



From little seeds
grow mighty trees

Minutes of the Meeting of the Governing Body of Evenlode Primary School held on Wednesday 23rd June 2021

Governors present: Stephen Burkitt-Harrington – Chair (SBH), Ruth Foster (RF), Annie Williams-Brunt – Vice Chair (AWB), Hayley Hodgkins (HH), Jo Roberts (JR), Jeremy Lewis (JL), Ryan Crimmins (RC), Siobhan Richards (SR), Sara Woollatt (SW), Daniel Cornelius (DC), Robin Lynn

Apologies received from: Cllr Ben Gray (BG), Cllr Kathryn McCaffer (KMC), Lisa Harris (LH), Alun Thomas (AT)

Others in attendance: Hazel Evans (HE) - Clerk to the Governing Body, Huw Barton (HB) – Teacher giving a presentation.

-
- | 1. | Staff presentation on Cwricwlwm Cymraeg | Action |
|-----|--|---------------|
| 1.1 | Presentation by HB regarding the use of Welsh in the school curriculum. HB had 10 targets for school to meet to incorporate Welsh, these included focusing on Welsh reading, writing and promoting Welsh with further strands within the targets. 60% of each target needs to be met in order for school to achieve silver status, which will hopefully be within the next academic year. | |
| 1.2 | Teachers were given booklets and encouraged to use phrases within their classroom with the recent twilight inset being used to discuss the planning, with this still ongoing. | |
| 1.3 | It was noted that it's been hard for children to learn a second language during lockdown, but hopefully the levels should improve if they remain in school. SBH asked HB if he saw any hurdles preventing the school from achieving the targets. HB stated that the levels of Welsh differ amongst staff but that he and Andrea Dunlop would be there for support and there are plenty of resources available. | |
| 1.4 | RF pleased with the progress so far, and the effort being made. HB looking into books for each year group. | |
| 1.5 | SBH asked about the current bilingual signage but HB happy that those targets are being met. SBH asked how many children have Welsh language as their first language, HH said there were none. The Welsh language oracy is lower than hoped / expected due to lockdown. | |
| | HB Left the meeting | |
| 2. | Matters arising from and approval of the minutes from previous meetings, including full governors (05/05), resources sub-committee (09/06) and curriculum sub-committee (15/06). | |
| 2.1 | Action 2.2 – minutes amended and agreed accurate. | |
| 2.2 | Action 3.9 – RF is looking into courses for staff, there are courses available but not the right time for teachers to be out of school right now. | |
| 2.3 | Minute point 3.4 RF stated that structure is to be added and permanent removed. | HE |
| 2.4 | AWB advised that she had completed L2 safeguarding, added to 8.1. | HE |

- 2.5 Minutes approved of previous governors meeting.
- 2.6 **Resource's meeting** – Saplings discussed but further meeting to be held 7/7 to further discuss fee increase and potential of a summer holiday club.
- 2.7 LED lighting scheme approved and VOG have agreed to cover all costs. Work is to be scheduled to take place during October half term.
- 2.8 Work approved to the boiler flue and letters have been sent to parents and local residents advising of the tree work being carried out over the summer.
- 2.9 Fire alarm panel to be replaced. **Minutes approved by AWB.**
- 2.10 **Curriculum committee** – staffing and curriculum mapping discussed.
- 2.11 School's improvement plan to be brought to the next meeting.

3. Update from the headteacher.

- 3.1 Targets for attendance, 96.4% and is currently 97.3%.
- 3.2 SLT held safeguarding audit, a plan has been designed which will be referred to and updated going forward. There are 3 categories, red, amber and green. Amber will highlight any tweaks that may need to be considered, should money allow. Staff are recording their own concerns.
- 3.3 Behaviour policy is to be reviewed and included as a bigger piece of work going forward.
- 3.4 Focus in English will be on teaching, writing and how these skills can be scaffolded with sentence structures being introduced.
- 3.5 The staffing structure will be going out to parents soon with interviews taking place. There are a few posts available, including extra support for year 2 and a temporary post for KS2. The nurture post will come from a PDG grant and the person will take a flexible approach with it being temporary to start but hopefully becoming permanent.
- 3.6 RF shared cohort data stating that she was pleased with the results and impressed with how hard the staff have worked to ensure the targets are met.
- 3.7 RF showed examples of the curriculum map for one year group for the autumn term. Teachers have looked at the 'power of reading' website and selected books. Teachers now have milestones for curriculum map for first half term.
- 3.8 The school had an unannounced COVID inspection 16/06. They had a walk around school, all areas were checked along with the ventilation and the school achieved 100%.
- 3.9 Saplings numbers have increased, governors will need to meet and discuss numbers and costs.
- 3.10 Health and wellbeing – looking at behaviour and the inclusion policy, along with the direction of the nurture policy.
- 3.11 Parent's survey – Results of parent's survey, with 25 responses received. Wellbeing, compassion being the main concern, with a holistic approach to both.
- 3.12 Appeared to be an even split for curriculum, basic skills and wellbeing.
- 3.13 RL asked how many potential responses could have been received, RF stated there were 250 parents so 10% response rate.

4. Approval of the school budget

- 4.1 Budget showed an underspend of £125,000, which has been allocated to new staff etc. SBH confident there will be resources in place to support the school for the next academic year.
- 4.2 £5000.00 had been included for the LED lighting but this is now being covered by VOG.
- 4.3 SBH asked if everyone happy for the budget to be signed off – all agreed.

5. Policy review updates from governors

- 5.1 Reviews still ongoing – if governors have been unable to meet with staff so far SBH requested this is done asap as the end of term is approaching. RF advised that staff are fairly busy so may not be possible.
- 5.2 SBH reminded governors that if it's done the HWB is to be updated and highlight any issues raised.
- 5.3 Some policies need to be reallocated with some governors leaving. SBH has picked up a few more.

6. Annual Report to Parents and carers 2021

- 6.1 Format is to remain the same as last year, with the resources committee suggesting that some of the survey response be included. Lots of sections of the report is to be completed by staff.
- 6.2 SBH keen to get draft out and approved before September.

7. Governors end of year assessment and development plan

- 7.1 SBH went back to the start of the year to see if governors have achieved goals and it feels as though that has happened. GB were keen to ensure school were supported throughout the pandemic.
- 7.2 SBH pleased with how RF has settled into her role in the school and what has been achieved.
- 7.3 LED lighting has been agreed and resolved.
- 7.4 Governor Cymru log in has been received and will be sent out to all members of GB. There is an area on the website to develop skills and how governors can be their best.
- 7.5 SBH thanked all governors for all their help and continued support over the year.

8. Safeguarding

- 8.1 No safeguarding issues raised.

9. Governor training updates

- 9.1 There is a safeguarding session 08/07 for any governors interested.
- 9.2 SBH advised that there is plenty of training available on Governors Cymru along with a form on the HWB to be updated once training has taken place.
- 9.3 RL has completed governor's induction and has data and safeguarding training booked 08/07.

10. Complaints

- 10.1 No complaints

11. AOB

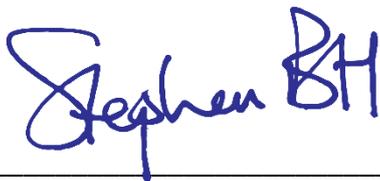
- 11.1 Two governors, Linsay Payne and Sue Noormohamed have both resigned so the board now has 3 community governor vacancies. SBH has received applications and briefly ran through their details.
- 11.2 SBH asked Governors to vote on applications and Claire Collier, Alex Wilson and John Williams were duly elected to join the GB as Community Governors. SBH will invite them to join the AGM in September. RL asked if anyone was representing Cosmeston, SBH stated that a few governors already did.
- 11.3 SR advised that her term is coming to an end, although SBH stated that the term runs out in October, so can be present for the AGM in September.
- 11.4 RL said that he and one of the applicants were friends.

- 11.5 SBH told the GB that KM and BG had asked if an issue concerning hedgehogs could be raised in their absence, they are supporting a hedgehog highway campaign and would like to visit the school to discuss when restrictions allow. RF happy for that to take place.
- 11.6 SBH thanked HH for her 30-year service to the school and dedication to Evenlode ahead of her retirement. There was disappointment from parents and staff that HH was unable to have a proper retirement party due to COVID, but hopefully something could be arranged once things allowed. HH said there were others in the same boat and that it would be nice to do something for everyone.

Please send any omissions or corrections via email to HE EvansH754@Hwbcymru.net

The next meeting of the full governing body will take place on Wednesday 15th September 2021

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 horizontal line underneath the name.

Stephen Burkitt-Harrington

Cadeirydd y Llywodraethwyr | Chair of Governors