



**MINUTES OF A MEETING OF THE TEACHING & LEARNING COMMITTEE  
OF EDLESTON PRIMARY SCHOOL HELD REMOTELY  
ON 25<sup>TH</sup> FEBRUARY 2021 AT 3.30PM**

<b>Governors Present:</b>	Rachael Bagni (RB)	Headteacher
	Sue Worthington (SW)	Chair of Committee
	Emma Humphries (EH)	
	Wendy Spry (WS)	
	Len Simm (LS)	
<b>Also Present:</b>	Hilary Cummings (HC)	Clerk to the Governors

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**PART ONE: NON - CONFIDENTIAL BUSINESS**

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**1. WELCOME & APOLOGIES**

Mrs Worthington welcomed everyone to the meeting. Apologies were received and accepted from Mr Arowosafe.

**2. AOB ITEMS**

There was 1 item of other business:

- Catch-up funding

**3. CONFLICT OF INTEREST**

There were no conflicts of interests to be declared.

**4. MINUTES**

Governors agreed the minutes from the meeting held on 22<sup>nd</sup> October 2020 as a true and correct record. Due to the virtual nature of the meeting a copy would be signed and retained by the school once face to face meetings resumed.

**5. MATTERS ARISING & ACTION LOG UPDATE**

There were no matters arising. Governors reviewed the action log and agreed that all actions had been completed apart from the establishment of a sub-committee to meet with the Headteacher to discuss Pupil premium, and the Deputy Headteacher to discuss Pupil Sports Funding. **Action carried forward.**

**6. IMPACT STATEMENT**

Governors agreed that they had helped to move the school forward by:

- Engaging with parents during lockdown.
- Supporting with issuing devices where needed.

- Ensuring that risk assessments were regularly reviewed and updated.
- Monitoring staff wellbeing.
- Ensuring that the school implemented appropriate safeguarding measures by contacting pupils as appropriate.
- Planning for future developments.

## 7. CURRICULUM

Governors heard that online learning had been in place since the beginning of term and would continue until 5<sup>th</sup> March. The school would re-open to all children from 8<sup>th</sup> March.

Laptops received earlier from the DfE and other sources had all been distributed. An additional 12 devices ordered from the DfE had arrived the previous day and would be allocated as soon as possible. Children had been encouraged to access the online learning wherever possible, but paper resources had been available where necessary. Google Classroom was felt to have worked well, and teachers had been able to communicate with parents very effectively.

**Governor Question:** Did many children need to come into schools because of an inability to access online learning?

Response: None at all. We were able to provide laptops for all who needed them.

The Headteacher noted that whilst the DfE requirement was for 3 hours of work per day, this did not all need to be screen based, and the school had tried to encourage a wider range of activities. Governors had worked with the Senior Leadership Team to communicate this to parents and address some concerns raised on social media. It was noted that the communications to parents provided email addresses for parents to contact governors directly, but no concerns had been raised. A parent survey had been conducted at the same time and all responses had been positive.

WS noted that for teachers, online learning had been a challenge, especially if they were based at home with limited resources. However, it was generally felt to have gone well; staff had responded promptly to parents' messages, and parents had commented on the helpfulness of the school. Staff felt supported by SLT and governors and felt that the process had been as stress free as it could be.

## 8. TEACHING & LEARNING UPDATE

### i) Data Summary

Governors had reviewed the Autumn term data on GovernorHub prior to the meeting, and the Headteacher highlighted the following areas:

- Year 3 Reading – 29% of year 3 had achieved the age-related expectation (ARE) or above. Governors heard that of the 31 children in year 3, 29 had English as an Additional Language, and while many did well with the mechanics of reading, this impacted upon their comprehension. Reading would be a focus for the whole class on the full return to school, and plans were in place for additional support and small group work as appropriate.

- Upper Key Stage 2 Writing – The standard of work completed at home was not as good as that in school, so this would be an area of focus when the children returned in full. It was noted that teachers could not make realistic assessments of individual children’s progress based on work completed at home, as there would be differing levels of parental input.

The Headteacher informed governors that there would be no assessment data for the spring term, as the school did not wish to use one of the 3 weeks before the Easter break to conduct assessments. The focus would be on welcoming the children back and ensuring that they engaged with learning. It was noted that it would be a big change for those returning, but also for those already in school who had become used to working in their small groups. Governors agreed that with so much media emphasis on ‘catching up’, there was already enough pressure on children and parents without adding formal assessments.

Governors felt that the school was well prepared to provide any additional support children might need, perhaps through the breakfast club, but that it was also important to recognise the positive aspects of the partial closure. Some children would have had wider experiences and developed new ways of learning.

#### ii) PP/Sports Funding

Governors had reviewed reports on GH, looking at the use of the funding. There was no update on impact, due to the partial school closure, but would be reported at the next meeting.

Governors were pleased to note that after-school clubs could re-start when the school re-opened on 8<sup>th</sup> March, and looked forward to a school Sports Day, even if the Town Sports could not take place.

#### iii) SEND

Two children with EHCPs in Reception and Year 1 had been attending every day since the partial closure at the beginning of January. The other two children with EHCPs had been attending part time as agreed with parents, but were increasing their attendance in preparation for the full return to school.

Governors heard that staff had been calling home regularly for other SEN children, and were now working with parents to prepare for the full return to school.

### **9. PERSONAL DEVELOPMENT AND WELFARE**

A staff survey had been carried out, and all 21 replies had been positive. This would be discussed further in the Leadership & Management committee.

LS referred governors to the report on GH of his meeting with the Headteacher, where they had discussed staff wellbeing. Governors again wished to assure staff of their full support and thank them for the excellent job they were doing.

## **10. SCHOOL IMPROVEMENT PLAN**

The School Improvement Plan had been paused due to the partial school closure since the beginning of January. Governors acknowledged that some areas would need to be carried forward, while a review of the situation after re-opening may identify new areas of focus for the following year.

## **11. GOVERNOR BOOK REVIEW COMPETITION**

Governors heard that 4 children had entered the competition and all would receive a prize of a book and bookmark, to be presented in school, as well as a 'congratulations' postcard from governors.

Parents had agreed for their children's names and book reviews to be shared, and it was hoped that this would encourage more children to enter in future.

**ACTION: EH to deliver prizes to school by 5<sup>th</sup> March to allow for 'quarantine' before presentation on return to school.**

## **12. POLICIES**

The following policies had been shared on governor hub prior to the meeting:

- Sex and relationships
- Exclusions
- Behaviour principles written statement
- Freedom of information scheme
- Teacher appraisal
- Governor Allowances

Governors **agreed** the policies with no amendments. The policies would be sent to the FGB for review and ratification.

**ACTION: CLERK to add to agenda**

## **13. GOVERNORS' NEWSLETTER SPRING 2021**

The decision had been taken that there would not be a newsletter this term, as there was already a great deal of information being sent out to parents.

A newsletter would be prepared for the summer term, to include pupil interviews

## **14. AOB**

### **Catch-up Funding**

Governors had reviewed a summary of income and expenditure on GH, noting that most of the money received to date had been spent on autumn term catch-up sessions in Foundation Stage, Year 1 and Year 5. These sessions were planned to continue for the remainder of the spring term, and for 12 weeks of the summer term using the additional funds expected.

The school also planned to access the National Tutoring Programme where it was felt to be appropriate.

**Governor Question:** Will the school receive further funding for summer schools?  
Response: No, that is for year 7 and above.

**15. DATE OF NEXT MEETING**

The date of the next meeting was agreed as Thursday 20<sup>th</sup> May at 3.30pm.

**There were no part 2 minutes recorded at this meeting.**

**Meeting closed at 4:20pm.**

Signed:.....

Date:.....