



**Part 1 Minutes of the Meeting of the
FULL GOVERNING BODY
of Hermitage Primary School**

Date:	Wednesday 25 th November, 2020 at 4.00pm	
Venue:	Hermitage Primary School	
Present:	Brian Donlon BD Chair Helen Ross HR Rebecca Mallon RM Mike Lockett ML Alex Davidson AD Sarah Collier SC Margaret Wilson MW	Elected Governor Headteacher Parent Governor Elected Governor Elected Governor Parent Governor Elected Governor
Absent:	None	
In attendance:	Jill Cox JC John Addison	Deputy Headteacher Clerk

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text.

Agenda item 1	INTRODUCTIONS AND APOLOGIES FOR ABSENCE
Discussion:	Apologies for absence were received from Basil Gaynor, Harry Korkou and Louisa Smith.
Agenda item 2	DECLARATION OF PERSONAL OR PECUNIARY INTERESTS
Decision:	There were no new declarations
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Decision:	That, as no items of AOB had been communicated to either the Chair or the Clerk 24hours prior to the meeting there was no additional business to discuss.
Agenda item 4	MINUTES OF THE LAST MEETING OF THE FULL GOVERNING BODY HELD ON 10th October 2019
Decision:	The minutes of the FGB held on 7th October, 020 were approved as a correct record and signed by the Chair.
Agenda item 5	ACTION LOG
Discussion:	Governors reviewed and updated the Action Log
Decision:	That the updated Action Log be noted.

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of Hermitage Primary School
on 25th November, 2020.

Signed by:

(Chair) Date:

3/2/21

Agenda item 6	MINUTES OF THE MEETING OF THE FINANCE AND PREMISES COMMITTEE HELD ON 19TH NOVEMBER, 2020
Discussion:	The Governors considered the minutes of the meeting of the Finance and Premises Committee held on 19 th November, 2020.
Decision:	That the minutes of the meeting of the Finance and Premises Committee held on 19th November, 2020, be approved as a correct record
Agenda item 7	REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST, 2020
Discussion:	Governors were advised that representatives of the School's Auditors, Jackson Stephens & Co had attended the Finance and Premises Committee for the purpose of presenting the Audited Accounts and Financial Review for 2019/20. The Committee discussed the Accounts in detail and recommended them for approval by the Full Governing Body. In doing so both the Committee and the Auditors thanked the School's Headteacher and Business Manager for their assistance in preparing the Accounts
Decision:	That the Audited Accounts and Financial Review 2019/20 be approved.
Agenda item 8	CATCH UP AND PUPIL PROGRESS
Discussion:	HR advised that the School had received Covid Catch-Up Funding of £16,000 and it was proposed to match this with £16,000 Pupil Premium Funding to engage a teacher to provide precision teaching for pupils who needed it. The teaching would take various forms including before and after School sessions involving amongst other subjects, phonics and maths. Although the School was still delivering the full curriculum, the timetable had been re-structured to include extra basic subject time. The PP Strategy was aimed at raising standards through team teaching and specific coaching time. BD asked how School knew which pupils needed catch-up? HR advised that there were 2 issues to be addressed, namely gaps in the curriculum and where children had fallen behind. To address this the School was using Star Maths and Star Reader on-line assessment tools which used accurate and detailed assessment data to identify children who had fallen behind or where there were gaps in the curriculum and inform teaching practice accordingly. ML asked if any SEND children had fallen behind? HR responded that it was a mixed picture across the School. If a child had an EHCP then School would look at the Implementation Plan to see if the child needed more support. Some SEND children fell into the English and Maths Catch up Groups. BD asked if it was an accurate assumption to say that the more vulnerable pupils had fallen behind? HR advised that this was not always the case as some children who were expected to achieve above expected had fallen to below expected. Some younger children who had phonics issues were being prioritised over a 6 week period but School prioritised the most needy. BD asked that, in hindsight, was there anything which the School could have done differently? HR responded that on return to School the first priority had been the children's mental health and wellbeing. Perhaps some of the catch-up work could have been started



	<p>sooner. JC commented that School would be far better prepared to implement on-line learning should a lockdown happen again.</p> <p>BD asked if parents were aware where their children were behind. HR advised that parents had received a letter about their child. On this point, ML asked if the School had any evidence that, perhaps, parents hadn't been as supportive as they could have been during lockdown. HR commented that some parents had admitted that it had been challenging to home school when both parents were working from home during lockdown. JC also commented that some parents had admitted not doing enough reading with their children.</p>
Decision:	That the report be noted.

Agenda item 9	CURRICULUM COMMITTEE
Decision:	<p>BD advised that there was no necessity to re-visit the terms of reference of the Curriculum Committee.</p> <p>HR commented that the Scheme of Delegation was on the Every System and asked Governors to read and comment as appropriate.</p>
Decision:	That the report be noted.

Agenda item 10	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher submitted her Autumn Term Report.</p> <p>Information was detailed on:-</p> <ul style="list-style-type: none"> • The numbers on roll as at 20th November 2020 were 220 which was 10 over the School's Published Admission Number. Governors were advised that School had been successful in 4 appeals being not allowed but that Cheshire East Council had had a sufficiency meeting with the School around the possibility of the school admitting a small number of additional children into the junior phase. A meeting was to be held to discuss the proposal but there were some physical limitations to this being agreed especially around toilet provision. BD commented that it didn't feel right to increase pupil numbers as this could impact on standards. HR agreed that any proposal to take additional children would need careful consideration. ML commented on the ratio of boys to girls in School and asked if this presented any specific challenges. HR commented that it could do in some circumstances and School had previously devoted an Inset Day to discuss how the curriculum could be designed to engage boys more. BD asked if there was still an attainment gap between boys and girls. HR advised that there was in writing but that the School's gap was lower than the national gap. • Attendance at 20th November 2020 was at 97.5% which compared to 97.1% at the same time as last year; • Exclusions; • SEN; • First Aid; • Health and Safety;

	<ul style="list-style-type: none"> • Safeguarding; • Racial or Bullying Incidents; • Staffing Structure and Update; • Performance Management. <p>BD asked if all performance management matters had been addressed? HR advised that all staff had had performance management meetings to set up new targets which were linked to the School Development Plan.</p> <p>HR advised that due to Covid there would be no Inspection Data Summary Report (IDSR) as SATs did not go ahead.</p> <p>Work was ongoing on the SEF which would be shared with Governors when completed.</p> <p>The SIP would be visiting shortly. Governors suggested that as this was the 4th Year of this particular SIP it might be prudent to engage a different SIP next year to get a different pair of eyes on the School.</p> <p>Further details were provided on the following</p> <ul style="list-style-type: none"> • Holmes Chapel District Community Partnership; • School Council; • Parent Council' • PTFA; • Sports; • Music; • Residentials; • Remote Learning (JC advised Governors that staff meetings had been held on how School would use Teams in the event of a full lockdown and that staff were now far more confident in utilising on-line teaching platforms); • Events; and • Events Planned.
Decision:	<ol style="list-style-type: none"> 1. That the Headteachers Autumn Term Report be noted. 2. That the Headteacher be authorised to investigate the appointment of a new School Improvement partner

Agenda item 11	RISK ASSESSMENT
Discussion:	<p>BD advised that the risk assessment was on the Every System for Governors to read, however, he drew attention to the fact that the document had been amended to change the format of classroom layouts from facing forwards to sitting in groups and sought an explanation for the change. HR reported that it was impossible to stop children turning around and thus being much closer than the 2 metre gap. The layout was also impacting on lesson delivery. Accordingly, HR had sought the advice of her trade union which advised that it was permitted to sit pupils in groups if there was adequate ventilation in class and that hand washing and other hygiene measures were enforced.</p>
Decision:	That the amended risk assessment be approved

Agenda item 12	SKILLS AUDIT
Discussion:	BD asked that all Governors completed the skills audit and return then to Basil Gaynor who would input the information
Decision:	That Governors complete skills audit and return to Basil Gaynor
Agenda item 13	POLICIES
Discussion;	<p>The Governors considered the following Policies, viz:-</p> <ul style="list-style-type: none"> • Admission Arrangements Policy; • Capability of Support Staff Policy; • Capability of Teaching Staff Policy; • Behaviour Policy; • Children With Health Needs Who Can't Attend School Policy; • Designated Teacher Policy; • Grievance Policy and Procedure; and • NQT Policy. <p>BD explained that the Policies had been loaded onto Every and Governors were required to read and sign them off</p>
Decision:	That Governors read and sign off the Policies by the end of term.
Agenda item 14	DATES OF FUTURE MEETING
Decision:	<p>3rd February, 2021 at 4.00pm 5th May, 2021 at 4.00pm 30th June, 2021 at 4.00pm</p>