

Company Number: 10561094  
 Tyneview LGC/15.12.20

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

DATE: Tuesday 15 December 2020

TIME: 4.30pm

VENUE: Virtual meeting in MS Teams

### Present:

Kath Davidson (Chair - KD), Andrew Donald (Vice chair – AD), Steve Gittins (Headteacher – SG), Fr Phil Medley (Governor – PM), Darren Healy (Governor – DH), Richie Waters (Governor – RW), Linsay Carmichael (Governor – LC),

Required quorum: 3, or if greater 1/3<sup>rd</sup> of Governors holding office on that date. Governors holding office on 15.12.20: 9. Governors present on 15.12.20: 7 The meeting was quorate.

### In Attendance:

Vashti Sergison - Deputy Headteacher, Joan Fitzgerald – Observer, Mel McEwan – PE Coordinator, Hannah Hales – Governance Support Manager (Clerk).

### PART 1 (Classified non-confidential)

**Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.**

1	<b>Apologies for absence</b> No apologies were received from Danielle Ross or Sharon Leach.
2	<b>Declaration of any potential conflict of interest</b> None.
3	<b>Agree any items of urgent business</b> None
4	<b>Consider minutes from meeting held on 07 October 2020</b> The minutes were agreed as an accurate record.
5	<b>Update action grid from previous meeting and discuss any other matters arising</b> Governors reviewed outstanding actions: <ul style="list-style-type: none"> <li>- One governor still to complete skills audit</li> <li>- Dates for Newcastle Achievement Awards not yet planned due to COVID: item deferred to next meeting in March.</li> </ul> All other actions completed or on agenda for this meeting.

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6	<p><b>Any decisions taken as Chair's action since the last meeting</b> None.</p>
7	<p><b>Membership of Local Governing Committee</b></p> <p><b>a) Review updated Skills audit</b> Governors agreed to review all potential candidates on their merits. Health and safety knowledge would be helpful restricting search to candidates with this attribute is limiting, a more productive approach may be to recruit skills and look to build knowledge and experience.</p> <p><b>b) Discuss any appointments, resignations and / or vacancies</b> Parent governor: election process had to be paused due to number of pupils self-isolating. This will be progressed in the new year. Staff governor: no candidates forthcoming from requests for nominees so far. <b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- School to progress both vacancies with clerk's support</li> </ul> <p>Trust governor: governors to consider any contacts that might provide potential leads, clerk to continue to explore recruitment avenues.</p>
8	<p><b>Headteacher report</b></p> <p>The Headteacher provided a commentary on the report. School has recently lost a few pupils moving out of the area, overall numbers still similar to last year but pupil stability is not a strength of the school. The numbers of pupils with EHCPs has doubled in the last year – this is in part due to the needs of the youngest children coming into the school and the ARC being full. Attendance is reasonable (95.3%). Analysis of the reasons behind persistent absence shows that 50% of EHCP pupils are classed as persistently absent - part time timetables impact on attendance but pupils can be shown to be making good progress and school is looking to increase the amount of time they are in school. COVID has led to 15.3% of all possible pupil sessions being affected through self-isolation although there are few actual cases of illness. There have been no exclusions this term. School is tracking health and safety incidents: as the school ages the site condition is deteriorating (especially the yard). Tracking occurrence of incidents informs the risk management approach.</p>
9	<p><b>Governor Scrutiny and Evaluation Reports</b></p> <p>The Chair asked lead governors for each strand of monitoring to provide an overview of main points discussed and next steps.</p> <p><b>a) Appraisal, CPD and pay progression</b> DH reported the scrutiny session had provided a good explanation of how appraisals are meaningful and demonstrated how the process had been adapted for Covid. There is good evidence of objectives being aligned to the school development plan. The NEAT values-based approach to appraisal is being trialled by Lidia Rea. There was discussion on evidencing completion and whether opportunities exist for wider feedback. Next steps are to develop an appraisal approach for non-teaching staff.</p> <p><b>b) Quality of Education/ Personal Development</b> PM outlined the responses from staff and pupil voice in the personal development strand. 50% of pupils thought that life had got harder in</p>

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	<p>lockdown. Issues at start of term had gradually settled as pupils adjusted back to routines. PSHE has been adapted to ensure coverage of mental health issues and some work on cyber bullying. The NEAT windscreen tool is really useful.</p> <p>KD noted that the impact of COVID has been harsh with repeated absences in some classes. All teachers are placing great emphasis on stamina for learning and behaviour for learning that has been lost in lockdown. Elements of the recovery curriculum will be in place for the whole year. Identified areas for development included: data collection (not available at time of scrutiny), developing the use of additional catch-up funding allocated to the school, feedback on remote learning and Teams with a need to complete the picture of ICT access for families. SG noted that the COVID register includes IT information and school is able to supply devices when needed and chases up families where pupils are not engaging with remote learning. The drive is to provide quality work via those devices. The trust has a remote learning leads group who are carrying out work around quality first teaching in a remote environment. A governor asked about the approach across other schools, including Walker Riverside Academy (the next school for most Tyneview pupils) and what is being planned around transition.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Clerk to feed question on transition and remote learning into Remote Learning Leads group.</li> </ul> <p><b>c) Leadership and Management</b></p> <p>DH reported on a meeting that covered the school development plan, wellbeing, staff appraisal and some health and safety. Staff had really good knowledge of the priorities in the school development plan and the actions associated with these. There has been an impact on staff workload this term but the management of transition to remote learning and drive for continuous improvement is impressive. Next step may be to explore if this is widespread amongst staff. There is no specific well-being policy but lots of evidence of good practice. Appraisals for non-teaching staff – take time to consider what is fit for purpose and will be effective, perhaps begin with informal discussions. Health and safety – school has good understanding of priorities and is focussing on areas of higher risk. There is a need to explore plans for replacing the Facilities Manager when he retires – what role is possible and how can his knowledge be captured before he leaves.</p> <p><b>d) Behaviour and Attitudes</b></p> <p>RW outlined activities: two meetings plus a student voice activity looking at questions linked to the school development plan. What is going well: use of Boxall assessments is embedded, the tracker is linked to this, the windscreen levels and IT requirements creating a full picture of needs and leading to clear interventions. Attendance and safeguarding are priorities and evidence of actions was shared. Questions around pupil independence and development of self-regulation revealed opportunities throughout the curriculum. Routines and systems are clear. Future developments: need student voice alongside intent and implementation to give a measure of impact. Clued Up Kids revealed an anomaly as bullying is being raised by pupils but only 1 incident recorded: pupil voice to explore this and will link to review of anti-bullying policy, and to a larger pupil steering group looking at antibullying/behaviour in the school.</p> <p><b>e) Early Years</b></p>
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	<p>AD reported on a meeting with Lidia Rea looking at Early Years, whole school phonics and school life. Early Years scrutiny looked at gaps in learning, barriers (Covid and others) and the new curriculum. Generally answers are very positive: pupils are happy to come to school and have settled well. There are some skills delays (language development, sharing), baseline assessment will be followed up in next round of scrutiny. Phonics support has been provided into KS2 if pupils have not passed the check, targeted interventions are also in place where data indicates a need. New EY curriculum has some positives – use of professional judgement rather than just observations. The introduction of a new EY tracking document will be followed up at the next scrutiny meeting with LR.</p> <p><b>f) Pupil Premium</b>          LC provided a verbal update as the written report was not yet completed. Positive feedback re use of the windscreen to highlight need and target interventions which are well tracked. There is a strong focus on PP children but also a recognition that all pupils are disadvantaged. Work on the PP report is hugely detailed and shows the time and energy dedicated to support. Catch-up funding can also be used to support the most disadvantaged.</p> <p>SG thanked governors for their input and the work put into making the conversations meaningful. This quality dialogue needs to be incorporated into the updates to the school development plan.</p>
10	<p><b>PE and Sports Funding Premium</b>          MM provided an overview of the plan for 2020-21. Last year focussed on CPD and upskilling staff, and the NEAT progression of skills document and milestones this year the target is to embed progression across the school. Staff will also work closely with the welfare team using windscreen levels to join up dots (e.g. missing PE kit, non-participation in clubs).          Governors thanked MM for her time and contribution.          [MM left the meeting]</p>
11	<p><b>Pupil Premium Report</b>          Governors received the report on expenditure during 2019-20 and the plan for 2020-21. SG reported that funding has increased from £130k to £166k. School is developing the windscreen as a measuring tool for impact, and working on the introduction of entry and exit systems for the windscreen. VS noted that the level of analysis applied has identified pupils receiving no additional offer and opened up direction to available support – it has been a really useful process to look at PP via the windscreen. Next developments are to begin looking at allocation of monies, impact and effectiveness at individual pupil level.</p>
12	<p><b>SEND Information Report</b>          Governors received the report. The format is being developed: as a trust SG is leading on building evaluation into practice. This report covers provision, developments around reporting of impact will be shared as available. VS noted the changes in the distribution of need across categories: moved from the majority of SEND pupils having cognition and learning needs to majority of communication and interaction needs.</p>
13	<p><b>Catch-up funding report</b></p>

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	<p>SG tabled the tiered approach to the use of catch-up funding. Pupil data collection has shown that the recovery curriculum is making progress but that pupils are not where they need to be – some will catch up in two terms, some won't. The school development plan will show where support will be targeted – longer interventions will be needed in some cases. SG is happy that the assessment systems are accurate, useful and purposeful. VS noted that data for the full autumn term is now available: CPD will be focused on areas of concern and then look at individual children – identifying who needs longer term plan to close the gap and how catch-up funding can be used to deliver this additionality.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Clerk to share catch-up plan with all governors</li> <li>- VS to share data capture with all governors</li> </ul>
14	<p><b>Report from Designated Teacher for Looked After Children</b> Governors received the report. There are currently no LAC pupils in the school.</p>
15	<p><b>Financial Reports</b> Governors received the P2 management accounts. SG noted that high needs funding is yet to be received but that otherwise everything looks ok at this early stage in the year.</p>
16	<p><b>School Level Risk Register</b> SG highlighted the most prominent areas of risk currently. Pupil numbers are high in Early Years from the September intake and numbers are strong in the Foundation Stage. Supply costs will be ongoing. Work on the school building has seen a rolling programme to replace projectors, replacement flooring and fire safety work carried out in recent years. Risk assessments are being developed for the building with issues of concern particularly around the condition of the yard and playground equipment. A governor asked if any of these works have been costed: not yet, monitoring of incidents is informing the level of risk attached to each. A governor asked how the risk information is shared and prioritised with the trust.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Request to Executive Team for greater clarity on how management of school-level risks fit into risk management across the trust as a whole.</li> </ul>
17	<p><b>Health and Safety / Safeguarding Update</b> Health and Safety section of Headteacher report is up to date – no further issues come to light since report written. Governors received the Safeguarding Audit report which was completed in October by Clennell Education Solutions, SL and AD. No concerns to report – all questions could be answered and evidenced. AD will check that actions have been followed up in school.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Annual Safeguarding Report from Headteacher to be an agenda item at next meeting.</li> </ul>
18	<p><b>Website Compliance Checklist</b> Governors received the checklist and queried when required actions will take place. Many of them are awaiting the outcomes of this governors meeting.</p> <p><b>ACTION:</b></p>

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	<ul style="list-style-type: none"> <li>- SG/VS to ensure up to date versions of relevant documents published on website.</li> </ul>
19	<p><b>Policies</b> An amended draft of the Health and Safety Policy had been circulated prior to the meeting. <b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>- Governors approved the following policies:             <ul style="list-style-type: none"> <li>o Attendance Policy 2020-21</li> <li>o SEN Policy 2020-21</li> <li>o Health and Safety Policy 2020-21</li> </ul> </li> </ul>
20	<p><b>Update from Heads and Chairs Forum held on 17 November 2020</b> The chair gave an update of trust items covered at the Heads and Chairs Forum.</p> <ul style="list-style-type: none"> <li>- Process of St Hilds Church of England School, Hartlepool joining NEAT continues. This is a secondary school with an inadequate rating and an academy order for which NEAT is the sponsor match. Chairs raised concerns during discussion about the capacity in NEAT to support another school but were assured that additional support and capacity will be available through additional funding for growth. A School Improvement Lead (Secondary) will be recruited. There are benefits for Benfield in St Hilds joining the trust. <b>ACTION:</b> <ul style="list-style-type: none"> <li>o Request update on St Hilds and the impact on trust to date at next meeting.</li> </ul> </li> <li>- Additional funding will also address capacity issues in the Central Team with two new positions – Head of Digital Services and Delivery, Finance Manager.</li> <li>- Executive Team will not continue to attend all LGC meetings, LGCs to invite Executive Team members if a particular reason arises.</li> </ul>
21	<p><b>Governance Administration</b> The clerk outlined the approach to governance administration that the trust has adopted: all governors and directors will receive a Neat e-mail address with access to the full functionality of Teams. Papers and meetings will be hosted in individual teams for each LGC alongside a shared governance team for resources and CPD. <b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Clerk to provide Teams orientation session for governors early in Spring term.</li> </ul>
22	<p><b>Date of next meeting</b> Tuesday 26 January 2021, 4.30pm – Scrutiny and evaluation event Tuesday 23 March 2021, 4.30pm – LGC meeting</p> <p>The Chair thanked everyone for their contributions and closed the meeting.</p>

**PART 2 (Classified confidential)**

**There were no Part 2 confidential items for this agenda.**

*Meeting concluded at 18.30hrs*

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Signed K. G. Anderson Date 29/03/21

