that the electricity bill may be revised but ultimately there should be a saving due to the LED lighting. RF to check staff training and equipment is included in budget.
- 4.3 Staff training required and may be what the surplus money is used for.
- 4.4 Resources meeting to look at Saplings model.
- 4.5 VOG requested the budget is signed off before the end of June.

#### 5. Policy review update.

- 5.1 Policy review policy sent to all governors, with 2 policies being allocated to each governor. Some may have 3, but in these cases, 2 policies are likely to become one.
- 5.2 Governors are to meet with the member of staff assigned the same policy who should be an expert in that particular policy field and work together to review it, with the member of staff having access to the word document and updating it ready for 2021/2022 school year. Anything more urgent should be brought to the attention of ALL

the governors on completion of the review. HH asked if policies had been uploaded on the school Hwb, SBH replied that they had been. There should be both a 20/21 and 21/22 version of each policy and this review should be easier each year going forward as there will be more time throughout the year. New policies need to be reviewed, updated and uploaded ready for September.

- 5.3 AT asked for confirmation that all policies were already on Hwb, which SBH confirmed that they were, as well as the school website.
- 5.4 There were a few issues with governors accessing the Hwb network, so SBH gave a quick demonstration and offered to spend time with anyone needing further help once the meeting had closed.
- 5.5 RF thanked SBH for uploading all the policies.
- 5.6 RL asked about statutory policies, do they require updating? SBH stated he was happy the school were fulfilling obligations currently.
- 5.7 RL enquired as to the policies he would be reviewing, as originally assigned to KB. May no longer be relevant. SBH advised he would discuss this after the meeting had closed and swap some of the policies over with RL.

## **6. Approval of future Governor's meeting dates.**

- 6.1 Sub committee meeting dates motioned and all agreed with suggested dates. SBH mentioned that hopefully some meetings may be held in school. SW asked if there could be blended meetings going forward as online would be easier for her. SBH doesn't believe this to be an issue and will look at how that could work.
- 6.2 Curriculum committee – chaired by AWB and is made up of, RF, HH, SR, DC, SW. Meeting date of 15/06 motioned and agreed by all. DC also requested online meetings as well if possible.
- 6.3 Future dates of full Governing body meetings for the 2021/22 academic year were agreed by all.

## **7. Safeguarding matters**

- 7.1 No safeguarding matters to mention. There has been a referral for one child to work with social services.

## **8. Governor training update**

- 8.1 SBH and HH have completed safeguarding level 2 training and everyone is now up to date.
- 8.2 SBH reminded Governors that Governor Cymru offer training.

## **9. Complaints**

- 9.1 One parent raised a complaint about another child. Anti-bullying and complaint policy provided to the parent and the complaint is being resolved. The parent contacted the school, but also copied in a Member of the Senedd and a local councillor. SBH has responded to all.

## **10. AOB**

- 10.1 SBH formally thanked HH for her 30 years of hard work and dedication to the school and advised that the parents will be informed shortly. SBH suggested a proper goodbye is planned for when restrictions allow.
- 10.2 AWB noted how nice it was to be able to go into school this week and see and hear the children.

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 23<sup>rd</sup> June 2021 at 5.30pm.

Signed as a true and accurate record,

A handwritten signature in blue ink that reads "Stephen BH". The signature is written in a cursive style with a large 'S' and 'B'.

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**Stephen Burkitt-Harrington**

Cadeirydd y Llywodraethwyr | Chair of Governors