



Meeting of the St Osmund's CE Middle School Governing body on
Thursday 31st March 2022, at 4.30pm,
on the school site and via TEAMS



Present: Emily White EW (Chair), Lesley Bainbridge LB, Nicola Fowler NF, Moira Farley MF, Ali Mitchell (Staff Governor) AM, Louise Balaam LBAL(virtual), Emma Gould EG, Lesley Richardson LR

In attendance: Karen Weir (MAT Company Secretary) KW, Saira Sawtell (Headteacher) SS, Simon Beet (Assistant Headteacher) SB, Rebecca Golledge (School Business Manager) RG, Demelza Roberts (Careers Lead) DR (first agenda item only)

Clerk: Michelle Every ME

Apologies: Pieter Mostart

Late arrivals/ Early leavers: Emma Gould – arrived 5.30, Lesley Richardson – arrived 5.10, Karen Weir – left 5.45

No	Subject	Action
21/077	Declaration of interests – Item 2 No new Governor interests declared.	
21/078	Careers Lead – Demelza Roberts – Item 3 Q: A Governor asked how the school is supporting inclusion and opportunity through the careers programme? The programme runs mainly across key stage 3 but we have started rolling out to year 6. It includes: <ul style="list-style-type: none">• Parental talks this is where parents have been invited to talk about their careers, which has been recorded and shown to the pupils.• Sessions are in small groups which is great for inclusion and equality.• We are also enacting a drama production about choices after year 8.• The Royal Navy team building day is taking place and they are? able to provide a social story and talk at the end.• All children are offered the careers pilot website but specifically Special Educational Needs and Disabilities (SEND)/Pupil Premium (PP) children who were emailed.• Virtual work experience opportunity with BT sent to PP children.• One to one interview with careers lead at Thomas Hardy School to work with small group of PP and SEND children – they will give one to one specific guidance.• Big Bang and Science, Technology, English and Maths (STEM) days are PP only• Posters round the school to reinforce what subjects can link to what careers. Q: A Governor asked for an example of how the school is doing the Baker Claus?	

	<p>DR confirmed that apprenticeships will happen later, linked with Bournemouth University, Royal Navy. DR felt the school is meeting this.</p> <p>Positive representation – female doctor to promote gender equality.</p> <p>DR left at 16.40</p>	
21/079	<p>Approval of meeting minutes – Item 4a Minutes of the last meeting were approved as an accurate record</p> <p>Matters arising not on the agenda – Item 4b</p> <p>Resignation- Governors were advised that Julia Benson has sadly handed in her notice due to lack of time and other commitments. There is a need to train another governor in HT performance management – MF advised that she has done the training.</p> <p>Vacancy for a PP Governor – LR happy to take on the roll – All in agreement</p> <p>New Foundation Governor - joining soon</p> <p>Covid – Governors were informed that this has been very bad over the last few weeks in school, with very high rates of pupil and staff absence and some very unwell pupils and staff. The school has managed to scrape through with no children learning at home. 90+ Covid absences for children are now down to 30 and seems to be dropping off now. The Headteacher has now changed approach and doesn't ask staff to post work for all subjects focusing on English and Maths only when children are off as they have been quite unwell. DFE guidance is changing to only 3 days isolation if they are well enough to be in school.</p>	LR
21/080	<p>Outstanding actions from last meeting – Item 5</p> <p>21/069 – The portal training is delayed, the new system being rolled out is not quite ready – Clerk will advise if ready for next meeting</p> <p>21/073 - LB to meet with Lexia lead to understand any issues – LB to book a virtual meeting.</p> <p>21/074 – SB to follow up with SS regarding long standing staff needing a new DBS – RG Updated – There are no real guidelines but there is a need to have a consistent approach. Used to be 3 years but this is not compulsory. There are pro's and con's to doing it more regularly. The school would be informed if anything happens, and if the police were involved the LADO will contact the school. Suggested a policy of retesting after 10 years, or do a new check after a role change?</p> <p>Q: A Governor asked how long does DBS stay on record?</p> <p>SS suggested as a matter of course every 5 years should be re checked – all agreed.</p> <p>Clerk to find out if there is a MAT policy on this</p>	<p>ME</p> <p>LB</p> <p>RG</p> <p>ME</p>
21/081	<p>Headteachers Report – Item 6</p> <p>6.1 – Year 6 mock SATS data - SB circulated his report. He explained that reports will be sent to parents at the end of term – deadline for data for staff is Monday. Writing is always done as moderated teacher assessment and that has been entered on the report. These are the most up to date figures. SB stated</p>	

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difficult system to do as only have SATS for Year 6. Developed this system from GL assessments (Granada Learning) enable tracking through Year 7 & 8.

SB believes the best mark of judging children's progress is a mock SAT so he proposed Year 5 have mock SATS as their data point rather than GL. However, this will be difficult in maths as it can be demoralizing with content more suitable for an 11-year-old. He suggested taking out all the things they haven't yet covered.

A Governor informed those present that they had discussed this with the maths lead, and she was in favour. It would also save the school £1,800 in a year. SS said it would be a gain for diagnostics as the teacher is marking at the end of Year 5 and that the same teacher takes them through to Year 6; they are more aware of strengths and weaknesses.

Q: A governor asked what are the school doing that is making the positive difference in writing? SS advised that writing scores are quite low overall. However, PP has gained. Quality first teaching is the main thing. They are targeting spelling/grammar this year with homework. The school has had good parental buy in and support.

A governor had met with subject leaders this week. PP reading has risen but not all reading has improved. SS felt it was the effect of the pandemic on children that missed a lot of school in Year 4 and 5 and have now hit a ceiling. In the main children will choose an easier book if given the choice at home which doesn't advance their reading.

A governor opined that it is important that governors recognise that the disruption will have had an effect especially with the high staff absence. Consistency is key and when children have different teachers due to Covid it is difficult.

Q: A governor asked how many children have missed their year 6 mock SATS? SS confirmed that there was a significant amount, but all children have now caught up and completed their mock SATS. Year 5 progress reviews have been delayed due to Covid absence – these will be completed after Easter. Teachers are targeting specific children.

Q: A governor asked if all staff engaging with the process? In the main they are, but there is work to do on the mindset of teachers when children come in at low levels, supporting staff is very important. **A governor commented on quality of teaching in maths and reading due to the progress shown on the report.**

Questions from Governors on HT report:

A governor asked about lunchtime supervisors, whether there is a lot of responsibility and staff turnover? Governors discussed this.

Q: A governor queried what training is available? – SS explained that over the last 2 years lunchtime staff have been given a lot of training – 3 or 4 times a year including bespoke sessions recognising the level they are at.

Q: A governor commented that she had attended this training and she gave an example of how good the training was. There is a lunchtime team of 6 plus 2 members of the leadership team on duty – 8 with 360 children – they are told to use the radios and call for help if needed and are very good at passing things to SLT when needed.

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	<p>Q: A governor asked how many PP students were in Christmas carol concert? SS did not have the number to hand but can track extra-curricular clubs and see attendance there. She opined that it is important for Governors to track extra-curricular activities.</p> <p>Q: A governor questioned if there is a risk assessment for TAs going into homes – SS confirmed that there is, however there was only one that was taking place. This has now stopped due to safety. Now doing virtual twice a week.</p> <p>Q: A governor asked about the board in Barnes Building and if children of other faiths appreciate? SS reminds them it is community, not just faith. Some children talk about the board and there is a growing awareness amongst pupils.</p> <p>Q: A governor asked how boys can be encouraged to bring their clothes into clothes swap and engage? SS noted that over 600 items went to new homes a high proportion of which were girls, in favour of girls 9 to 1! She opined that boys are less bothered about what they wear and not as excited about clothes. A teacher has a group of Year 7 and 8 students working on how to engage year 8 and boys. There is also very positive parental feedback.</p> <p>Q: A governor questioned if any further support is available from Wessex Teach in Maths? The subject lead (SL) feels that the support work is enough at the moment. SL gets more work and is being trained by Phil Eadie.</p> <p>One governor expressed concern over how much support there is from the MAT.</p> <p>Governors were advised that they are starting to see the support.</p> <p>Q: A governor queried if there has been Health and Safety support from the MAT – It was confirmed that there has been no more interaction as yet.</p> <p>Teacher trios? SS reluctant to be too prescriptive as it is an enquiry-based journey for teachers. She will look at this strategically for next year. SS felt that the triads were going extremely well and doesn't want to impose anything instead display a high level of trust in the teachers.</p> <p>Q: A Governor asked about Videos – SS stated that some teachers don't like having their photos on the website let alone having their lessons recorded. Some really like it, some don't so this needs to be by choice.</p> <p>Governors agreed that staff should have autonomy in this.</p> <p>A governor opined that staff should be given the chance to challenge themselves.</p> <p>Writing has been flagged up and some inset has been delivered on this.</p> <p>Governors were advised about a recent panel hearing where a member of staff was dismissed.</p>	
21/082	<p>Finance/operations update – Item 7</p> <p>RG had sent out information prior to the meeting and circulated further information during the meeting.</p> <p>Staffing - RG explained about a member of staff who had been seconded to Unison to work in other schools, a discussion was had and governors are happy that this continue. A review will take place in March 2023.</p> <p>Finance Reporting - RG highlighted 2 codes she was concerned about – comments are on the appendix. RG is working with the business manager at THS to</p>	

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	<p>gain better understanding of the report. The MAT are moving away from this type of reporting and will allow RG to choose what she shares with governors.</p> <p>Q: A governor asked a question regarding supply – SS stated on benchmarking the school are low. RG assured governors the money was in the budget – the income is somewhere else.</p> <p>Q: A governor asked about income changes – grants – recovery and national tutoring programme are low? – RG explained grants are received throughout the year.</p> <p>Q: A Governor asked if there has been any progress on reducing staffing costs? Ongoing work taking place – ideas being worked through on the timetable. Aged Debtors report – RG advised Governors of the debts to be written off, All agreed that the Sports Centre debt be written off.</p>	RG
21/083	<p>Self-evaluation form – Quality of education – Item 8</p> <p>Q: A Governor asked who looks at the SEF?</p> <p>SS advised that governors and CAG (core action group) look at the SEF and Ofsted should they come into school. SS regularly keeps this up to date.</p>	
21/084	<p>Performance management/HTPM monitoring – Item 9</p> <p>Chair and SS have conducted a mid-year review and all are on track</p>	
21/085	<p>Subject leader impact reviews – Item 10</p> <p>Covered in Headteachers report</p> <p>Q: A governor asked if the impact reviews lead into the 3 I's – SS confirmed it does. Just before Christmas, time was spent uploading new 3 I's documents and members of staff were given some Ofsted preparation questions. SS? Opined that this is something that could maybe be completed once a year, no more as it is very time consuming.</p> <p>A good example is that both history and geography have incorporated a short piece of learning on Ukraine to help with any questions the children may have.</p>	
21/086	<p>RAG – School Development Plan – Item 11</p> <p>Not completed due to SLT covering lessons. This was last done in January and SS will try and get it done next week.</p> <p>SS always tries to visit lessons each week which hasn't been happening due to staff shortages. SLT work has been affected.</p>	
21/087	<p>Equality Objectives report – Item 12</p> <p>On website and due for review September 2022.</p>	
21/088	<p>SIAMS monitoring – Item 13</p> <p>Governors were informed that Mandy Christopher, SIAMS support, came and did a 3-hour meeting with various members of staff and the Chair of Governors. She looked at all different areas of the school and excellent feedback was received following this, especially for the link books. They talked in depth about the framework for SIAMS and how the school can develop. There is a whole school</p>	

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	<p>training session next Wednesday for all staff and governors are invited to attend if they can. Governors to attend SIAMS training.</p> <p>A governor opined that having a school chaplain has been a real success, governors agreed.</p> <p>SS stated that Covid allowing, she is hoping that more governors can attend collective worship.</p>	GOVS
21/089	<p>Whistleblowing report - Item 14</p> <p>The Chair advised governors that a whistleblowing complaint has gone to the MAT for the directors to review, this will be reported to governors at next meeting.</p> <p>A governor opined that it would be beneficial to look at whistleblowing in practice.</p> <p>LB to lead a discussion on whistleblowing in practice at next meeting.</p>	LB
21/090	<p>Governor Visits – Item 15</p> <p>MF is Governor of the month.</p> <p>MF informed governors that she has been in school a lot this month and attended an amazing retreat day on Tuesday, where children were able to share their worries. There were 6 activities to do: Judaism, walking through the bible and the joy garden were a lot of children's favourite things from the day.</p> <p>A governor opined that it didn't feel rushed and was very calm</p> <p>A governor informed the meeting that they had spent 2 days in the office last week and was completely amazed at the number of children that come through first aid.</p> <p>Q A governor enquired as to whether a sole first aid position in the office is needed and if not, what qualifications do staff have?</p> <p>SS confirmed that all office staff have a minimum of a 1 day first aid at work qualification and some have the full 3-day qualification.</p> <p>SS opined that a specific first aid post is not necessary as there are certain hours in the day that are very quiet. Sometimes it's better to be over vigilant when dealing with an unwell child. An example of this – is a child that had to go to hospital; it would have been easy to send child to hospital with the paramedics but this is not the right thing to do and it is very important to always go with the child. The school and its staff have a responsibility for safeguarding the child.</p> <p>A governor of the month is needed for May – EW volunteered.</p> <p>SB commented that governor visits are a strength in the school and noted the amount of time that is spent in schools. He opined that the board are a great asset and SB would like to pass on his thanks.</p>	
21/091	Policies – Item 16	
21/091.1	Governance code of conduct – Received	
21/091.2	Redundancy and restructure policy – Received	
21/091.3	Redundancy and restructure procedure – Received	
21/091.4	Salary Protection for Schools – Received	
21/091.5	Supporting pupils with medical conditions – Received	
21/091.6	General Health, Safety and Welfare policy – Received	
21/091.7	Whistleblowing policy – Received	
21/092	<p>Correspondence – Bus complaint – Item 17</p> <p>The chair explained the details of the complaint to governors</p>	

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	It was proposed that a letter be written to the council to request a school bus on the route as current provision not suitable – Governors agreed LB to draft a letter and send to RG	LB
	Date of next meeting: 04/05/2022	

The meeting closed at 18.25

Summary of actions

Person	Item	Action	By when	Outcome/ update
ME	21/069	Advise governors in advance if portal training is ready for next meeting	04/05/22	
LB	21/073	Book a virtual meeting with Lexia lead	04/05/22	
ME	21/074	Find out if there is a MAT policy on DBS renewals	04/05/22	
GOVS	21/082	Review unison post annually	03/23	
RG	21/082	Write off sports centre debt	ASAP	
GOVS	21/088	Attend SIAMS training	06/04/22	
LB	21/089	Lead a discussion on Whistleblowing at next LGB	04/05/22	
LB	21/092	Draft a letter to council regarding school bus and send to RG	04/05/22	

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