

Company Number: 10561094  
 Tyneview LGC/23.03.21

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

DATE: Tuesday 23 March 2021

TIME: 4.30pm

VENUE: Virtual in MS Teams

### Present:

Kath Davidson (Chair - KD), Lindsay Carmichael (Governor – LC), Andrew Donald (Vice Chair – AD), Darren Healy (Governor – DH), Sharon Leach (Governor – SL), Rev Phil Medley (Governor – PM), Lidia Reay (Governor – LR), Danielle Ross (Governor – DR)

### In Attendance:

Hannah Hales, Governance Support Adviser (Clerk), Vashti Sergison (Deputy Headteacher – VS), Joan Fitzgerald (Observer – JF), Gary Hunter (Observer - prospective governor)

[Challenge from governors is shown as highlighted text.]

### 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	<p><b>Welcome and introductions</b>          The Chair opened the meeting and welcomed Lidia Reay, attending for the first time as a governor, and Gary Hunter attending as an observer pending consideration as a trust governor.</p>
2	<p><b>Apologies for absence</b>          Steve Gittins had been delayed in an appointment process. Andrew Donald sent notice of joining late due to a work commitment.          Apologies were accepted from Richie Waters.</p>
3	<p><b>Presentation on Remote Learning</b>          Hannah Cruddas and Vicky Lee (school remote learning leads) joined the meeting and gave a presentation on the school's actions to develop and promote remote learning during the coronavirus pandemic. The chair thanked them and noted that the information reinforced what governors have seen and heard from staff and pupils.          Questions were invited. A governor asked if any clear pattern of gaps is emerging in the short time that pupils have been back in school – the picture will become clearer, VS reported that there will be some kind of data capture available early in the summer term.</p>

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	<p>A governor asked if the school plans to continue the use of Dojo: yes, use is embedded now and is really useful for quick communication with families. School is working with others across the trust on how to carry forward the positives from remote learning – there are definitely homework opportunities. [HC/VL left the meeting]</p>
4	<p><b>Nomination of trust governors</b> [GH left the meeting] Governors considered the nominations for trust governor positions. <b>Resolved:</b> to recommend to the trust board that Andrew Donald be re-appointed and that Gary Hunter be appointed as trust governors at Tyneview Primary School. [GH rejoined the meeting]</p>
5	<p><b>Declaration of any potential conflict of interest</b> None.</p>
6	<p><b>Agree any items of urgent business</b> None.</p>
7	<p><b>Consider minutes from meeting held on 15 December 2021</b> Governors reviewed the minutes and any matters arising. Item 7 – covered in the action grid. Item 9 – question on preparing pupils with IT skills for transition passed to remote learning leads group, no specific feedback but all remote learning leads have identified digital literacy for continued development from remote learning experience. VS reported that transition conversations with Walker Riverside Academy have begun. Item 13 – covered in the action grid. Item 16 – request for clarity on LGC role in risk management, request passed to Executive Team. This query has also emerged from the external review of governance of the trust and will be addressed as part of that process. Item 17 – annual safeguarding report from Headteacher, not available for meeting but will be circulated afterwards, governors to direct any queries via the safeguarding link governor. Item 19 – website compliance checklist: updated policies published. Review of structure and content to be carried out early in summer term supported by clerk. <b>ACTION:</b> Governors to share any issues encountered on school website with VS/clerk by 16.04.21 Item 20 – update on St Hilds; on track to join trust on 1 April. Item 21 – Teams session – replaced by individual support for governors as required.</p>
8	<p><b>Update action grid from previous meeting and discuss any other matters arising</b> Nothing to add to document or covered under previous item</p>
9	<p><b>Any decisions taken as Chair's action since the last meeting</b> None.</p>
10	<p><b>Membership of the local governing committee</b> a) <b>Approach to parent governor terms of office during pandemic</b> The trust board has extended the terms of office for parent governors which were due to end during the Spring term. This is due to the difficulty of</p>

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	<p>engaging with parents and uncertainty around planning and holding elections during lockdown, and the high number of affected positions across the trust. Danielle Ross has agreed to extend her term to 31 May 2021 in line with this decision.</p> <p><b>b) Parent governor vacancy</b> Elections for the vacant position and the extended parent governor position will be planned for the summer term. The clerk noted that time spent planning and preparing the ground prior to a request for nominations could be a productive approach. <b>ACTION:</b> Chair and clerk to review options for communicating parent governor role prior to election process.</p>
11	<p><b>Headteacher Report</b> SG was delayed joining the meeting and VS offered a short commentary on the report and answered any questions. 96% attendance on return to school has dropped slightly to 94-95% due to self-isolation from contact with positive Covid cases. 7 families were removed from child in need plans during lockdown (12 down to 5 in total). Bullying incidents and exclusions have been lower this year partly down to a tighter focus on SEMH needs. Extra- curricular provision has been provided in school time where this has been possible. Lots of stakeholder voice carried out: by school, as part of trust mission, vision and strategy review, and as a governors activity. Health and safety – the ARC building and yard are showing signs of movement – a large crack is being investigated (building has been confirmed as safe to continue to use). Movement in the yard has created a large gap under one of the gates which a child managed to get their head through – no injuries were sustained and remedial works are being investigated. A governor asked about Covid risks and whether an update should be included in the health and safety report: VS provided an update on current cases/isolations in school. The clerk noted that Covid case data was shared regularly with governors as part of the attendance data during lockdown. A governor asked how compliments are captured – would have expected to see some? In the same way as complaints – what comes up directly. A governor noted that the stakeholder voice exercise was really positive and asked how celebrating the good stuff that is found can be shared more widely with the school community. [AD joined the meeting during this item]</p>
12	<p><b>Governor Scrutiny Activity</b></p> <p><b>a) Guidelines for governor workings summer term</b> Governors received the overview for the summer term.</p> <p><b>b) Report from governor visit to school 05 March 2021</b> KD, PM and RW spent a day in school gathering pupil voice on 5 key questions: experiences of learning at school and at home, what pupils had missed most during lockdown, hopes and fears about the return to school, ICT access and how they felt about Tyneview. A governor reported that results were not what was expected – spoke with children across the windscreen and expected to find them struggling to learn matched to level of need but all had accessed learning and pupils were found to be really resilient. More came out about wellbeing and mental health with pupils expressing a level of uncertainty about return to school: those who have been attending in smaller groups during lockdown are very concerned about the impact of the return of all pupils – noise, crowding, level of individual input from teachers. All pupils wanted the opportunity to be outside more and have more equipment for outside, and to have breakout spaces for independent learning. All responses have been pulled together and this is a</p>

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	<p>really useful document to inform planning for the summer term and school development plan for next year.</p> <p>A governor reported that the exercise had been really enjoyable; impressed by the pupils' communication - resilient, honest and open – and their aspiration. There is a sense of positive things coming out of what has been a really difficult time e.g. Dojo has been really positive for communication with families. For those pupils in school who have benefited from smaller class sizes there is a need for spaces to address some of their anxieties.</p> <p>Clear immediate actions are in place: spaces for reading/breakout have been identified, and staff to lead for each area, a new science area is being developed outside.</p> <p>LR informed governors of a new reading pod being installed with grant funding (£15k) from the Children's Foundation linked to the recovery of reading. This 'reading shed' (fully kitted out – heating, seating, shelving, books) will be used as a breakout space to for small group reading. It should be ready the second week of the summer term and will be used initially with Y3 to address identified gaps. The funding also enables the school to provide teaching assistant time in Y4 to deliver a reading program to small groups.</p> <p>LC provided a brief overview of initial conversations around pupil premium and transition, a further meeting is planned for April with some pupil voice around support for transition. The transition offer for Y6 is being worked on at Walker Riverside Academy and may look different – smaller groups, more individual approach than one big day with all 240 pupils on site.</p> <p>AD provided an update on scrutiny of Early Years – a meeting covered life in school, the challenges of the year to date and how things have gone with remote learning. School is happy that pupils are making progress. Plan for a further activity to gather some pupil voice in early years – this needs to be carefully designed.</p> <p><b>ACTION:</b> VS to share video clips from pupil voice day as 10 minute presentation at next meeting to give all governors insight into the exercise.</p>
13	<p><b>External Review of Governance (ERG)</b></p> <p><b>a) Overview of Report from Head of Governance and Corporate Affairs</b></p> <p>The Clerk shared the presentation and thanked governors who participated in the process. Recommendations for the board fall into 3 main areas: vision and strategy, development of the trust board, communication with the LGCs. This final strand is developing into a broader theme of engagement and collaboration with LGCs and some actions have already been discussed with Heads and Chairs and at the Chairs and Vice chairs briefing.</p> <p><b>b) Analysis of Tyneview LGC responses</b></p> <p>The overview is extremely positive, governors have a good knowledge of the school and understanding of how it works. There are no major governance concerns. If any theme emerges it is communication between the LGC and the MAT (board, central team, executive team) and this reflects the findings of the ERG as a whole.</p>
14	<p><b>Financial Reports</b></p> <p>Governors received the period 6 accounts. High needs funding is below budget as two pupils planned for in the budget have moved to different placements – this is absolutely the appropriate solution for those individuals. There are 2 more</p>

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	<p>applications for funding pending. A governor asked how health and safety activities are covered in the budget: it was suggested this is followed up with the Headteacher during the next governor visit.</p>
15	<p><b>School-level Risk Register</b> SG had provided some explanatory notes for VS to deliver. Numbers for 2-3 year olds will increase to 27 (includes 14 2 year olds) with another intake in April. There have been lots of queries from parents wanting to buy extra time. Nursery will have 43 pupils on roll in April of which 24 will be taking up the 30hour offer (highest number ever) and 19 will be split between am/pm sessions. Changes to ARC funding model from the LA should lead to increased funding. IT is reaching the end of its life – big spend required to replace whiteboards, working with trust central team to prioritise need. School development planning next term will include looking at staff structure to ensure it meets pupil needs.</p>
16	<p><b>School Training Days 2021-22</b> Governors to approve dates when school will be closed to pupils. <b>Resolved:</b> that school will be closed to pupils on Monday 6 September 2021, Friday 26 November 2021 (trust-wide training day), and Tuesday 4 January 2022.</p>
17	<p><b>School-level Policies</b> <b>Resolved:</b> to approve the amended E-Safety policy and publish on the school's website.</p>
18	<p><b>Update from Heads and Chairs Forum</b> The Chair updated governors with changes to the structure of some trust-wide meetings following the external review of governance and the desire to foster a more collaborative approach in governance. The Heads and Chairs Forum will cease and the Chairs and Vice Chairs briefing will become a forum for chairs and vice chairs at all levels across the trust with more substantive discussion based on information being shared in advance. The role of the link director has been paused pending review. [LC left the meeting] St Hilds is on track to join the trust in April and Benfield are positive about work together to date. Discussion about increasing the diversity of voices in governance across the trust has been taking place with the introduction of a recruitment protocol that includes widening the sources of potential recruits. <b>ACTION:</b> Governors to share any community networks or links that could be useful sources to recruit governors with the Clerk.</p>
19	<p><b>Trust review of mission, vision and strategy</b> The clerk outlined the trust's approach to the current review of mission, vision and strategy. A big stakeholder exercise in 2017 developed the trust mission and vision through to the end of 2020-21. The trust has developed on its journey including the imminent addition of a school outside the local authority and now is the time to think about the trust of the future. A range of conversations in the trust and with senior leaders have taken place thinking about changes in the community we serve, and challenges or opportunities on the horizon (where we are now, where we go next and how might we get there). Schools have each appointed an engagement lead to gather views from stakeholders on what we do well, what we should do more or less</p>

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	of in the future. Work from across the trust will be collated during Easter. Tyneview governors have already responded to the school engagement lead at this stage. There will be further opportunities for governors to engage in the next stage of the review during the summer term. [SG joined the meeting during this item]
20	<b>Urgent business</b> None.
21	<b>Date of next meeting</b> Scrutiny and evaluation event – Tuesday 27 April, 4.30pm Local Governing Committee meeting – Tuesday 20 July, 4.30pm  The Chair thanked the Headteacher and staff for their hard work this term and governors for their contributions.

**PART 2 (Classified confidential)**

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

*Meeting concluded at 18:30hrs*

Signed.......... Date.....27/04/2021.....