

RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

Minutes of a Governors' meeting held on Wednesday 2nd December 2020

Minutes

Confidential agenda items are identified and highlighted in red.

Carolyn Tommey	Headteacher
Caroline Whitehead	Chair & Foundation Governor
Rev. Caroline Walker	Foundation Governor
Graham Slingo	Foundation Governor
Richard Clayphan	Vice Chair & Co-opted Governor
George Muxworthy	Co-opted Governor
Andrew Carr	Co-opted Governor
Kirsty Tozer	Co-opted Governor
Philip Miller	Co-opted Governor, Chair of Finance and Buildings Committee
Kim Slade	Staff Governor
Bill Jackson	Co-opted Governor
Iestyn Lewis	Parent Governor
Bethany Jarroussie	New Parent Governor
Valerie Parker	Foundation Governor
Sam Nicol	Clerk

Item No.	Item	ACTION
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</p> <p>The meeting was opened in prayer by Rev. Caroline Walker</p> <p>No additional pecuniary interests were declared.</p> <p>Bethany Jarroussie new Parent Governor was welcomed to the meeting as an observer.</p> <p>Absent: Siobhan Thompson</p> <p>Valerie Parker offered a brief over review of her experience as a SENCO in a Federated school environment on the Isles of Scilly.</p>	
2.	<p>Minutes of meeting held on 3 November 2020</p> <p>Signed as a true and accurate record – one small typo was noted in section, 10 'marketing strategy' should be 'marketing strategy'.</p>	
3.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Methodist Circuit – Covid funding support – both the Methodist Circuit and the Bristol District have responded positively to a request for financial support towards the additional costs incurred due to the Coronavirus. • Pecuniary Interests – all pecuniary interest forms have been received and recorded. • Skills Audit – the outstanding audits have been requested. • Governor Special Interests – the governor special interests were up-dated to reflect the changes in the SDP priorities. 	
4.	<p>SDP 20/21</p> <p>The Headteacher presented the September 20-December 21 SDP. From September 2020, with a full reopening of both our schools, there has been a refocus on our SDP priorities. Many priorities were first developed in September 2019 and all objectives not achieved have been rolled over into the new development plan. Some adaptations to our objectives have been made to meet the challenges and restrictions caused by Covid-19 and a 4th objective has been added.</p>	

1. Develop effective leaders at all levels of our organisation. The previous SDP objectives have been rolled forward to provide continuity and to ensure curriculum leaders are confident in their roll and feel supported. The development of lunchtime play provision is an added objective.

Q. What is the main SDP focus?

A. Supporting curriculum leaders - their roll will be integral to any future Ofsted inspection. The STEAM project is progressing well and through our 'Become the Expert' model of CPD, KS reported that in Y4 she had begun to develop expertise in using STEAM to enhance her curriculum. The STEAM Co-ordinator has supported the teachers in Year 1 and Year 2 with STEAM planning. STEAM will be embedded successfully in Wild Things class and mapped into our Science Curriculum in the Spring Term 2021.

Our 'Become the Expert' model of staff development, led by GM, will be embedded to ensure maximum impact in our Philosophy for Children.

2. Develop a creative and inspirational curriculum. It will be important for any future Ofsted inspection for curriculum maps to show depth and progression between year groups, intent, vision and our philosophy for learning together with evaluations against the Ofsted framework and a deep dive of at least one STEAM subject. Performing Arts has seen the greatest impact from Covid restrictions but it is hoped our Performing Arts curriculum will be back to normal in the spring term.

Q. Are Teacher's performance reviews linked to SDP priorities?

A. All teaching staff performance drives SDP objectives and is therefore intrinsic to the performance review process.

Objective 2.3 – the joint networking of the Methodist and Church of England partners will see Jon Pie co-ordinate a visit with Foundation Governors in the Spring term.

3. Strategic Action Plan for our environments at Rode & NSP. This objective will remain unchanged. The objective has been paused since March 2020 but will restart with in Spring 2021 when the working party will re-convene.

4. Develop effective remote teaching strategies. Establishing remoting learning during the lockdown in March 2020 was time consuming for teachers and from this learnt experience, an achievable strategy has been developed. In any future lockdown that involves school closure, children's education should continue seamlessly and our offer should reflect our curriculum intent. Recent INSET training focused on SWAY an intuitive learning tool for use by teachers to deliver on-line lessons in any future period of school closure.

Philip Miller arrived at 18:35

Q. Did the school receive parental feedback on remote learning? And has this feedback been included in the SDP?

A. All the feedback from parents has been positive, parents praised the range of activities and level of communication. This feedback has been used to inform the remote learning strategy. It is important to make any blended learning strategy manageable for teachers if they are required to teach both in class and children self-isolating at home. Teachers found managing communication with parents challenging and the new strategy attempts to reduce the need for one-to-one communication for every parent.

A co-opted governor commented that she had received, as a parent, more communication from RNSF than in her experience from other schools. She acknowledged the difficulty for teaching staff of teaching in the classroom and setting work for children self-isolating. Staff mental health MUST be a priority in any remote learning strategy.

Q. How can governors understand curriculum targets?

A. The SDP forms an 'intent' document and cannot describe in detail what is going on in

	<p>the curriculum. Governors can be given access to OneDrive curriculum plans but link governors should arrange to meet subject co-ordinators to explore the curriculum content and this should be face-to-face on site.</p> <p>Governors with special interests are encouraged to take the opportunity to undertake monitoring visits in school.</p> <p>The SDP was formally proposed for adoption by Caroline Whitehead and seconded by Bill Jackson. Governors voted unanimously to adopt the September 20 – December 2021 SDP. No abstentions and no votes against.</p>	
5.	<p><u>RNSF Continuity of Learning Strategy</u></p> <p>The strategy presented to governors uses the DfE model and aims to minimise the impact on progress of an extended break in pupil’s learning due to Covid-19.</p> <p>The strategy is based on an asynchronous approach to teaching and learning, using existing tools with which staff are likely to be familiar, reducing reliance on high band-width and stable internet connections.</p> <p>The school will ensure learning is accessible for all. Our digital tools will include Microsoft Sway including flashcard activities, short videos of active teaching and quizzes, Voiceover PowerPoint and some on-line direct teaching. The school will aim to understand the digital gap for children and parents and provide help and assistance wherever possible. The well-being of teaching staff will also be an important foundation.</p>	
6.	<p><u>PE & Sports Grant:</u></p> <ul style="list-style-type: none"> Planned expenditure <p>The PE and Sports Grant report details how the grant will be spent in line with the grant criteria and the impact on children’s PE development. A key element for improvement is changes to lunchtime play provision by introducing Scrap Store Play Pods and developing play worker skills through a Scrap Store training programme. The Headteacher recommended buying the Play Pods and training programme for both schools at a cost of £13290.</p> <p>Q. Does the school have the relevant staff available?</p> <p>A. Play worker vacancies are currently being advertised. If recruitment is unsuccessful, a combination of current TAs and IG Sports Coaches will be trained.</p> <p>Q. What is the concept?</p> <p>A. <u>The Scrap Store Pods</u> are run by the Bristol Scrap Store and are temporary sheds containing a collection of scraps donated from industry. The un-prescriptive nature of these loose parts in combination with children’s inventiveness and creativity results in them using the items in endless different ways, enabling all ages, genders and abilities to find ways to play and socialise together. The Scrap Store Play Pods are then topped up with scrap materials on a regular basis.</p> <p>The training programme involves everyone in the school community, offering a complete training process with ongoing support and mentoring, equipping adults to support a quality play environment. This creates long lasting improvements for brilliant play to happen.</p> <p>Governors voted unanimously to approve the purchase of the Scrap Store Play Pods and training programme.</p> <p>Caroline Walker left the meeting at 7pm</p>	
7.	<p><u>Committee Reports:</u></p> <ul style="list-style-type: none"> Finance & Buildings Committee <p>The Chair of the Finance and Buildings Committee reported receipt of the Month 6 finance report and end of year financial predictions with a carry forward expected into the new financial year. The priority for the new budget will be to retain 5 classes. The award of sparsity funding by the DfE will be crucial to preparing a</p>	

	<p>balanced budget. Issues with the guttering on the flat roof at Rode and repairs to the hall floor at Rode were discussed by the Committee.</p> <ul style="list-style-type: none"> • Catering arrangements Edwards and Ward Catering Contract comes to an end in August 2021. The Committee will examine the process for appointing a new contractor to improve the provision of hot lunches. <p>The Foundation Governor for the Methodist Church informed the meeting that he was pursuing additional funding support from the Methodist Circuit and Bristol District to employ a Schools Worker and to offer further financial support to the school.</p> <p>It was agreed to appoint Graham Slingo and Bethany Jarrouissie to the Finance and Buildings Committee.</p>	
8.	<p>Attendance Report</p> <p>The Headteacher reported remarkably good attendance considering Covid-19 pandemic at 90%+ compared to a national average of 84%. Possible causes: improved hygiene routines minimising infection, change in mind-set of parents after Lockdown and no term time holidays.</p> <p>All credit must go to teaching staff who have created a safe, inviting and welcoming atmosphere in school.</p>	
9.	<p>Policies for review:</p> <ul style="list-style-type: none"> ○ Attendance Protocol – based on SCC model. Agreed and adopted by Governors ○ Sex and Relationships Education Policy – an updated policy to reflect new statutory guidance. Agreed and adopted by all governors ○ EYFS – no significant changes to the policy other than date and reference updates. Agreed and adopted by all governors. The Policy will be reviewed again in 1 year to incorporate the new September 2021 EYFS curriculum. 	
10	<p>Correspondence</p> <p>None</p>	
11	<p>Urgent items</p> <p>Individual Governors took this opportunity to express their appreciation and thanks to Carolyn Tommey who retires from her headship of the federation on 31 December.</p>	
12	<p>Dates of meetings for the remainder of this academic year:</p> <p>14th January, 8th February, 24th March, 22 April, 7th June and 15th July.</p>	