

Company Number: 10561094

Tyneview LGC/20.07.21

Minutes of a meeting of the Local Governing Committee of Tyneview Primary School

DATE: Tuesday 20 July 2021

TIME: 4.30pm

VENUE: Virtual in MS Teams

Present:

Kath Davidson (Chair - KD), Linsay Carmichael (Governor – LC), Andrew Donald (Vice Chair – AD), Steve Gittins (Headteacher – SG), Darren Healy (Governor – DH), Gary Hunter (Governor - GH), Rev Phil Medley (Governor – PM), Lidia Reay (Governor – LR)

In Attendance:

Hannah Hales, Governance Support Adviser (Clerk), Vashti Sergison (Deputy Headteacher – VS), Joan Fitzgerald (Observer – JF), Lisa Bilton (NEAT Head of Business Services – LB)

[Challenge from governors is shown as highlighted text.]

1	<p>Welcome The Chair welcomed everyone to the meeting, thanked governors for their contributions and recorded formal thanks to the staff at Tyneview for their commitment and achievement over a difficult year.</p>
2	<p>Apologies for absence Apologies were accepted from Nicola Mole and Richie Waters. No apologies were received from Sharon Leach.</p>
3	<p>Declaration of any potential conflict of interest None.</p>
4	<p>Agree any items of urgent business None.</p>
5	<p>Consider minutes from meeting held on 23 March 2021 Governors discussed the school website – no comments on content or presentation had been received by the clerk. The website had been checked for compliance. The clerk updated the LGC with the beginning of a project at Central Team level to look at websites across all schools and support schools with the design, maintenance and management thereof. The Headteacher is keen to understand the audience actually using the website and analytics will be added and tracked. ACTION: update from Central Team during Autumn term on progress with website project within trust. The pupil voice video file size is too large to share – arrangements to be made for governors to hear some pupil voice at the next meeting. ACTION: VS to arrange pupil voice exercise.</p>

Company Number: 10561094

Tyneview LGC/20.07.21

6	<p>Update action grid from previous meeting and discuss any other matters arising One outstanding action to organise Tom Cowen Award. ACTION: SG/PM to coordinate virtual event with T Cowen prior to end of term.</p>
7	<p>Membership of local governing committee</p> <p>a) Update from parent governor election One parent governor was appointed from the process held in June – Nicola Mole. Her nomination was well supported by other parents. Governors discussed recruitment to the second parent governor vacancy and agreed it would be beneficial when more normal operating resumes to re-establish the Parents Group and develop governor-parent communications before repeating the nomination process.</p> <p>b) Staff governor position Lidia Rea is leaving Tyneview so a staff governor election is required in September. Thanks were recorded to LR for her contribution during the short time she has been part of the LGC.</p> <p>c) Reminder of election of chair and vice chair in autumn term Governors were reminded of the requirement to elect the chair and vice chair at the first meeting of the autumn term.</p>
8	<p>Any decisions taken as Chair's action since the last meeting None.</p>
9	<p>Report from Headteacher</p> <p>a) Headteacher report including pupil assessment data The Headteacher noted that effort from staff this year has been humbling and inspiring, especially with Ofsted still looming. Pupil assessment data is generally strong. Year 5 is a concern; it has been hit hard by COVID and also has 4 ARC children. Some pupils who were just below expected levels have slipped back this year – the class as a whole has made expected progress but need to look at effectiveness for individual children. A range of other measures across the school including PASS (Pupil Attitudes to School and Self) questionnaire will be used with assessment data to inform the catch up curriculum. Headteacher report: attendance is 0.1% better than last year at 93.9%. If part time timetables are removed this rises to 94.6%. Analysis was shared on screen of the impact of P/T timetables – attendance (during reduced timetable) was greatly improved for 4 children and next steps are planned. For two children it has not been effective and those individuals will be moving to alternative provision as the right option for them. A governor asked how much time is a P/T timetable: it varies according to each pupil's needs and circumstances – times are reviewed at least every six weeks and increased as much as possible. Pupils are expected to attend for 100% of their P/T timetable – where the provision has not worked or there has been illness this can be seen in the attendance figures. P/T timetables account for 0.75% of overall attendance but the impact of P/T timetables in enabling these pupils to move on can be demonstrated. The attendance strategy overall is one of marginal gains e.g. bank holidays have an impact of 0.4%. Leadership needs to strategise and fight for additional % points. A governor commented that the attendance figures are good considering the circumstances of the past year. It was noted that increasing the Parental Support role in school to 4</p>

Company Number: 10561094

Tyneview LGC/20.07.21

	<p>days per week has enabled a more consistent approach. Persistent absence is similar to last year at 18%.</p> <p>Staffing: LR is leaving and Carolanne Hetherington will fill the lead position for Foundation stage. Site Manager has been appointed and had two weeks shadowing the role prior to Alan Garner leaving. GH has met with new site manager and will provide support during his induction period.</p> <p>Extra-curricular offer has resumed with lots of trips also taking place.</p> <p>Playground resources have been ordered following on from pupil voice.</p> <p>b) Risk Register</p> <p>The Headteacher highlighted two points of note:</p> <ul style="list-style-type: none"> - Supporting leadership in early years - Ongoing premises work around subsidence: bore hole testing has been carried out and report is due. <p>c) Financial Reports</p> <p>i) P9 management accounts</p> <p>Overall position is strong: reduced income against budget has been offset by reduced expenditure due to the pandemic and income from SG's role with the trust. Projected year end position is surplus of £34k. This will be used to support the ICT infrastructure plan – IT has been an issue during lockdown and the trust is addressing this through capital investment. This summer Tyneview will have 11 whiteboards replaced, plus provision of PCs and laptop trolleys to house the DfE laptops. When this capital spend is included the projected end of year surplus is £5k. A governor asked about funding for H&S requirements – small items can be purchased from this year's budget. The trust has invested in an automated system for compliance and risk register which will be rolled out from September.</p> <p>ii) Budget for 2021-22</p> <p>A small operating deficit of £4k is projected in the budget for 21-22. This includes an allowance for pay award of 2%. The three year projection looks stable with nothing to be concerned about at this stage. A governor asked about previously looked after children joining the school and impact on staffing and whether additional funding expected is included in the budget. The budget will be amended as required when situation is confirmed.</p>
10	<p>Governor scrutiny reports</p> <p>The chair invited governors to provide a brief summary of their written reports.</p> <p>a) Early Years</p> <p>AD had piggybacked on visit from Sarah Stock (DHT Walkergate) and used the opportunity to learn from her. The visit looked at pupil voice, the curriculum and use of support staff. Visit was really positive – nice atmosphere, children engaged and interested. Suggested follow-ups are: continuing to follow the journey of the new curriculum, quality assurance check on phonics teaching and development of new leadership.</p> <p>b) Staff wellbeing</p> <p>DH met with staff to understand what Tyneview already does well and discuss what wellbeing means to them – receiving support, seeing action from inputs, feeling valued, time and space to do what want to do. The quality of relationships came through really strongly in the conversations and the strength of the team at Tyneview. This was felt to have been impacted by COVID through reduced face to face contact and whole community events.</p> <p>c) Pupil voice – careers</p> <p>DH participated in Year 6 pupil voice exercise about a recent careers activity (letter writing and mock interview). High levels of skill and understanding were</p>

Company Number: 10561094

Tyneview LGC/20.07.21

	<p>demonstrated by the pupils in their letter writing. A Q&A session shared experiences of the interview process – some pupils not confident describing their own strengths but with prompting built confidence and recognised their own skills. DH wrote the class a letter and returned for a follow-up visit. DH would love to repeat this next year.</p> <p>d) Quality of education PM reported an afternoon spent in school reviewing deep dives in English, Maths and Science looking at Ofsted readiness. Cultural capital work will be picked up next term.</p> <p>e) Pupil premium and transition LC provided an update on transition to Walker Riverside Academy this year: been as good as it could be. COVID testing before return to school in September will be used as an opportunity to get Y7s in to school – might it be possible get Y6 teaches to come as well? SG is supportive of this approach but needs details of how Tyneview might support this. Academic transition through gathering of information has progressed well. It is known that Y6's are keen on after school clubs and there will be a full offer at Walker next year. LC had met virtually with VS to review PP data at Tyneview – really interesting that school is able to be so specific. Question to follow up – how catch up missed socio-cultural capital? A governor noted the high % of SEN need for Y5 moving into Y6 plus the large amount of missed learning – does transition need to start earlier for this year group? This be passed on to Walker as the receiving school. The budget operating surplus was referred to and whether it is appropriate to spend more money in this class. The Headteacher noted that staffing is designed to support pupils and is able to be delivered because it is costed – staffing should match need not just spend money because it is available. Leadership and the central team work hard to keep the books balanced and are generally happy with that – tracking specific pupil related spend can be harder.</p> <p>The Headteacher thanked governors and noted that the LGC has been outstanding and contribute really well to ensuring Tyneview is focused on meeting pupils' needs. Strong foundations in governor ways of working can be built on next year.</p>
11	<p>PE and Sport Funding Report Governors received the report. There is a small amount of funding to carry forward. The impact of the funding can be seen in school. ACTION: Invite PE coordinator to next meeting to outline the plan for 2021-22.</p>
12	<p>Planning for 2021-22 a) School priorities Leaders are been working on the School Development Plan for 2021-22. This will be a working document updated termly. The Headteacher reported initial priorities as:</p> <ul style="list-style-type: none"> - Catch up curriculum - Supporting leadership and management in school - Ongoing curriculum work - Assessment including the voice of the pupil, CPD for staff to support this - Continued push on English – phonics, reading and writing <p>Governor workings to look at the SDP and how scrutiny this year feeds into next year are proposed for early in the autumn term.</p>

Company Number: 10561094

Tyneview LGC/20.07.21

	<p>b) Ways of working and organisation of governance A piece of work emerging from the external review of governance and discussions with Chairs and Vice chairs will take place over the summer. The trust and chairs/vice chairs have a clear intent to evolve how LGCs work more closely with the trust board through aligning priorities to the mission, vision and strategy, resetting communication between the board and LGCs and some underpinning work on the scope of the role of the LGCs. It is also clear that there is a need to review data flows within the trust so that the right people get the right information at the right time. The working party will have representation from all LGCs and the board and Executive team. The intention is to report to the full trust board early in the autumn term, then to the Chairs and Vice chairs forum. The LGC meetings will follow on from there and should be able to set dates for the full year.</p> <p>c) Format of meetings Governors reviewed the information shared in advance. The principle of designating meetings as face-to-face or virtual with blended attendance only by exception was highlighted. It is intended that papers will remain electronic regardless of the meeting format and the IT infrastructure to support this is being planned and tested. Governors discussed their own preferences and the circumstances under which face to face is deemed preferable (scrutiny, smaller meetings, team and relationship building). The actual approach in September will also be influenced by any COVID restrictions.</p>
13	<p>Policies No policies to approve but the Headteacher reported a piece of work next term around the Behaviour Policy, staff wellbeing and dignity at work looking at the language used and ensuring consistent messaging – it would be helpful to have some governor input on this linked to pupil and staff voice. ACTION: SG to arrange meeting re policy discussion early in Autumn term</p>
14	<p>Urgent business None. Questions for board – need for better information at school level to understand exactly where funding streams are at so that Headteacher can keep LGC informed. LGC would like better understanding of how decisions are made about the trust’s financial priorities. The clerk proposed feeding these into the governance working group over the summer.</p>
15	<p>Date of next meeting Monday 11 October 2021, 4.30pm.</p>

Meeting concluded at 18:35hrs

Signed  Date 11th Oct 2021