



Harwell Community Primary School

The Styles,
Harwell,
OX11 0HX

Headteacher: Bryn Gibson

Telephone: (01235) 835337

Email: office.2563@harwell.oxon.sch.uk

**Minutes of the meeting of the Governors of Harwell Primary School
Held on 19th May 2021 via google meet starting at 7.15 pm**

Harwell School Vision: At Harwell School our vision for your child is to help them to develop a love of learning, along with the skills and the ways of thinking to excel at whatever they choose to do in the future.

1 Welcome and apologies

Attendees:

Aisha Nevers (AN) Chair	Richard Thompson (RT)	Tom Gowers (TG)
Frances Williams (FW) Vice Chair (joined 7:37)		Joanne Ray (JR)
Janice Markey (JM)	Kirsten Christensen (KC),	John Dickens (JD)
Chris Smith (CS)	James Thorne (JT)	Danielle Reilly (DR)
Sue Greatbanks (SG)	Bryn Gibson (BG) Head teacher	

Apologies: Dan Wellstead (DW) - apologies sent in advance

The meeting was quorate

Present: Jane Moreton – Clerk

AN welcomed governors to the meeting

Procedural / Governor matters

2. Declaration of Interest on agenda items

None declared.

3. Approval of minutes of last FGB meeting held on 9th February 2021 and matters arising

Minutes were accepted by FGB and a printed copy will be sent to the Chair of Governors for signature.
Doc ref 3.1 Action: Minutes to be added to the website and governors noticeboard

Actions from the February meeting. All completed apart from:

- Behaviour and anti bullying policy review - BG is working with Claire Pike to include Restorative Practice within the policies. A model OCC Behaviour policy is currently being worked on. BG

advised that the school will continue with the existing policy and will look to align this with the new OCC model policy when it is available (delayed due to COVID lockdown).

Gov Q: has the lockdowns affected the policy - is it fit for purpose?

BG is looking to update and reflect restorative practice in the policy when possible

Action: BG to bring the updated policies to FGB when possible

- Work related stress meeting - BG and FW have a meeting booked for next week
- Safeguarding training -most completed. FW - FGM and DW certificates to be provided

Action: all outstanding governor safeguarding training to be completed by FGB in July

4. FGB membership matters: governors whose term of office ends within next 6 months:

John Dickens - Local Authority governor 18/9/21 - last FGB July 2021 - FGB to appoint a replacement LA governor and details to be sent to OCC Governor Service for OCC approval. After a discussion, it was decided that Aisha Nevers will replace John Dickens from 18/9/2021

Action: formal appointment to be an agenda item for July FGB meeting

Aisha Nevers and Tom Gowers - Parent governors 16/10/21 - last FGB September 2021

TG confirmed that he will not be standing for election having completed 8 years

A parent governor election for the two vacancies will be held at the start of the new academic year.

Joanne Ray will be expected to stand in this election as she is currently an Associate member attending FGB meetings.

Action: parent governor election to be prepared September 2021

5. Governor Hub

OCC Governor Services are asking all maintained schools to use Governor Hub and are providing this service free of charge. Harwell is already registered on Governor Hub and used the system prior to switching to the use of google docs in line with the school's move to this system. OCC have stated *'There will be a requirement for all boards to keep their governor records up to date on GovernorHub so that the local authority has an accurate record of maintained boards and can fulfil its statutory functions'*

Following a discussion, governors agreed that to go back fully to Governor Hub would be a retrospective step.

Action: Clerk to contact OCC services to advise that the FGB will continue to use google docs and advise governor services of any changes to governors

Strategic matters

6. Headteacher Report and data analysis report

Both reports were available to governors ahead of the meeting for questions to be asked which had been answered by the SLT.

COVID19 BG advised that updated Covid19 guidance was sent to schools last week. Residentials allowed - no other restrictions were lifted. Next week Year 4 have a residential visit to Hooke Court and the following week Year 6 to Yenworthy.

There was no further guidance about a suspected positive case during the residential, so BG contacted Public Health England. A suspected case must be treated the same as in school - parents collect, contact trace. The whole purpose of residentials is team building, so room groups will be kept the same as activity groups to minimise the risk. There will be more mixing outside.

Catchup premium - BG had created the school strategy document earlier this year which is on the website. DR advised governors that she and BG had researched several companies for tuition using the funding received and decided on using a company called Monarch education. Tuition should have started last week but was delayed. The deadline has been extended by DfE into the new academic year. The school has been using a lot of different strategies internally and analysing where the school can best direct resources. The target groups are middle KS2 (Years 5 and 4 then moving down to Year 3). In KS1 there has been additional targeted phonics of 1:1 support with volunteers - thank you to SG who is a volunteer. Additional Teaching Assistant hours have been put into Year 1 to target early reading skills.

Staff and pupil wellbeing - this is a standard item on the SLT meeting agenda. The school continues to keep a close watch on both staff and pupil wellbeing. Staff have been reminded how to access counselling services. For pupils, the school has been deploying the HSLW ELSA trained staff. The school is currently training two more Teaching Assistants as ELSa TAs. The ELSA focuses on emotional literacy. Language used around the school - Zones of Regulation is easily understood by the children and used by both them and staff.

RSE - this is all in place and started on time in September. A lot of hard work took place during lockdown and throughout the whole year. BG is confident it is working and ensuring some of those difficult conversations are had and being scaffolded through jigsaw. The first assembly of every term is linked to the focus of RSE/PHSE for that term.

Early Career Framework - the school has recently appointed an ECT (Early Careers Teacher) to start in September. What was previously the NQT (Newly Qualified Teacher) period now lasts 2 years rather than 1 year. A mentor is in place. The school is using OTSA to provide the training. There is some DfE funding in place to help with this.

EYFS Framework - an extensive report from Kathryn Wells the Early Years Lead is part of the HT report. The new framework is statutory from September. KW has scaffolded training and rolled out to FC staff. Everything is in place and ready for September.

SEN - there are now 9 EHCPs in the school. The number has increased very recently. Zones of Regulation creates an ease of communication for the children talking about the colour zone they are in. This gives both children and staff a language to frame quite challenging questions.

Governor questions submitted before the meeting and answered by the SLT

Gov Q (SG) page 4: 12 SENd children of 30 in y4 & 8 SENd in y5 of 21(31) seems high. Are some of these new to Harwell or home grown?

There are no new children in Year 4, they have always had a high percentage of SEN which we are supporting through staffing and personalised strategies devised between myself as SENCo and Mrs. Martin.

We have had 2 new children start in Year 5 this academic year, both on the SEN Register and one with an EHCP.

Gov Q (SG) page 6: Can you explain the number of 'sessions lost', is it really 14182?

Yes, this is correct. Each session is half a day - 7091 full days across 200 children = approx. 35 days per child. National Lockdown with a partial closure of schools (open for children of key workers and vulnerable children only - approximately 40% of all pupils) from Wednesday 6th January to Monday 8th March. In addition, with governor agreement, the whole school was closed on Tuesday 5th January to

allow for planning for remote learning for the majority of school pupils (the announcement having been made on the evening of Monday 4th January). X code is for those children accessing learning remotely - national lockdown / closure of class as a result of a positive COVID result / at home waiting for the result of a PCR test within the pupil's household

Gov Q (SG) page 8: What does ZOR stand for?

Zones of Regulation - an approach that helps children understand and manage their feelings. It uses colours to support defining those feelings - red (stop - extremely heightened state/intense emotions); yellow (caution - heightened emotions but some control), green (calm state of alertness - optimal for learning), blue (low states of alertness - sad, tired, sick/bored)

Gov Q (SG and JT) page 16: Congratulations on the KS1 toilets, they look fantastic!

Thank you - as governors know they have long been on the premises wish list. Not a straightforward area to redevelop due to the shape of the rooms.

Gov Q (RT) Are there any children within the code X figures still not attending school because they are clinically extremely vulnerable? How are they being managed and safeguarded?

No, only one pupil was in this category originally and this child returned to school when we fully reopened on 8th March

Gov Q (TG) Now that some baselining / analysis has been done, how have SENd pupils fared during lockdown compared with non-SENd pupils? Has there been a widening of any differences, and if so what measures are being taken to try to diminish any additional difference?

Initial analysis does suggest that the gap has widened, in particular writing and maths.

SEND children are being supported, in particular those with high needs. Steady progress across most of the groups. Accelerated progress hasn't been seen in SEN and PPG groups which had been seen previously. Some of the very high needs children gaps are widening.

Other questions at the meeting

(JR) Are the majority of SEN and PPg pupils boys?

There is a gender imbalance. SEN - approximately three fifths boys and two thirds girls. EHCPs two thirds boys two third girls.

(JR) Is this a pattern seen in other local schools?

There has been a significant increase in numbers of EHCPs across the DAP primary schools. Haven't talked about gender but it is expected that it is consistent with Harwell school. The level of need within primary schools has been raised with OCC SEN and Oxfordshire Partnership of Heads.

(FW) Is there likely to be a concerted effort across the area to make sure the support is in place.

There is no specialist provision in Didcot (specialist schools are in Abingdon and Wantage). All new schools built were meant to have specialist units attached but that hasn't worked in practice for a variety of reasons. There is planning approval for a specialist school in Didcot but this has not yet been started to be built. OCC is aware of the issue. At Secondary transfer this year there are roughly 380 children with EHCPs moving to Yr 7. Approximately 120 are going to specialist provision of which approximately 40 are being educated out of the county which is very expensive. High needs money is being spent to support these children. Other children are going to mainstream school. Primary schools on a shoestring budget do a tremendous job to help children within mainstream education. The costs for OCC High Needs Expenditure is exponentially expanding. This creates a vicious circle and primary schools are underfunded. The DEN Centre had to close when Northern House withdrew staff. Northern House has since collapsed. OCC is trying to find solutions.

General governor comment - It is a huge credit to staff at the school that they are able to support children with additional needs as well as they do. Governors felt that it is hugely significant that staff refer to pupils as 'our children'. Governors recognise that there is a very strong team in place at the school.

7. Strategic Planning - RAP monitoring reflection

AN thanked governors for working hard and pulling together to keep to the monitoring plan. Staff were incredible as this was partly completed during remote teaching. Governors expressed thanks to all staff for their enthusiasm and cooperation.

Reports have been written for each meeting. Links are in the RAP monitoring document.

AN and JT commented that they had been spontaneously invited to the science Lead meeting for teachers and then her own class when she taught a science lesson remotely. Governors were very impressed.

JM reported verbally on the EYFS meeting she and CS had attended. **Action:** JM to submit report to school for adding to the RAP monitoring document

General governor comment: Consistently governors had spoken to staff about wellbeing. It was clear to governors that staff are supporting each other as well as support provided by the school.

Gov question (KC): A big worry for the Year 6 children was the transition to secondary schools. How is that being handled?

Initial meetings have been arranged with secondary schools. It is hoped that school transitions will be face to face - live visits to school. This will be a huge positive for the children. Secondary schools are intending to meet parents on line but meet the children in person. Some pupils will need additional transition support. Typically Year 5 do projects with secondary schools as initial gateway activities and several activities during Year 6 are specifically designed to take away some of those worries - these haven't been able to happen due to COVID. BG is keen to get visiting teachers from secondary schools into Harwell to meet Year 6.

Subject Leads meeting to be completed **Action:** date to be agreed AN & TG

8. Budget Approval

CS had reviewed the budget ahead of the Resources meeting. A link to the review document is in the agenda. He particularly drew governors attention to the change to the census date used for Pupil Premium funding which has led to a £12000 shortfall in expected income.

He commented that the Headteacher and School Business Manager are always prudent in their financial planning. Year 3 looks as though cuts will need to be made but he is hopeful that this cautious approach will mitigate some of that.

He was happy with responses to his questions. The budget was fully reviewed by the Resources Committee before submission to OCC.

FGB formally approved the budget. CS was thanked for all his hard work. It is very much appreciated.

9. Policies

Swimming Pool - documents reviewed and approved by Resources Committee Formal ratification approved by FGB

Behaviour - discussed - see 3 above

Suspension and Expulsion - change in wording from exclusion policy. Suspensions are fixed term and expulsion is permanent. Formal ratification approved by FGB

BG explained that suspension is used within the school to support the child and so that additional support required can be put in place. It is not used as a punitive measure. There was a discussion about the new terminology which is more severe.

There is governor training tomorrow which several governors have signed up for. Richard completed the training previously which he confirmed is very technical and it is important that governors understand the process.

Govers requested an explanation about what happens if a child is expelled / permanently excluded
BG explained the process and the Fair Access Panel procedure to ensure that the child is placed into a new school.

Committee and Link Governor reports

10. GDPR

TG (Link governor) advised that there are well established procedures in place at the school. There have been no SAR, Education Record requests or FOI requests this school year. The Statutory annual DPO report was prepared for governors ahead of the meeting. Link in the agenda.

11. Committee Updates

Educational Effectiveness

Minutes available - link in the agenda. The meeting focus was the effect of lockdown, remote learning and catch up

Governor clarification about H&S on the agenda was sought

It was confirmed that this was a COVID19 update

Resources

Minutes were available to all governors before the meeting. The meeting focus was budget setting and H&S

12 H & S

JT (Link governor) had completed a visit to the school (external visit). There was a link to his report in the agenda.

H&S Action Plan updated

13. Safeguarding.

RT (Link governor) commented on his RAP monitoring visit with KC which had been a remote meeting with Year 6 who showed very good awareness about online safety. It had been really good to see this first hand.

A remote meeting with SBM had been held to review both the SCR and Training log - both are in good order. There was evidence of updates having been completed.

Remote meeting with BG last week reviewing ESAT school audit with a further meeting booked for next week to complete this. This will be good preparation for the next external audit from the ESAT team. Process against actions from the governors annual return was also looked at.

BG advised that Alison Beesley (LADO) is leaving after 16 years in the role. She has supported the school extensively since BG has been at the school and they had built up a strong working relationship. She has been a real asset to Oxfordshire.

14. parent survey

The school has fed back on the survey to all parents. Governors requested that they be appraised on actions against concerns raised. What might be said next and when? This will be a focus when FW meets with BG next week

BG advised that a lot of parent communication currently is supporting new September starters.

15 Governor Training

The Clerk has produced a new governor induction process, discussed with and approved by AN. JT has agreed to 'road test' this and feedback at the July meeting

Action: Governor induction to be added to the July FGB agenda

The school uses National College for a lot of staff CPD and is looking to use those virtual courses for governor training

TG has recently completed governor safeguarding training online and commented that this format was much improved.

16 AOB

OGA summer meeting - flyer in the googled folder for this GFB meeting

Confidential minutes completed at separate meetings

Meeting finished at 9.15 pm

Next meeting - Wednesday 7th July 2021 at 6:00 pm

ACTIONS

Ref	Action	Responsibility
3.1	Approved minutes February FGB meeting to be added to the website and governor noticeboard	BG
3.2	Outstanding governor safeguarding training	FW, DW
4.1	Appointment of Local Authority Governor to be added to July FGB agenda	Clerk
4.2	Parent Governor election to be held September 2021	Clerk
4.3	Advise OCC Governor Services of the use of google docs rather than Governor Hub	Clerk
7.1	EYFS monitoring meeting - report to be submitted to school for adding to the RAP monitoring document	JM
7.2	Meet with Subject Leads to complete RAP monitoring	AN, TG
15.1	Governor Induction to be added to July FGB agenda	Clerk

Key Dates for 2020-21

JEM 19.05.2021

Signed:

	Autumn Term			Spring Term		Summer Term	
FGB	Wednesday 30 September	Tuesday 17 November	Wednesday 9 December	Tuesday 9 February - afternoon		Wednesday 19 May	Wednesday 7 July 6pm start
Educational Effectiveness		Tuesday November 10th 6:30 pm start			Wednesday 24th February		Wednesday 7th July combined with FGB
Resources	Wednesday 14th October			Wednesday 13 January		Wednesday 21 April	
Pay & Performance	Wednesday 23 September HT - PM (tbc)	18 November Teacher Salary review			Tbc March HT - PM		
Gov-staff breakfast		Thursday 17 December cancelled			Wednesday 31 March tbc		
Governor staff joint meeting - RAP priorities							Wednesday 7 July 3:30 start
Open Morning and evening		Google meet Saturday 21 November					
Meeting for new FC parents							tbc
Clerk to Governor Appraisal	tbc						

JEM 19.05.2021

Signed: