



**STOTTESDON C OF E PRIMARY SCHOOL**  
**STANDARDS CURRICULUM & PERSONNEL MEETING VIA MICROSOFT TEAMS**  
**MINUTES**  
**TUESDAY 12<sup>TH</sup> OCTOBER 2021 @ 4.30PM**

**In attendance**

Katie Jones

James Auden

Sarah Price

Mark Daborn

Rachel Datlen

Richard Lewis

Daniel Middleton

Julia Priscott (Clerk)

**1. Appointment of Clerk**

Julia Priscott was appointed

**2. Apologies for Absence**

Jane Jones – work commitments

**3. Declarations of Significant Items for Any Other Business**

Performance management committee

**4. Declaration of Interest in any item on the Agenda or under AOB**

None

**5. Minutes from Previous Meeting 14.07.21**

Minutes were shared with all governors prior to the meeting.

Amendment – add James Auden to attendees.

Minutes were agreed as a true and accurate record pending the amendment.

**Matter Arising**

<b>Agenda Item Number</b>	<b>Task</b>	<b>Responsibility</b> <b>(i.e. head teacher, chairman, governor, clerk to governing body, administrative clerk, other)</b>
12.	Code of Conduct	Clerk to add to agenda for next meeting

MB.

4/11



		COMPLETE
12.0	Link visits schedule to be created	Clerk CARRY FORWARD

## 6. School Performance / Head's Report

Report was shared with governors prior to the meeting.  
Head shared the report on the screen and went through the details.  
Shared updated SDP.  
Too early to do a full evaluation.  
Governors attended PD days.

- Targets are in place for each year group
- Yellow highlighted areas are aspirational and more challenging
- Orange section ties in with Ofsted framework, including the Reading Framework.
- Monitoring activities are taking place
- Development plan has shifted
- SDP pulls through all subject areas

Head spoke about areas highlighted in blue.

Q – Science. How will Ofsted look at science?

A – they will look at outcomes. School follows national curriculum. Trust will support with specialist teachers. STEM workshops are taking place.

Governor offered to lend some science equipment from his workplace.

- Computing is working well. Good amount of infrastructure and technician in visiting regularly
- New RE syllabus being launched
- PSHE – staff have asked for resources. A new scheme is being trialled and is working well. Head gave details of initiatives and resources being used throughout the school.

Q – are there any external agencies that can come in school to support PSHE?

A – yes. NSPCC visit regularly. Police are in with older children at the moment. Someone from Shropshire Council comes in to discuss road safety.

Q – who is the lead on Geography / History?

A – Jane Jones

- Staff agreed Art needed to be looked at more urgently. A lot of work has been done.

Q – are staff aware Governors are linked to subjects?

A – no not yet. Head will make sure staff are aware. Vice chair will add something to newsletter from Governors.



- A lot of music happens at the school. Curriculum maps have been updated. A choir has started and class musical instrument lessons have begun.
- PE is back on track and is progressing. External, high-quality coaches have been into school. After school clubs are going ahead.

Governors remarked the report was very comprehensive.

- EYFS curriculum has changed and have been put in place.
- National baseline has been done and activities are in place.
- Progression <sup>is</sup> in going well. ?
- Parent workshops are happening. Attendance was good lower down the school but was poor higher up. Keen to go back to face to face meetings to enhance relationships with parents but may have to rethink.

The EYFS area is being used as a free flow learning area now.

- Screening is carried out regularly

Governors were invited to a celebration assembly for a member of nursery staff.

Numbers do not justify opening on a Friday as yet as there is not enough demand. This will be reviewed after Easter.

Staffing is down for Holiday Club and Wrap Around. As soon as the budget allows additional staff will be brought in to end the Head having to cover.

*cut-off line*  
Q – what is the ~~cut-off~~ *line* for additional opening?

A – 6 starts to become financially and sociably viable

Q – what are half term bookings looking like?

A – they are picking up. Staffing is difficult. Casual staff will be working and the Head may need to help with cover.

- A lot of work is being done. Open the Book has restarted and the school is now visiting the church.
- Murals are nearly complete.
- The Holiday Activities Fund was successfully used for disadvantaged pupils. This was extremely positive and included healthy lunch. Head will apply again for the Christmas break.
- September was difficult due to unprecedented staff absences.
- Head congratulated the staff on working so hard to keep the school going. This coincided with very high levels of Covid throughout the Trust. The Trust is looking at covering the finance of these absences centrally if possible.

*ya.*



Q – would Ofsted look at this?

A – they will look at what is in place for these circumstances. Head is considering building a relationship with a supply agency.

- A DSL will be trained from Early Years.

Q – how are statistics on reading at home?

A – it has picked up in Reception. Middle of the school is an area to develop.

Q - Is there any scope to pick up reading at after school club?

A – yes either within the school day or afterwards. Keen to encourage parents to engage with reading.

## 7. Health & Safety

### a. Incidents & Accidents

Head gave Summer accident report.

171 incidents – 1 significant violent incident related to behaviour – led to exclusion.

Q – how is support going for this child?

A – agencies are there as appropriate

2 near misses and things are put in place to ensure this is not repeated.

Some more serious incidents but none were part of a pattern.

## 8. Governor Activity and Monitoring School Performance

Chair left the meeting due to technical issues. Vice Chair took over.

### a. Governor Code of Conduct

Shared with all governors prior to the meeting. Governors agreed for it to be signed by Chair on their behalf.

### b. Link Governor

#### i. Roles

Head shared the link governor spreadsheet and vacancies were updated.

Chair re-joined the meeting

#### ii. Safeguarding Link Visit

Report was shared prior to the meeting.

Link governor went through the visit and the link report.

Governor requested all governors to complete the safeguarding training module in the NGA training.

No questions

### c. Governor Self Evaluation

Clerk sent document to all governors and suggested it as a useful tool.

Chair asked all governors to look at the self-evaluation. Clerk to add to a future agenda. – Spring 1 meeting.

### d. Business Interest Forms

#### i. 2020-21



ii. **2021-22**

Clerk asked for forms to be sent by end of week.

**9. Feedback from Directors – JA**

Executive head is retiring at Christmas

Wheels are in motion to recruit an EH internally from within the trust. Recruitment of Head of Lacon will go externally.

Internal scrutinies are ongoing.

2 areas suggested – Governance or IT. This will be decided at the next Director meeting.

Governors remarked on their appreciation for what Darren has done for the trust.

**10. Policies Update**

**a. Safeguarding Policy**

Policy has been updated and updated on the website.

**b. KCSiE**

Governors were asked to confirm they have read September 21 and email Clerk to confirm.

Governors were reminded of their agreement to the IT acceptable use policy.

**11. Staffing and Personnel – covered in the Head's report.**

- a. Q - is there any scope for issues with staffing to be alleviated with assistance from other schools in the trust in the future? A member of the cleaning staff, for example, could be borrowed from Lacon when necessary. In doing this, any effect of staff shortages is 'spread across' the larger organisation.**

**A – a cleaner from Lacon Childe is coming in to cover cleaning. The Covid outbreak did prevent the use of staff across the Trust.**

**12. Any Other Urgent Business**

Confirmation of performance management committee

A meeting is required by 31<sup>st</sup> October. Head asked for Governors' availability.

5pm Monday 18<sup>th</sup> was confirmed.

Head performance management was confirmed as 10<sup>th</sup> November at 11.15a.m.

**13. Date and Time of Next Meeting**

Tuesday 14<sup>th</sup> December 2021 at 4.30pm

**Meeting ended at 18.10**

*Yvonne Jackson. Chair*  
14.12.2021

*MA.*



### Matters Arising

Agenda Item Number	Task	Responsibility (i.e. head teacher, chairman, governor, clerk to governing body, administrative clerk, other)
Brought forward	Link visits schedule to be created	Clerk
8.c.	Add self-evaluation to Spring 1 meeting agenda	Clerk
8.d.	Send completed Business Interest Forms to Clerk	All governors
10.b.	Confirm reading of KCSiE Sept 21 to Clerk	All governors

Handwritten notes in the bottom left corner, including the date "10/10/14" and the name "Mrs. [unclear]".