



Minutes of the meeting of the Governing Board, Onslow Infant School held on 30th June 2021 at 7.30pm via ZOOM

<i>Present:</i>	Katy Peters	Chair
	Jessica Sinclair	Vice chair
	Shraddha Baviskar	SB
	Katherine Donlon	Head
	Roberta Guerrina	RG
	Sam Merchant	SM
	Claire Morris	CM
	Will Salmon	WS

In attendance Sarah Churchill Clerk

1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Tim Bevan, Ashley Harris, Steven Hill, Amanda Pardoe and Rosie Marsden-Farmer
2	DECLARATION OF INTEREST None
3	Declaration of Confidentiality & Professional Negligence Were read
4.	The MINUTES of meeting held on 24/03/2021 and 21/04/2021 - Were agreed as a true and accurate record MATTERS ARISING from meeting held on 24/04/2021 <u>Point 4</u> The updated protocol for Alternative Participation is on the GVO. COMPLETE WS undertook safeguarding training and TB recommend some courses. COMPLETE <u>Point 7 - Skills matrix</u> - The following governors are to complete the Skills Matrix, AP, SM, KP & SB. ONGOING <u>Point 9a - Risk Assessment Update</u> - KD update RA with regard to external contractors and ensured they have a copy of the RA - COMPLETE <u>Training</u> - KP reminded governors of importance of training and the importance of making sure training fits in with their link roles next year. This is likely to up in OFSTED which could be expected from next year.
4	CONSTITUTION OF THE GOVERNING BODY SB was welcomed to the board having completed all the checks required. Vacancies - 1 co-opted Vacancy Resignations - RMF has resigned from September - (Staff Governor) Terms due to expire - SH term is due to expire 30 th September 2021 (Co-Opted) - KP term is due to expire 1 st November 2021 (Co-opted)



Recruitment update

KP circulated a document with details of the proposed governor to come on board for the current Co-opted vacancy. No governors objected to the proposals in the document and **approved** the following:

- Appointing Claire Byrant as a co-opted governor, pending the results of the DBS, section 128 checks and appropriate references.
- Appoint Charlotte Palmer to be an Associate Member to sit on the Finance Committee and join the Positive Income Stream Working Party due to her expertise in this area. It was also hoped she would be able to cover the next Co-opted vacancy that arises (pending results of checks detailed above.)
- To invite Ashely Taylorson and Felicity Robinson to become associate members to give them time to undertake training and shadowing relating to governance to prepare them for any further co-opted roles that come available.

Succession Panning

KP reminded governors that the AGM would look at link roles, committee memberships and nominations for Chair and Vice Chair.

5 Chair's Actions

SCC had requested a letter from the Governing Board explaining how they intended to tackle the deficit budget going forward. The Chair had sent the letter as the deadline for submission was today. It was circulated to the finance committee and chair of C&L committee prior to sending and is on GVO for other governors to see. The letter covers that the board have two working parties looking at staff restructure and positive income streams, have taken on advice of a finance consultant and have lobbied SCC about SEN cuts.

KD will be in contact CM and TB to have the next set of meetings for the working parties.

Update on PAN

SCC have discovered that the temporary cap is unlawful. They have therefore removed the temporary cap, and there is a PAN of 90 until the formal reduction until 2022. They have said they will endeavour not to allocate us over 60 pupils.

KD explained that if the numbers of children were to increase to over 60 in a year group, split year group classes would be an option.

CM asked whether we would have to use split year group model if numbers fell even more as birth rates have dropped during the pandemic and could have an impact in a few years time. KD responded that number would have to fall significantly, and would require a reduction of teaching staff which couldn't be done straight away.

WS asked whether SCC information and our own website said that we had a pan of 90 as that could cause parents to ask why the school was not filling its places. KD said that SCC published the info and it did record a PAN of 90. WS asked whether we make it clear on our own website that it's a two form entry as this is very attractive to parents.

KD said that for parents choosing from this September onwards the PAN will be 60 and agreed that two form entry is very attractive to parents so the school will be a position to promote the EYFS intake more heavily going forward.

RG asked whether rising birth rates post covid and people migrating from London to Guildford could mean we are asked to expand again.



	<p>KP said that as a maintained school SCC could ask Onslow to expand again. In this instance there would be another formal consultation process. Alternatively they may ask onslow to take on a bulge year which is better funded as it allows for vacant places. This would have to be investigated closer to the time. SCC were keen to exclude the capital funding element of any bulge year funding.</p>
6.	<p>Covid Update</p> <p>KD reported that staff are still undertaking the lateral flow tests twice weekly and there had been some anxiety amongst staff about the cases at Queen Eleanor's School</p> <p>KD reported that a risk assessment specifically for the reception 'stay and play' transition day had been prepared. Parents were asked to confirm they had no symptoms, wore masks and there was a QR code for track and trace purposes.</p> <p>Staff react reasonably to any ill child in school and parents are fairly good at getting the PCR test with some prompting from the admin team.</p> <p>There had been some disappointed parents around cancelled events, particularly from year 2. KD explained that staff have tried to do the next best thing by videoing the events. It is different but is the best substitute we can have at this time. Parents had been supportive whilst disappointed.</p> <p>The PTA were very keen to hold discos and fairs but these could have lead to a potential massive track and trace issue at the end of term so hadn't taken an place. When any event is planned in school SLT have think what would happen in cases go up locally or if there was positive test from someone at those event . Our children are mixing a lot out of school so it's just luck they haven't brought it back in. WS added that the recent district sports event where multiple schools had met had led to a difficult situation when some of the attendees tested positive.</p>
7.	<p>Head Teachers Report</p> <p>KD reported some highlights from the HT reports.</p> <ul style="list-style-type: none">• Attendance is fantastic and persistent absence is lowest we have had. However, the breaks for covid lockdowns and for those children who are off school for covid reasons will have impacted on this so attendance will possibility not be maintained as this high level.• The training that has taken place has been very varied and links well with the strategic priorities. The impact has been beneficial to learning, safeguarding and health and wellbeing.• KD is meeting other heads in July to work collaboratively and the HT group are meeting with 3 MPs to talk about school finances on the 6th July and hopefully convey that local schools are in a very difficult position.• The Children and Learning committee had asked KD to compare this year's questionnaire results to previous year's results. KD gave a data warning that this year's response rate was much lower and the questionnaire were sent at different points in the year in different formats. However here were a lot similarities compared to previous years and not many significant difference<ul style="list-style-type: none">○ The numbers agreeing that 'The school makes me aware of what my children and learning' had reduced.KD said that all curriculum maps are on website and it appears we just haven't told parents well enough about it. This might be the impact of not having 'meet the teacher ' meeting this year where they run through what

they children will learn and where to find it. KD will ensure this information is better signposted and hopefully these meetings will take place again.

- 'The Schools lets me know how well my child is doing' – parents have struggled with the virtual format of parents evenings and there would normally be more dialogue during the year. This year it has been more email and some phone conversations whereas previously parents would have been encouraged to come in and chat. Hopefully this will improve rules around social distancing are relaxed
- Lack of Clubs. Again this is a Covid problem as we had to restrict our clubs to individual year groups so hopefully will improve in the autumn term.
- Bullying - This questions was changed two a two part question so it was clearer

Q. RG asked whether we can compare this nationally for a benchmark

A. KD we probably wouldn't be able to have this data as it would need us to speak to individual schools and ask for it to be shared. In addition, the results might not directly compare as they will have used different methods and possibility different questions. **KD will see if she is able to find anything out from local heads and will come back if she does.**

Q. CM asked why the question the 'school has high expectation for my child' had seen a drop in the number of parents agreeing and if anything was being done to rectify this.

A. KD felt that it linked back to some of the communication issues around parents not knowing what their children were learning and how their children are doing so hopefully with better signposting and some more in-person elements next year this would improve.

Q. WS asked whether there was a qualitative element to the feedback.

A. KD said that there is a text box for people could comment and all of the comments are in the Children and Learning Section of the website. WS it would be nice to dig deeper into questions

KD reported there were only 43 returns which is much lower than normal. This year it was sent by email and it is normally handed out as a paper copy at the parents evening so we get much more feedback. **KD will ask the PTA to assist in increase responses next year.**

Progress and Attainment Data was tabled as the data only became available in the latter part of the date of the meeting.

KD explained that the Building Block Data showed that the children had showed a big shift at the end of the year and there were only a few who were not where they needed to be.

Q. RG why is there a significant difference between maths and English with English being lower.

A. KD explained writing was a big issue during the last 2 years due to the gaps in learning and our children not having the opportunity to get the breadth of experience to get them where they need to be. She explained maths is easier to measure and test, whereas sometimes in English, you need to see an element 3 or 4 times in different pieces of writing before you assess they have attained that knowledge which is harder with the lockdowns.

Q. RG asked whether the English assessments only covered writing as reading comprehension is an important skill.

A. KD replied that the English assessments cover lots of different areas including comprehension but children will not achieved the expected standard if they are just below in one area, even if they have met all the other standards and this is what is being seen here.

Q. RG asked whether KD was planning to get more people in to help with the reading.

A. KD confirmed that the school is hoping to re-start Reading Rockets which involved members of the community receiving some training and then attending 3 times a week and listening to the children. It's been really noticeable that it's missing. It topped up their learning and comprehension skill.



	<p>End of Year assessments</p> <p>Year R – the result showed EYFS were above national average but below Surrey average compared to previous years. KD felt this was a positive outcome for children who haven't had a full year of learning.</p> <p>Year 1 – The school did an internal phonics assessment based on an old paper Only 7 children didn't achieve the pass mark and will have interventions planned for next year. This result would still have placed the school above Surrey average. The actual assessment will take place in the second part of the Autumn term.</p> <p>Year 2 – The children sat old SATs paper and teacher assessments took place. They found they had more positive outcomes than the building blocks indicated and some of the building blocks, particularly in English had been adjusted to reflect this. Maths and Reading held, but writing was significantly lower. This year teachers didn't spend any time on preparing the children on test skills as they had in previous years. They have focussed on curriculum skills and standards rather than how to answer a test and this may have impacted the results. Therefore there is a drop compared to last year, but one we expected in the circumstances.</p>
8	<p>C&L Committee</p> <p>JS reported that the C&L committee had met and much of the discussion had already been covered in the HT report.</p> <p>JS raised that Governor Visits are important to help test the robustness of the data that is presented in meetings and to help give a bigger picture. During the business meeting it will be important to look at ways to make it easier for Governors and teachers to meet as it is clear that this is not working well at the moment. .</p> <p>The Accessibility Plan and Equalities and Information Objectives were discussed in detail and Children & Learning. As a result the language has been streamlined and some smarter objectives and clearer timelines, showing how the actions will be taken by have been put in place. The plans require just a few minor updates. The board delegated to RG as the Inclusion Link Governor to approve these document before it was placed on the website.</p>
10.	<p>Finance Committee</p> <p>SM reported that the Finance Committee had met last week. During that meeting the following had been discussed:</p> <ul style="list-style-type: none">• The carry forward had increased by approximately £10,000 however there may be some additional costs for extra hours still to come in. The morning club report was also better than expected and the deficit was lower. This means the current position is looking better but 2022/23 is still showing a deficit and has resulted in the letter to SCC discussed above. The Financial Monitoring Report is on the GVO for all governors to understand the more detailed figures. .• Under the Schools Financial Standard, Onslow was now being benchmarked against schools with reduced pupil numbers. It was still shows the clerical and teaching are still higher than other schools.• The Teacher Appraisal Policy was approved• Some repairs to gate might be needed at £2000 and refurbishment of year 2 toilets may find asbestos which will have cost implications.



	<ul style="list-style-type: none"> Also discussed an ofsted question as Ofsted may visit in about a years' time. The question helped governors think about where to find information and who to ask.
11	<p>Safeguarding</p> <p>The school has completed and submitted the spring term safeguarding data via the new online tool. There are two children on child protection measures and none on children in need.</p>
12.	<p>Annual Report from the Data Protection Officer</p> <p>The report from the DPO was received and didn't raise any questions.</p>
13.	<p>Policies</p> <p>The Complaints Policy was approved</p>
14.	<p>Governor Training Feedback</p> <ul style="list-style-type: none"> CM doesn't have access to Better Governor. Clerk will assist. WS said his safeguarding training was useful. RG asked the Clerk to feed back to Better Governor that the training is too short notice. <p>The Chair reminded governors to inform the Clerk if they undertake training. She also recommended attending '<i>Hot Topics</i>' as it gives a steer on what OFSTED priorities and an opportunity to learn from other schools in Surrey.</p> <p>Chairs Forum - KP fed back the key points for the Chairs Forum for information:</p> <ul style="list-style-type: none"> Make sure the attainment and progress data provided is understood and that the board are confident that they are aware what gaps there are and what is done about them. All agreed that this had been discussed at the recent C&L Committee in detail. Checking the robustness of evidence base so that challenging questions can be asked. clarity about when we might have Ofsted (discussed earlier) <p>Chairs Development - KP had attended the Chairs Development course and had some useful idea to share in the business meeting. The programme is continuing so anyone considering the Chair role should look into the course as a good introduction to Chairing.</p> <p>Clerks Development Programme -The Clerk had finished the course and her mentor had recommended her for a pass. The course covered lots of areas for governance and she would also be sharing some of these ideas with the Chair and at the AGM.</p>
15.	<p>Review of governor progress</p> <p>How well do we listen to, understand and respond to our pupils, parents and staff?</p> <ul style="list-style-type: none"> Talked about the questionnaires to staff, parents and pupils. Governors looked at both the positives and negatives. Where there is was a potential issue the HT was clear about would be done as a result. The HT will feedback to parents and staff to say what will be done as a result of the surveys and will be signposting and explaining things more clearly. CM added that the discussion on building blocks highlighted how well the school understands and responds to the pupils needs for their education and questions
16.	<p>DATE OF NEXT MEETING - TBC</p>