

# INSPECTION COPY

MINUTES of the virtual Meeting of the Governors of Lockington CE VC Primary School held on Thursday, 17 June 2021 at 6.00 pm.

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## **P R E S E N T:-**

Cllr K Beaumont (in the Chair).

Mrs J Cattle, Mrs L Dawson, Mr P Mellor, Dr G Parr, Miss K Peacock and Mr D Rodmell.

Clerk to the Governing Body – Mrs S Messenger.

### 1455    **OPENING PRAYER**

The opening prayer was led by Dr G Parr.

### 1456    **APOLOGIES**

Apologies for absence were received from Mrs K Girking and Mr N Holland.

### 1457    **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Girking and Mr Holland for their absence from this meeting.

### 1458    **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that Five Year Budget Plan, Residential Visit and Data Protection be raised under any other item of urgent business.

### 1459    **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

### 1460    **MEMBERSHIP**

It was noted that the current vacancies were one Co-opted governor and one Foundation governor. There had been a parent governor vacancy but following a recent election Miss J Cattle had been successful and would join the governing body for a term of four years, subject to successful checks.

RESOLVED:    a) to note that Cllr Beaumont's term of office as a co-opted governor would end on 10 September 2021;

                  b) to note the appointment of Miss J Cattle as a parent governor for a term of four years.

### 1461    **APPOINTMENT OF CO-OPTED GOVERNORS**

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RESOLVED: that the reappointment of Cllr Beaumont as a Co-opted Governor be noted.

## 1462 MINUTES

RESOLVED: a) that the minutes of the meeting held on 18 March 2021 be confirmed by the Chair;

b) that the Chair sign the minutes at the minutes at the first opportunity following the restrictions during the Covid-19 pandemic.

## 1463 MATTERS ARISING FROM THE MINUTES

a) to review matters arising;

There were no matters arising from the minutes.

b) to review actions agreed at the previous meeting;

All actions were completed.

## 1464 COMMITTEE MINUTES

RESOLVED: a) that the minutes of the Ethos Committee held on 26 May 2021 be received;

b) that the minutes of the Finance Committee held on 9 June 2021 be received;

c) that the minutes of the Curriculum Committee held on 10 June 2021 be received;

d) that the minutes of the Health & Safety Meeting held on 10 June 2021 be received.

## 1465 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following highlighted:

Mrs Peace has been appointed as Nursery Nurse on a temporary contract for a year to work in the Nursery, currently there were two pupils attending therefore she was assisting in reception as well until the numbers in nursery increased.

In order to staff the Afterschool Club, the Headteacher wanted to advertise for a member of staff with the aim of providing the club five days a week. The contract would be awarded to meet demand which would ensure that if there were no necessity the staff member would not be required to be on site to oversee the provision which would result in no salary payment for that particular day. All governors were in agreement for the Headteacher to proceed with the advertisement.

The Headteacher highlighted the attendance figures detailed within her report had been positive and were above the national average. Governors were advised that there was one persistent absentee.

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**Governors acknowledged that in a small school the absence of one pupil had a significant impact on the percentage data and asked how likely it was that the pupil who had been off with sickness would continue to be absent.** The Headteacher explained that the pupil would be leaving at the end of summer term 2021 as they were in Year 6, adding that the pupil had not been absent for 15 days consecutively and they had a serious illness which had resulted in the periods of absence.

**Governors were curious as to whether the children who had been in school during the lockdown had benefitted rather than those who had been at home.** The Headteacher expressed it had been peculiar, as all had benefitted in differing ways. The children who had been in school were in smaller groups; they had benefitted by having smaller ratio of pupils to teacher and a number of pupils had profited from being at home by having the support of their parents. The work that had been set on Purple Mash had provided very positive pupil engagement.

Assessment of the pupils was happening at present, there had not been other tests completed as the wellbeing of the pupils had been considered as the priority, however the progress of all pupils had been tracked and monitored. Initial analysis provided a mixed but positive picture of where the pupils were against Age Related Expectation (ARE). Staff were conscious that the Year 5 cohort included 50% Special Educational Needs (SEN). As this was a small group of four pupils it would not be reported.

**Governors commented that the weekly telephone contact with parents had been extremely beneficial to the families and asked if that level of contact would remain with pupils after all had returned to school.** The staff governor responded advising that there was an open-door policy whereby if parents had any queries staff would make the time to speak with them. It was explained that the strategy to communicate with everyone weekly during lockdown had taken a full morning to make the telephone calls, which was time that could not now be afforded away from the classroom. The Headteacher continued to greet pupils at the school gate every morning, and was therefore available for discussion with parents, additionally at the end of term there would be the end of year reports and the opportunity to speak to the class teacher as a follow up.

Special needs consultants had returned to attending the school in person to ensure support mechanisms were on track. The Headteacher had recently participated in training regarding changes to the curriculum and Ofsted expectations, she suggested that she create a “nutshell” which was a one-page document to summarise expectations. Governors confirmed that such a document would provide them with a good oversight of what Ofsted could challenge. The Headteacher advised that the oversight would provide governors with excellent preparation towards a forthcoming Ofsted inspection and that it would demonstrate that everyone was focussed to provide the pupils at Lockington Primary School with the best opportunities.

The Hull High Schools had advised that they could not participate in physical transition days, which had been disappointing for the pupils, there were six pupils in Year 6 who were moving to four different high schools.

Church services had continued within bubbles. Plans were to share the Leavers Ceremony with the whole of Key Stage 2 as they were effectively one group.

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Most school clubs had not been recommenced at the current time as it was deemed less of a priority to concentrate on them due to the changes required to the school day caused by safe systems of working which had reduced the lunch break. From September "First Steps" had been engaged to cover one after school club, one afternoon of planning, preparation and assessment time (PPA) cover and one lunch time cover with sporting activities. The relationship was conditional that the school were happy with the service provided therefore initially had only been contracted for one term. It was intended to enter into a contract with the schools music service to cover PPA time which would be a slightly different strategy to what had been used in the past but it was felt this provided enrichment for the pupils whilst giving staff time to carry out their management duties.

The report on Sports Premium spend had almost been completed and would be uplifted onto the website in due course.

There had been a number of positive comments made relating to the pupils throughout school which confirmed that behaviour and attitudes were excellent. Despite this the Behaviour Policy would be reviewed ready for presentation in September 2021, this policy complimented the church expectations.

Lockington Primary School were working alongside Pheasey Park Junior School and Teaching School, to develop and instigate the new learning platform, as the Department of Education (DfE) have suggested that every school should have either Google classroom or Microsoft Teams which would be funded by the DfE or similar platform. To have the platform personalised to Lockington Primary School would cost approximately £100 which would be a positive expense for such a facility.

The Headteachers Performance review was scheduled to take place for the following week, governors had asked the Headteacher to complete the National Professional Qualification for Executive Leadership (NPQEL) qualification which had been completed and submitted but results had yet to be received. It had been an interesting course which had resulted in working with two other schools with whom she had put in place a whole class reading project which had been extremely beneficial and had shared the results with the three schools. The strategy could be adapted for pupils with special needs.

The continual professional development (CPD) that Mrs Cattle, Mrs Peacock, Mrs Trueman and other members of staff had completed on computing had been extremely beneficial in light of the technology that everyone has had to adapt to during the lockdown and provision of home learning. It was confirmed that staff were receiving the training for what they needed which was prioritised accordingly.

RESOLVED: that the report of the Headteacher be received.

## 1466 SCHOOL STRATEGIC PLAN 2020/2021

**Governors asked if the Headteacher was concerned about not hitting the timescales within the plan.** The Headteacher explained that she did worry about it but explained that the plan when written contained milestones that were realistic at the time it was authored, however at that time a pandemic had not been considered and as such some of the milestones would have to be deferred and the document reviewed, which was a common practice with a medium term strategic document.

RESOLVED: that the School Strategic Plan 2020/2021 be received.

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## 1467 SAFEGUARDING REPORT

There were no issues to highlight and training had been updated. Mrs Girking, safeguarding governor, had made an appointment to speak with the Headteacher to review the provision as there was now a “looked after and cared for child” on roll. The Headteacher had undergone training specific to meet the needs of the pupil as this would be the first at Lockington Primary School; currently all was going well.

RESOLVED: that the Safeguarding Report be received.

## 1468 NURSERY UPDATE

There were two pupils currently, as advised within the Headteachers Report a nursery nurse had been employed. It was important to ensure that the facility was now promoted and publicity material was being collated to do so, it was being promoted on Facebook and Twitter.

Mrs Peacock was working to enhance the outside learning environment, she explained to governors that the Wendy House had been converted into a role play garden centre with a café, photographs of all the resources were displayed in school. Governors were advised that the project was progressing well and the pupils appeared very happy and that the other early year’s pupils were extremely good with the nursery pupils when they were in school.

**Governors asked if it was worth trying to get the local newspapers into to promote the facility.** The Headteacher explained that once the enhancement was completed, she hoped to encourage the local press to provide a good news story focussing on the facility and the importance to promote the growth and sustainability of Lockington Primary School.

RESOLVED: that the update of the Nursery be received.

## 1469 WEBSITE AUDIT

Audit had been carried out there are some actions which were ongoing.

RESOLVED: that the verbal report following the website audit was received.

## 1470 FIVE YEAR BUDGET PLAN

It was explained that the income for the budget was based on the census from October 2020 and that it had been planned for a cushion that would see the school through, however there would be an in-year deficit. The Leadership and Finance Committee had worked really hard to reduce the deficit and could not identify anything else that could be changed. The budget had been set but the real time budget would be positive for three years and a deficit had been predicted from year four. This was a budget that was comparable to many throughout the Local Authority.

A positive way in which to improve the financial outlook for the school was to encourage more pupils to attend Lockington CE Primary School however it was difficult to invite potential people into visit at the moment to showcase the wonderful school during school hours whilst pandemic restrictions continued.

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The Headteacher commented that she had been advised that not all schools were in the same situation as some schools received sparsity funding and sparse rural area funding, however if you were situated within three miles of another school, the funding was not available. Unfortunately, that was the case with Lockington Primary School.

Governors acknowledged that the East Riding were one of the lowest funded local education authorities in the United Kingdom.

**Governors asked whether the School Improvement Partner (SIP) was directing the school to become outstanding.** The Headteacher explained that the School Strategic Plan and Self Evaluation Form (SEF) documents were written in that way utilising the headings from the Ofsted framework as the backbone of the plan, these were supported by the School Improvement Partner.

It was agreed to organise a staff-governor forum in the autumn term 2021 if Covid-19 restrictions had been relaxed to facilitate such an event to create an action plan that complemented the School Strategic Plan.

RESOLVED: that the Five Year Budget be approved.

## 1471 **SECONDMENT POLICY**

RESOLVED: a) that the Secondment Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

## 1472 **GOVERNOR VISITS**

Due to Covid-19 lockdown restrictions, there had been virtually no governor visits.

**Governors enquired with the gradual start of easing of restrictions whether it would be possible at this time for governors to carry out visits in school during the summer term or whether these would be better planned for the autumn term.** The Headteacher explained that it was difficult to provide governors with the experience they should have when they visited the school as pupils remained in bubbles therefore governors could not get closed to pupils to talk with them or to view their work. There were certain items that could be incorporated in a school visit, for example governors could look at the learning environment and could talk with staff, afterschool, provided the visit had been pre-arranged to ensure staff were available.

It was hoped to commence whole school collective worship in the near future which would be good for governors to witness. The Diocese had provided forms to be completed for such visits which would be utilised as material during Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspections.

It was agreed that the visits would commence again in the autumn 2021 and it was felt that after the end of lockdown, which was due to end on 19 July 2021, there would be more guidance for schools.

The Headteacher would arrange some diary dates for visits that tied into the School Strategic Plan, which could be prepared and organised.

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There were no governor visit reports to be received.

## 1473 GOVERNOR DEVELOPMENT AND TRAINING

The following governor training was noted

- Induction Training, Part 1 – Mr Mellor, 15 June 2020;
- Induction Training, Part 2 – Mr Mellor, 15 July 2020;
- Prevent Training – Mr Mellor, 23 October 2020;
- Data Protection Training – Mr Mellor, 21 February 2021;
- Becoming an Evidence Informed Governor – Mr Mellor, spring 2021;
- Schools Data Protection Training- Mr Rodmell, 16 March 2021.

The Clerk advised that all Local Authority training that was planned for the forthcoming academic year would continue to be delivered virtually following the success that had been achieved throughout the last year, both with increased participation and interest in a wider variety of courses. The new schedule would be available on HERE for Schools from 5 July 2021, with a termly summary being provided with each agenda.

RESOLVED: that governor training details are available on the CPD website [www.hereforschools.co.uk](http://www.hereforschools.co.uk).

## 1474 RESIDENTIAL VISITS

The Headteacher requested the governors consider whether the school would offer a residential visit next year. Formerly Lockington Primary School had utilised Cawood Park for the residential visit, however the Headteacher was concerned that the increase in cost was significant and that it was a considerable amount of for parents who had two children in one class, furthermore the cost did not include the cost of the transport. The Friends of Lockington had generously provided £1500 to support the residential visit however as there had not been fund raising opportunities during the pandemic, there were no other funds available to supplement the cost.

**Governors commented that the residential trips were really important for the pupils as some of the activities were so out of the normal for some of the children the experiences would be something they had not had the opportunity to do previously, and as such wondered whether some funding could be used from the sports premium funding.** The Headteacher felt that the activities would substantiate Sports Premium funding and would investigate using some of the unused funds due to lockdown.

**Governors also asked whether parents knew of any businesses that might be prepared to sponsor part of the cost.** The Headteacher would investigate

**Governors enquired how many pupils would normally go on the trip.** It would normally be approximately 15 pupils plus staff. The cost had been between £170.00 to £180.00 per pupil but that had raised to £240 per head which was a significant increase.

**Governors asked if it was a requirement for pupils to attend a residential.** The Headteacher advised that it was not a requirement, however it was a requirement to do outdoor and adventurous activities. It was discussed and agree to subsidise each

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pupil to the extent of £50 each which would be an approximate cost of £750. The cost could be covered by sports premium funding, or if a sponsor could be found it would be beneficial for their donation to be made to the Friends of Lockington Primary who were a registered charity as there were tax benefits for the company.

RESOLVED: a) that the proposed residential trip should proceed;

b) that the cost per child should be subsidised by £50 per pupil;

c) that the subsidy should be covered either by sourcing a sponsor or by sports premium funding.

## 1475 DATA PROTECTION TRAINING

The Headteacher had emailed governors to remind them that that they needed to complete the data protection training; there remained three governors who were required to do so.

## 1476 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed.

## 1477 FUTURE MEETINGS

RESOLVED: that future meetings be held on:

- Thursday, 11 November 2021 at 6.00 pm;
- Thursday, 17 March 2022 at 6.00 pm;
- Thursday, 26 May 2022 at 6.00 pm.

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Chair's Signature.

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Date of Signature.