
Public Virtual Minutes of the Local Governing Board of New City Primary School

Date:	Thursday 10 th December 2020	
Time:	18.00	
Venue:	Virtual meeting	
Present:	Caroline Stone	Headteacher
	Helen Matthews	Staff Governor
	Nicola Denton	Parent Governor
	Michelle Ali	Parent Governor
	Asha Coolhun	Co-opted Representative
	Annette Massey-Reed	Co-opted Representative
	Denise Newbould	Co-opted Representative (Chair) (part attendance)
	Jackie Dillon	Co-opted Representative (Vice Chair)– chaired from Agenda number 10
	Stewart Baxter	Co-opted Representative
	Sophie Butterfield	Co-opted Representative (telephone attendance)
In attendance:	Rubel Aloum	Deputy Headteacher
	Sam Dutch	Deputy Headteacher
	Mary Bull	Deputy Headteacher
	Eldon Chudley	The Education Space - Clerk

The meeting started at 18.00

Governors' questions and comments are highlighted in italics

86. Welcome / Introductions / Apologies for absence

86.1 Welcome

Governors and attendees were welcomed to the meeting.

86.2 Apologies

An apology was received and condoned for Bharat Hirani.

86.3 Quorum

Governors noted that the meeting was quorate.

87. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

There were no declarations of interest reported.

88. Public minutes of the previous New City Local Governing Board meeting

The minutes of the meeting held on Thursday 9th July 2020 were **AGREED** as an accurate record of the meeting and would be signed by the chair.

89. Public minutes of the Standards and Leadership Committee

The minutes of the meeting held on Thursday 8^h October 2020 were **AGREED** as an accurate record of the meeting.

90 Finance

The meeting noted the period 2-Management Report 2020.

It was noted that Headteacher with the trust finance regularly to discuss the finances of the school and that the Local Governing board did not have responsibility for finance.

It was reported that the 3% teacher pay rise was included in the budget report and that the budget was on track. £48k had been received for the intervention grant.

Would the PE Apprentice be continuing to stay on at the school?

The PE Apprentice would be continuing to stay on at the school after Christmas.

91. Matters Arising and Action List

Min - 79.7 – Action 1 – Complete.

Min - 79.7 - Action 2 – Complete.

Min - 82.1 - Action 1 – Complete.

Min - 84 – Action 1 – Complete.

92. Constitution

Governors were advised that Mary Bull had stepped down as Co-opted Representative since the last meeting.

Sophie Butterworth left the meeting for this item.

The meeting considered the appointment of Sophie Butterworth as Co-opted Representative to the meeting and had received her application form (appendix C).

The meeting **AGREED** the co-option of Sophie Butterworth to the Local Governing Board.

Sophie Butterworth returned to the meeting.

93. Any matters of note from the trust board and committees

No items were reported.

94. Main business

94.1 Headteacher's Report (appendix D)

The meeting received and noted the 'Governing Board Headteacher Report 2020 – Autumn Term and the documents included: details of the Context of the School, details of the LGB, Committee Membership, leadership and management, teaching staff and School Development Plan - 2020/21, New City Safeguard Overview – November 2020, RSHE Parents Evening – 24 November 2020, Attendance Data, Safeguarding Report – 1 September 2020 to 1 November 2020, Staff Survey – November 2020, Pupil Survey – November 2020 and Financial Management Report dated 18 November 2020 for information.

The following was highlighted:

- Since September 2020 there had been a larger mobility in relation to pupil numbers which was considered to be due to Covid. It was noted that rental rates were increasing in the area.
- Staffing levels at the school had remained stable.
- Staff had continued to lead on the curriculum areas in the School Development Plan 2020/21 and Senior Leaders had continued to monitor and hold deep dives.
- It was noted that the reading standard was 86.4% in the phonics tests.
- The school had continued with Quality First Teaching this term. It was noted that the school had 5 NQTs in the school, who had been with the school the previous year.

- It was noted that it was important that children who were self- isolating had access to remote learning provided by the school.
- Year 3 had a virtual farm visit and a virtual pantomime had taken place.
- It was noted three subject leaders were participating in NPQL to promote leadership.
- Monitoring and coaching continued to be rolled out across the school. Subject Leaders were being coached through the Boleyn Trust.
- The meeting received and noted the Headline judgements – Autumn 2 - 2020 for: Reception, Y1 phonics, Y2 phonics, Y3 phonics, End of KS1 and End of KS2.
- It was reported that Mary Jones (School Improvement Partner) had visited the school and looked at the targets for 2021. The meeting was informed that the data targets were broadly the same as last year. It was noted that Covid had not helped the school in its targets. The meeting **AGREED** the New City data targets.
- The meeting noted the School Improvement Partner Visit Report dated the 16 October 2020 by Mary Jones.
- The meeting noted that a Relationships, Sex, Health Education (RSHE) Parent Meetings had taken place on the 24 November 2020. Parents were able to sign up for 4 available drop-in sessions, sign up for a Zoom meeting, provide feedback via a questionnaire and via links have access to PSHE and RSHE curriculum on the school website. There were 119 responses to the questionnaire.
- The meeting received and noted the Safeguarding Report – 1 September 2020 to 26 November 2020 and noted that there was a total of 48 concerns. It was noted that the school had carried out a total of 24 socially distanced home visits.
- The meeting noted the New City Safeguard Overview – November 2020. This was an external review that had taken place and as part of the review, the Single Central Record had been examined.
- The meeting noted that the staff survey held in November 2020 and that 70 responses had been received out of 120 staff which was conducted using google drive. The school also had a suggestion box which was useful.
- The meeting noted the Pupil Survey – November 2020. The survey was provided in paper format for KS1 and in electronic format for KS2. 205 responses were received from 410 children. Children who reported that they were unhappy would have this explored further and extra support would be put in place where required.
- The meeting received and noted the Assessor's Evaluation for the IQM CoE Award dated the 16 November 2020. The meeting noted the ongoing hard work that the school was putting into the award despite the difficulties the school had in relation to Covid.

How had the school managed to continue with staff training this term?

Staff had received training via Zoom and also used the large hall by socially distancing.

Did Subject Leaders review action plans with their teams?

Actions plan were reviewed by Subject Leaders who could provide external reports.

What access did children have who could not access internet based remote learning?

The school had laptops which could be provided to children and hard copies could also be provided for children at home.

Did the school have enough capacity for Sam Dutch to visit another school?

The school had sufficient capacity to manage this for the remainder of the academic year.

What had been learnt when the Year 2 bubble was closed?

The Year 2 teachers had learnt many lessons and fed back to colleagues in the school.

Would the school teach conception and birth in RSHE?

This would not be taught in RSHE but covered within the teaching in science.

What extra provision had been made for the Year 5 students who had been in lockdown?

Interventions were being provided in maths and English. Year 6 high achievers have additional English and writing. Year 5 children have a maths teacher working with greater depth. Staffing had not been easy due to Covid.

Why were some 2021 targets lower than the previous year?

For example, in Year 6 it was not possible to get greater depth.

Where interventions taking place in Year 5 Maths?

Interventions were taking place as children had high KS1 results.

Are the tests in the autumn across all of the year curriculum?

The tests would look at a number of areas including place value, depending on the prior knowledge of the children. Later in the year the class teacher could spend more time on particular areas and concentrate on these. The school used PUMA and PiRA tests to support teacher assessment was used in the school.

Was it a common practice for children to know the test marks?

Children did not have to share test marks and it was up to the child who they shared their test mark with. Children were given test marks in a sensitive way and it was explained how they could improve for the future.

What was the purpose of holding tests in the autumn when children may not do so well earlier in the school year?

The tests help teacher assessment and gives children test practice. The tests show gaps in learning and showed some children have prior knowledge.

How do staff know where to go if they feel anxious?

The school had a daily bulletin and two staff were wellbeing champions at the school. The Headteacher met with staff and referrals could be made to online counselling if required. The wellbeing champions met once a fortnight with the trust. Zoom quiz nights had been held for staff.

How would children who reported they were unhappy within the pupil survey 2020 be covered within the SDP?

The Learning Mentor programme would be used as well as the Counselling programme and pupil voice could assist this process in the classroom. It was noted that the Student Council was helping to write the Anti Bullying Policy.

ACTION:

1. Headteacher to provide Subject Leader action plans to governors.

94.2 Data for Autumn Term

This item was minuted under minute 94.1 (10 December 2020 refers).

94.3 New City Primary School Review (Appendix E)

This item was minuted under minute 94.1 (10 December 2020 refers).

94.4 Attendance Report (Appendix F)

The meeting received the attendance report (appendix F).

It was noted that the Headteacher had sent an updated November 2020 Attendance report to governors via email.

The meeting was in agreement that it was not possible to compare 2020 attendance to 2019 attendance due to the issues caused by Covid during the year. Attendance was recorded on SIMS and a code 8 was used when children were self-isolating which removed them from the data. Attendance data had to be sent to the DfE each day.

ACTION:

1. Headteacher to add in attendance data children who were self-isolating.

The Chair left the meeting at 7.04pm and the Vice Chair chaired the meeting.

95. Standing Items

95.1 To note any Governor visit and training undertaken since the last meeting

It was noted that Denise Newbould had attended the NPW Governor Conference December 2020 and had taken part in the IQM assessment.

95.2 To approve or adopt any policies

There were no policies to approve.

95.3 Safeguarding/Single Central Record

Safeguarding/Single Central Record was minuted within the Report of the Headteacher (minute 94.1 - 10 December 2020 refers).

95.4 Trustee Business Update

There was no Trustee Business Update.

96. Governor suggestions for future agenda discussions

- Items for Standards Committee:
 - Education for Change
 - Inclusion at New City – next steps
 - Information on digital platform - overview

97. Any other urgent business

The meeting **AGREED** an INSET day for Friday 18 December 2020.

When would this day be made up?

The Headteacher would need to confirm when this would need to take place.

ACTION:

1. **The Headteacher would report back to the Standards Committee when the 18 December 2020 INSET would be made up.**

98. Any matters to report to the Trust Board and Committees

There were no matters to report.

99. Date time and venue of next meeting

The next meeting of the New City Local Governing Board would be held on Thursday 18 March 2021 at 6pm (details of whether virtual or physical to be confirmed).

It was noted that the Standards Committee would meet on Thursday 4 February 2021 at 6pm via Zoom.

100. Agenda items for next meeting

- None reported.

There being no further business the meeting closed at 19.22pm.

Minute	Action	Owner	Date for completion by
94.1	1. Headteacher to provide Subject Leader end of term reports to governors.	Headteacher	Spring term

94.4	1. Headteacher to add in attendance data children who were self-isolating.	Headteacher	Future reports of the Headteacher
97	1. The Headteacher would report back to the Standards Committee when the 18 December 2020 INSET would be made up.	Headteacher	Next Standards Committee