



## Minutes of the virtual meeting of the FGB held on Monday 23<sup>rd</sup> November 2020 at 6pm

**Present:** Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr B Twist, Mr G Whitmore, Ms F Moxon, Mr D Allen and Ms A Last (from 6.05pm).

**In Attendance:** Ms D Rees (DHT)  
Ms M Riley (Governance Support Officer, CYC – Clerk)

### 1. WELCOME, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND REMAINING BUSINESS INTEREST FORMS

The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Mr M Snowden. Ms C Johnson was not present.

There were no declarations of interest.

**Action:** *The Clerk will send a reminder email to those governors who need to complete their business interest form and a Safeguarding link reminder.*

### 2. MINUTES OF THE LAST MEETING HELD ON 28<sup>th</sup> SEPTEMBER 2020

Previously distributed.

#### Resolved:

**Governors considered and approved the minutes of the FGB meeting held on 28<sup>th</sup> September 2020 as a true and accurate record of the meeting. The clerk will add approved to the final copy and return them to school.**

*6.05pm – Ms A. Last joined the meeting.*

### 3. ACTION PLAN AND MATTERS ARISING

With reference to the action plan from the FGB meeting held 28<sup>th</sup> September 2020:

Action Point 1: Completed

Action Point 2: Completed

Action Point 3: Completed

Action Point 4: Completed

Action Point 5: Completed

### Matters Arising

Covid Parent Protocol for Forest Schools Report – The Headteacher thanked Dr A Pawley for helping with the report and informed the governors it had been shared with staff and parents.

#### **4. HEADTEACHER REPORT**

The Headteacher outlined the key points from the report:

- Most classes had pupil spaces and they had some movement due to mobility.
- There had been a few bubble closures so they had a minimum amount of staff together in the same room.
- Staff meetings were virtual and they had focused on looking at pupil's gaps, learning, the curriculum, long and medium term plans. The SLT met on Fridays and they would be assessing data soon.
- They were taking part in the school partnership program which was good to hear how other schools were doing. They would take part in peer reviews virtually and focus on two targets. The Headteacher added the staff were all working incredibly hard.
- Parent consultations via Zoom or the telephone went well.
- The curriculum was as exciting and vital as always.
- Two bubbles had closed affecting 178 pupils and 7 staff.

A governor questioned if they would be able to carry out lesson observations, the Headteacher replied there would be no lesson observations at the moment and performance management reviews had taken place. She added they used a mixture of evidence in performance management and there would be lots of evidence by the end of the year.

### Bubble Closures

The Deputy Headteacher reported on bubble closures explaining the staff had juggled the online learning and face to face better since September and they had taken on board parent's views in the parent survey. The engagement by the pupils whilst self-isolating had been tremendous and everyone in school had worked as team. The Headteacher highlighted it took time to change planning from face to face to online, the Deputy Headteacher added it had taken two teachers six hours each to change over the planning. She added the Google Meets start with the pupils had worked well and they had 100% online engagement from Early Years, Year 5 and Year 6. A governor asked if there were any children they had not been able to reach with online learning, the Deputy Headteacher responded there had been one pupil who did not have the internet who had been given paper copies and the pupil had attempted every piece of work they could. She added they now had some free SIM cards with unlimited data to give to families who needed them.

### Monitoring

The Headteacher informed the governors the staff were focusing on the children's wellbeing and Social, Emotional and Mental Health (SEMH) and they were not carrying out formal monitoring at this time. All phase leaders and SLT knew the teacher's planning and what was happening in classes and there was one member of staff receiving additional support. Interventions were taking place where needed, KS1 were taking part in Talk for Writing and all classrooms had open doors to see the learning and open windows for ventilation. In KS2 the teachers were looking at how to give written feedback to the pupils. In staff meetings staff were reviewing standards in learning and the working walls showed effective teaching in writing. The Headteacher would focus on behaviour for learning in the learning walk in January 2021.

### Attendance

The Headteacher reported overall attendance was good, if a pupil was absent due to something Covid related their absence was not included in the school's attendance figures. National attendance was 87.7%

and Fishergate attendance was above this at 96.26%. In Year 3/4 they had lower attendance and there was one child in school who was showing lower attendance overall. A governor questioned not recording a Covid non-attendance, the Headteacher explained this was DfE decision and all schools were following the same procedure. A governor asked if the child was well were they expected to join the online learning, the Headteacher confirmed they were. The Headteacher added some families were in a poor financial situation and they would be setting up a food bank soon to support families in the local community.

### Black History Month

The Deputy Headteacher reported the black history month had been a success and they had received positive feedback from parents and staff. KS1 children had sent in quality work whilst learning at home, Early Years (EY) had shared poetry and music and there were displays around school showing the quality of the work. The next steps were to follow up on resources offered by Children's Bookshow and a pilot scheme of work offered by London Educating for Equality.

### Data

The Deputy Headteacher reported that teachers had reviewed the March data against baselined data from September and these were the results:

- Year 1 - there had been very little slippage however their percentages were low.
- Year 2 – Some children had not engaged during the first lockdown and there was some backwards movement for some pupils.
- Year 3 – Between three and six pupils had gone backwards but they were a strong cohort and well supported. Pupil Premium children had slipped in writing more than reading or maths.
- Year 4 – reading had been maintained with a drop in writing and maths.
- Year 5 – a drop in all subject areas and no change for PP children in maths.
- Year 6 – Around four or five pupils had slipped in each subject and PP children had slipped most in maths.

A governor **challenged** how they were addressing the gap between disadvantaged pupils and non-disadvantaged, the Headteacher responded all PP children were discussed in pupil progress meetings. Interventions were in place which involved PP children and all interventions tied into the class teachers planning. The gap had always been big and they had worked hard on narrowing the gap, however due to lockdown when only 24% of PP children engaged, the gap had widened again. Staff were monitoring this and the PP engagement to online leaning now was 57%. They also needed to address engaging and building relationships with English as an Additional Language (EAL) families and a staff member had offered to lead a Zoom session with these families on using Google Classrooms.

The Headteacher explained there were reviewing the gaps in reading, writing, maths and SEMH, also what made the school different and underpinned the curriculum. The important parts of the curriculum to note were; the outdoor opportunities/forest school, working creatively, utilising parent/volunteers expertise, making learning as real and first hand as possible, giving cultural capital to all pupils, strong relationships and being genuinely inclusive.

## **5. SCHOOL DEVELOPMENT PLAN (SDP) 2020-2021**

The Headteacher reviewed the four priorities:

### 1. Raising Achievement

They were working to ensure that all groups made expected progress in reading and maths.

### 2. Behaviour and Attitudes

They were using a behaviour outreach initiative BOSS and addressing SEMH needs that had arisen due to Covid.

### 3. Personal Development

Raising the attainment of PP and ensuring the curriculum reflected the Fishergate aims.

#### 4. Leadership and Management

They were supporting HLTAs, mentoring and improving the work/life balance.

#### **6. POLICY REVIEW**

Pay Policy – This was approved using Chair's Action. A governor questioned the school pay application process, the Headteacher explained if a member of staff was entitled to move up the pay scale they would discuss this with their line manager and provide evidence.

***Action : A governor highlighted the Pay policy had inconsistencies and another governor requested the school's details be added to the policy, the Headteacher agreed to add the school's details and send any concerns regarding inconsistencies onto CYC.***

SEN Policy – **Approved.**

Whistleblowing Policy – **Approved.**

Full Opening Plan – The Headteacher explained they amended the plan regularly and they had added more adults into the clinically vulnerable group to encompass the over 60 age group. All five Covid cases in school had been adults and two children had tested positive. They had changed groupings and staff did not cross over phases. The Chair noted updating the plan took a lot of work and thanked the Headteacher.

**Approved.**

#### **7. WORKING PARTY UPDATES**

Finance and Staffing

The Chair reported the working party had met, reviewed and approved the revised budget. The revised budget showed minus £28,000 and the working party went through why this was and the expenses due to Covid. The SBM was not unduly concerned as they had a healthy carry forward and other grants may still be given to school.

Health & safety

The Chair of the H&S working party reported there were no significant issues and all checks were being carried out. Windows and doors around school were left open for ventilation and the fire drill had been delayed. The Chair of H&S thanked Charlie and the team for all their work over the summer holidays.

A governor questioned if anything was happening regarding parents driving around the school as this raised H&S issues, the Headteacher explained all parents had been communicated with regarding where not to park and Charlie went out every day to remind parents. Escrick Street was not a private road and everyone had right of way. She added parking officers from the LA were due to visit the area to assess the situation.

Pay Committee

The Chair of the Pay committee reported they had met in October to discuss staff appraisals. The Headteacher had presented the evidence and the committee approved all increments recommended. The Headteacher's Performance Management governors would meet in December for this appraisal.

#### **8. GOVERNOR MATTERS**

Keeping in touch activities

The Chair reminded all governors they could attend the LA's online training, which was very good. She also reminded them to check the school website for updates, read the school newsletters, twitter feeds and phone calls/emails to school would always be answered.

**9. CORRESPONDENCE**

None.

**11. ANY OTHER BUSINESS**

A governor asked what the school’s plans were for Christmas, the Headteacher explained KS1 were singing and signing Christmas songs and their nativity would be filmed for parents. Charlie was putting up a gazebo for a socially distanced Santa visit and Christmas parties would go ahead as normal.

**12. Next FGB was changed to Wednesday 20<sup>th</sup> January 2021 at 6pm on Zoom.**

**The FGB after this was changed to Monday 22<sup>nd</sup> March 2021 at 6pm.**

**Action: the clerk will update the meetings dates’ calendar and send out to all governors.**

The meeting closed at 7.45pm

**Future FGB agenda items:**

Approved \_\_\_\_\_  
Ms J Hudson  
Chair

20/01/2021 \_\_\_\_\_  
Date

<b>Action Points from the extraordinary meeting of the Full Governing Body held on 23<sup>rd</sup> November 2020</b>				
	<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1	The Clerk will send a reminder email to those governors who need to complete their business interest form and a Safeguarding link reminder.	1	Clerk	ASAP
2	A governor highlighted the Pay policy had inconsistencies and another governor requested the school’s details be added to the policy, the Headteacher agreed to add the school’s details and send any concerns regarding inconsistencies onto CYC.	6	HT	By the next FGB in January 2021
3	The clerk will update the meetings dates’ calendar and send out to governors.	12	Clerk	ASAP