

Gresham Village School and Nursery

FULL GOVERNING BODY

Monday 25th January 2021 at 19:00

VIRTUAL MEETING

Present

Marijke Kirk – Chair	MK	Marc Goodliffe – Head	MG
Julia Drury	JD	Constance Tyce – Trustee	CT
Sarah MacDonald	SM	Attending	
Gillian Sampson	GS	Sarah Rankin – Clerk	SR
Jennifer McDonald	JM		
Chris Hunter	CH		

ACTIONS challenges DECISIONS**1. WELCOME, APOLOGIES AND DECLARTIONS**

	ACTIONS
The Chair welcomed Governors to the meeting. There were no apologies and no declarations. RB was absent.	

2. MINUTES OF THE MEETING 21ST SEPTEMBER 2020 AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and deemed to be an accurate record of the meeting. Clerk to print for signature.	
Matters arising: Spring Data – this has been circulated. Monitoring – this has been actioned.	

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3. HEAD TEACHER'S REPORT - MG

	ACTIONS
<p>MG presented the Headteacher's report. The following was noted:</p> <ul style="list-style-type: none"> • 24-25 children in school each week, all currently in the hall • From next week all staff will be deployed • Remote intervention work is now happening on Teams • MG teaching for 3 weeks, mornings only, covering a member of staff until half term • Remote learning is well set up. Each week the remote offer is improving, for example class assemblies were added this week. • Whole school assembly now taking place on Teams. • Currently experimenting with short live lessons. • Staff morale is relatively high despite the demands of remote learning. <p>Governors asked if all children have adequate access to learning. MG advised that this has been raised in every newsletter and that vulnerable families have been called.</p> <p>Governors asked what additional technology the school has acquired. MG confirmed that 16 Chromebooks were bought in September from capital funds, 6 more were purchased this month, one donation and one from the DfE.</p> <p>Governors asked if the Trust has registered with the charities nationwide who are helping schools. CT confirmed that the CFO has this in hand.</p> <p>The results of the parents' survey was discussed. Governors were pleased with the strong parent survey results. Governors asked whether those few unhappy respondents could be identified. MG advised that he will publish the data in the next newsletter, and ask parents with any issues to get in touch.</p> <p>Governors asked whether MG was spending 20% of his time at Antingham. MG confirmed that he is not visiting Antingham but speaking to SP most days on the telephone. CT asked that the Head monitor his workload carefully.</p> <p>Governors asked how staff wellbeing is currently. MG advised that staff are tired, but morale is high. TAs have been working really hard, and those that are shielding are working from home. All staff are playing their part and performing really well.</p> <p>Governors asked if the lateral flow tests have arrived. MG confirmed that they have.</p> <p>Governors thanked the Head for everything he is doing during this difficult time, and asked that Governors' thanks be passed on to all staff.</p>	

4. CHAIR'S REPORT

	ACTIONS
<p>The Chair reported the following:</p> <ul style="list-style-type: none"> Alan Stevens resigned on 8th December. MK will circulate a thank you card for CH to deliver. SMcD will transfer to community governor, leaving 2 staff vacancies. MG to send the Clerk details of interested staff after the staff meeting next week. Christmas – families really appreciated all the Christmas celebrations. The Chair asked that Governors' thanks be passed on to all staff. MK and MG speak regularly about vulnerable families. The Chair is happy that no family is being missed. MK and MG have discussed staff wellbeing and the parent survey. MK reported that parents feel the remote learning is going from strength to strength. The full school assembly was very well received. 	<p>MK</p> <p>MG</p>
<p>The merger with Synergy was discussed. Governors were unaware that the merger had been approved by the Regional Schools Commissioner. MG advised that he is meeting with the Synergy Primary Lead next week. MG reassured Governors that Synergy has a huge amount of expertise regarding primaries, and is about to appoint primary leads in English and Maths. MG is confident that the merger will be beneficial to GVSN. The Chair asked the Clerk to circulate the most recent letter regarding the merger to all Governors.</p> <p>Governors expressed concern at the timing of the merger and the lack of communication. CT noted that meetings with the LGBS are part of the transition plan, and confirmed she will go back to the Chair of Trustees to chase this up.</p>	<p>CT</p>

5. COMMITTEE REPORTS

	ACTIONS
<p>Management Committee</p> <p>JD reported the following:</p> <ul style="list-style-type: none"> Website is up to date and compliant. New website on hold until merger takes place. Finance committee now up and running. CH reported that he is happy with the reports and information received from the CFO, and that his presence at the meetings has been valuable. It was noted that Julie also attends the meetings. MK thanked CH for his input and monthly reports, and it was agreed that the finance committee is an excellent addition to GVSN governance. Governors were concerned however that with AS's departure CH's workload was too great, and that another Governor should be learning the ropes alongside him. The 	

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<p>possibility of recruiting a co-opted governor with finance expertise was discussed. Clerk to investigate.</p> <ul style="list-style-type: none"> • New NNAT Staff wellbeing policy and NNAT Stress Management Policy now in use • The committee approved the formation of an SLT with 2 senior teachers • The committee favoured Trust SENDCo provision – CT to take back to the Trust • Class structure for 21/22 discussed. MG currently in discussion with Richard Lloyd of Synergy in relation to staffing options/growth. 	SR
<p>Curriculum meeting GS reported the following:</p> <ul style="list-style-type: none"> • GS and MG formalised the monitoring plan at the beginning of the meeting • Presentation of the subject leads has been deferred to 1st March due to current workload. CH asked if he could attend as an observer. It was agreed this would be useful for all Governors and CT. Clerk to circulate invitation • Monitoring to focus on embedding the curriculum, high achievers and marking. • Agenda based on SEF priorities 	SR

6. SEF

	ACTIONS
<p>MG reported the following:</p> <ul style="list-style-type: none"> • Overall RI • Quality of education – RI Behaviours and Attitudes – good Personal development – good Leadership and management – good Early years – good • Curriculum review took place in December. No opportunity for implementation yet due to lockdown. <p>Governors expressed concern regarding areas to improve on from the previous inspection, such as whether strategies for supporting disadvantaged students improved. MG advised that the second school lockdown has meant that up to date data has not been obtained.</p> <p>JD felt the section on the impact of SEND and PP was very descriptive, and suggested some evidence with details of strengths and areas to develop be included.</p> <p>Governors felt it would be sensible to revisit the last Ofsted report.</p>	

7. STAFF WORKLOAD SURVEY

	ACTIONS
<p>Teaching staff</p> <p>The data from the recently circulated teaching staff workload survey was discussed. The following was highlighted:</p> <ul style="list-style-type: none"> • Planning, preparation and assessment time (PPA) was clarified in Jan 2020 as 10% of contact time (checked with the unions and EPM). Every teacher gets their allocated time. MG will recommunicate this to teaching staff. • Different levels of return were received • Positive comments in working environment and management <p>Governors asked that the report be circulated to staff so they are aware that it has been considered thoroughly by governors. Governors felt there is a wellbeing concern emerging through the teacher's responses.</p> <p>CT suggested introducing peer monitoring where staff in pairs could have a conversation once a week. Alternatively, the first 10 minutes of the teachers meetings could be allocated for discussion, prior to the Head joining.</p> <p>TA survey</p> <p>The data from the recently circulated TA workload survey was discussed. The following was highlighted:</p> <ul style="list-style-type: none"> • Most feel their workload is greater than their contracted hours • Covid challenges affecting workload • Some disaffection apparent. • Generally less positive <p>Governors were concerned that TAs were unable to complete their work in the contracted hours, particularly as there is pressure to reduce TA hours next year.</p> <p>Governors felt it was important the MG hold a meeting with the TAs to discuss the comments. It was agreed that staff need to know that the lines of communication are open. It was agreed that the survey should be carried out twice a year, with the next one in June.</p> <p>MG thanked JD for carrying out the survey and for her reports.</p>	

JM left the meeting at 20:55

JD left the meeting at 21:06

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8. GOVERNOR MONITORING

	ACTIONS
<p>CH reported that the monitoring of the website will be complete by the end of half term. A compliance check has already been carried out. Julie is now supporting MG with updating the website. CH urged all Governors to go online and familiarise themselves with the website, in particular with information relevant to their roles.</p> <p>GS reminded Governors that the Governor Monitoring Folder on GovHub holds the monitoring protocol, proforma and programme. Governors were asked to feedback to the Clerk to update the outcomes and recommendations on the spreadsheet.</p>	

9. SAFEGUARDING

	ACTIONS
<p>The annual safeguarding report (Sept 19 – July 20) was circulated before the meeting.</p> <p>CH met with MG last week – no issues.</p>	

10. UPDATE FROM THE TRUST

	ACTIONS
<p>Finance Committee success and merger already discussed. No further updates.</p>	

11. A.O.B

	ACTIONS
<p>Newsletter: CH felt that governors should communicate with parents to express their gratitude for all that is being done at the school and at home. A paragraph in the next newsletter was suggested, to include a section on the work governors are carrying out. This was considered a good idea. Chair to action.</p>	MK

There being no further business, the meeting was closed at 21:30 by the Chair.

**Date of next meeting: 26th April 2021 at 19:00
Gresham Village School and Nursery**

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