



## Minutes for the Full Governing Body Meeting – Part 1

Held on Thursday 10 December 2020 at 7.00pm

Attendance			
Karen Donald (KDO)	✓	Rachael Wheeler (RW)	✓
Louise Druce (LD) - Headteacher	✓	Simon Williams (SW)	✓
Viv Gery (VG)	✓	Helen Vidal (HV)	✓
Stuart Getty (SG)	Apologies		
Susie Hayward (SH)	✓	<b>In attendance</b>	
Rebecca Jennings (RJ) - CoG	✓	Jo Lee (JL) – School Business Leader	✓
Kate Kellett (KK)	✓	Vicky Swann (VS) – Deputy Headteacher	✓
John Mackintosh (JM)	✓	Kathryn Dray (KD) – Deputy Headteacher	✓
Vicky Sumner (VSU)	✓	Louise Wheatley (LW) - Clerk to Governors	✓

Agenda Item
1. <b>Apologies for Absence</b>
2. <b>Declaration of Interest</b> There were no declarations of interest.
3. <b>To agree reporting of minutes and papers</b> Governors agreed to the minutes of the FGB Part 1 to be placed on the school website. Part 2 Minutes of the FGB and Committee minutes would remain confidential and be held on file.
4. <b>Constitution of the Governing Body</b> <ul style="list-style-type: none"> <li>1 LA vacancy</li> <li>There are no terms of office expiring this academic year.</li> </ul> <p>SW gave an update on steps taken to identify an LA governor, emphasising the importance of where possible seeking a candidate not connected with the school. SW asked that any governors with a prospective individual not connected with the school, to speak with the Chair and Vice Chair of Governors.</p> <p>VSU asked if they had to live locally and SW responded that although this wasn't necessary it did help.</p> <p>SH asked if there was a local pool we could explore. RJ indicated that in the past Strictly had held a local governor database.</p> <p><b>ACTION:</b> LW to identify a local database of governors to explore options.</p>
5. <b>To agree minutes of meeting</b> <ul style="list-style-type: none"> <li>14 July 2020 Part 1 and Part 2</li> <li>24 September 2020 Part 1 and Part 2</li> </ul> <p>The above minutes were agreed and would be signed in person at a later date due to COVID-19</p>
6. <b>Matters arising from previous meeting</b>  <b>14 July 2020</b> All actions were undertaken and there were no actions outstanding. <b>24 September 2020</b>

All actions were undertaken and there were no actions outstanding.

7. **Chair's Actions**

There were no actions undertaken since the last meeting.

8. **School Review**

**HT/DHT Report / COVID-19 Recovery Period Self Evaluation Summary**

LD invited questions from governors. KDO asked about Y4 and behavioural issues. KD outlined the issues experienced mainly relating to online conduct, stemming from home.

KDO asked about any online safety which could be given and KD outlined steps taken and training given in the school. Governors discussed the issues surrounding safeguarding and steps taken by the school to support issues arising from home life.

VSU asked how often outside agencies come and talk to the school. Governors explored options available.

**ACTION:** KD to investigate whether an outside agency could visit.

Governors asked if steps could be shared and KD outlined all that had been done to raise awareness with parents through newsletters, tweets and letters sent home.

LD and HV shared the relaunch of best practice assessment sessions indicating that this was a very useful assessment method since schools have different assessment systems.

RJ noted the children's attainment had largely remained steady. RJ raised the issue of recognising staff efforts and what could be done. RJ will email from governors to say thank you to staff. Governors discussed different ways of expressing their thanks. Governors agreed to recognise staff efforts in January.

**ACTION:** RJ to write a thank you for LD to share with staff before Christmas.

VS shared an update on the Phonics Screening Check which had been undertaken this week with 88-90% pass rate in contrast to 83% last year. RJ praised this achievement as the children had missed a term of phonics.

**School Success Plan (SSP) verbal progress update and agree monitoring governor for each priority**

KK asked about the RAG rating and LD indicated that T2 was red as it was about to commence.

Governors agreed the SSP Monitoring Governors and volunteered based on skills, committee membership and interest, as below:

Area	Monitoring Governor
AC1	SG
AC2	KDO
AC3	RW
AM1	VG
AM2	VSU
H1	SW
H2	KK
I1	JM
I2	SH
L1	KK
L2	KDO
T1	VSU
T2	RW
V1	RJ

### **SAfE Key Support Needs Assessment (KSNA)**

RJ outlined the key aims of the SAfE Key Support Needs Assessment and shared that both Chair and Vice Chair had worked with the Headteacher to identify risks and preventative measures. It was noted that two items were flagged as "2" on the scale of 1 (fully in place) to 5 (need to start from scratch) risk and the remaining items 1. Of the two, one related to safer recruitment practices and required an additional governor to complete training. SG and VSU had both completed safer recruitment training since the document had been completed in October. This was now in addition to SH who had already completed training. It was noted that certificates were not issued by Strictly Education 4S for any of the three governors. The other one related to the new phonics programme and the impact of this. Ongoing monitoring was in place to mitigate any risks.

Regarding any financial risk, JL shared she had met with Deb Massey, the Senior Finance Consultant at Strictly Education 4S and also had the SFVS in place to identify any risks.

SH asked what were the school's main risks and worries. LD indicated that the main concerns related to risks that were nationwide within education at present. LD emphasised that through the Headteacher Report and policies for approval, governors could be assured that procedures were in place and the school was continuing to deliver alongside managing COVID-19 related issues.

### 9. **COVID-19 Business**

LD indicated that since the last Risk Assessment review, face coverings were now worn by staff when walking around the building. The office team had been split in two, to ensure business continuity in the event of one team requiring to isolate. LD shared the staff room was still on restricted access.

RJ asked if there was an update regarding any positive cases and LD indicated that only family members had tested positive, there were no known cases amongst staff or pupils.

LD shared government requirements regarding track and trace for senior school leaders up to 24 December. RW asked what can be done to help staff and support staff well-being. Governors discussed supporting staff well-being and stressed the importance of this. Governors asked the Headteacher to share any ways in the future governors could support the senior leadership team to help relieve pressures.

### 10. **Committees and Nominated Governors Report**

JM gave an update from the Resources Meeting and shared that the draft budget for 2021-22 had been agreed. There was an in-year budget deficit of £120,000 but carry forward had been approximately £220,000 and the in-year deficit was only £9,000 over the initial budget. JM shared that after 2021-2022 the school would no longer receive growing school funding which currently was approximately £70,000. The overall long term position was strong but there was uncertainty in approximately three years time due to the uncertainty of funding not yet known.

C&L Meeting, in the absence of the C&L Chair, RJ reported it was very encouraging that for most the attainment had stayed in line with the assessment from the previous year. RJ raised the Read Write Inc training was now scheduled for the spring. RJ also highlighted that there had been a change in the way homework was undertaken and this had been approved through the recently agreed Homework Policy. RJ also highlighted the remote learning which was being supported on a weekly basis through the remote learning work.

### 11. **Safeguarding**

#### **KCSiE change update – verbal report**

KD presented a safeguarding update and shared that all governors had been trained and all staff had completed their training. New staff starting after Christmas were scheduled for training.

#### **Update on arrangements including contract with vulnerable families and outside agencies, plans for wellbeing and current issues/concerns.**

VG asked about the police involvement mentioned in the report and KD outlined further. VG asked if the child was getting the support needed and KD indicated that a child protection plan was in place. The Chair indicated that she would be meeting again this week with the DSL as the Governor responsible for child protection.

	The Chair thanked KD for her work in ensuring robust safeguarding practices.
12.	<p><b>Policies to be agreed</b></p> <ul style="list-style-type: none"><li>• Accessibility Plan</li><li>• Admissions</li><li>• Behaviour</li><li>• Governor Code of Conduct</li><li>• Health and Safety</li><li>• Keeping Schools Safe</li><li>• Reporting of minutes and papers</li><li>• Register of Business Interests</li><li>• Safeguarding</li><li>• Staff Code of Conduct</li><li>• Whistleblowing</li></ul> <p><b>Accessibility Policy</b></p> <p>JM asked about timescales for the lighting of the West Gate. JL indicated it was a more significant job than had previously been thought and due to costs, would require different quotes.</p> <p>Governors agreed the above policies and procedures.</p>
13.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"><li>• Thursday 25 March 2020 at 7.00pm</li></ul>

The meeting finished at 9.10pm

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_