



Minutes for the Full Governing Body Meeting – Part 1 Held on Thursday 24 September 2020 at 7.00pm

Attendance			
Karen Donald	✓	Rachael Wheeler	✓
Louise Druce (Headteacher)	✓	Simon Williams	✓
Viv Gery	✓	Helen Vidal	✓
Stuart Getty	✓		
Susie Hayward	✓	In attendance	
Rebecca Jennings	Apologies	Jo Lee (SBL)	✓
Kate Kellett	✓	Vicky Swann (DHT)	✓
John Mackintosh	✓	Kathryn Dray (DHT)	✓
Vicky Sumner	✓	Louise Wheatley (Clerk to Governors)	✓

Agenda Item	
1.	<p>Apologies for Absence Apologies for absence were received and accepted as above.</p>
2.	<p>Declaration of Interest There were no declarations of interest and all governors confirmed they were in a secure environment.</p>
3.	<p>Appointments for the Academic Year</p> <ul style="list-style-type: none"> • Chair of Governors One nomination of Rebecca Jennings was received for Chair of Governors and all voted in favour of RJ being chair. • Vice Chair One nomination of Simon Williams was received for Vice Chair of Governors and all voted in favour of SW being vice chair. • Governor responsible for liaison with LA in the event of allegation against HT and Nominated Child Protection Governor This is traditionally a role undertaken by the Chair of Governors, RJ nominated and all agreed. • Chair of Resources John Mackintosh agreed as Chair of Resources • Chair of Children & Learning Stuart Getty agreed as Chair of Children & Learning. <p>In the absence of the new Chair of Governors, the meeting was chaired by the Vice Chair.</p>
4.	<p>Constitution of the Governing Body / Reconstitution LW shared there were no terms of office expiring this academic year and one co-opted vacancy.</p> <p>JM, currently the Local Authority governor, shared his intention to stand down and outlined reasons for doing so. All voted in favour of JM being appointed as a co-opted governor with the post of LA governor now vacant. Governors discussed seeking member of community involved with local authority.</p> <p>DECISION: JM agreed as Co-opted governor</p> <p>ACTION: LW to action necessary paperwork in the resignation of JM as LA governor and re-election of JM as Co-opted governor.</p>

<p>5.</p>	<p>Committees</p> <p>Resources Committee The following governors were agreed as members of the Resources Committee: JM, SH, RJ, KK, SW, VG and LD.</p> <p>Children and Learning Committee The following governors were agreed as members of the C&L Committee: SG, KD, HV, RW, VS, RJ, VG, KK and LD.</p> <p>Pay Committee The following governors were agreed as members of the Pay Committee: RJ, SG and JM.</p> <p>Headteacher Performance Review Panel The following governors were agreed as members of the Panel: RJ, SW and KD.</p> <p>Health and Safety Working Party The following governors were agreed as members of the H&S Working Party: JM and VS. Joanna Lee (SBL), Paul Briggs (Premises Leader) and Rosie Stephens (Staff representative) also make up the working party.</p> <p>ACTION: LW to give VS scheduled H&S Working Party meeting date.</p> <p>Trust Fund By virtue of office, all governors are members of the Trust Fund.</p> <p>Pay Appeals Panel and Governor Disciplinary Committee Membership of the above panels/committees would be decided at the time when needed as the makeup of these committees are decided by external factors such as availability and any conflict of interests.</p> <p>ACTION: LW to update committee membership.</p> <p>Terms of Reference The Terms of Reference for the Resources Committee and the Children and Learning Committee were reviewed and agreed.</p>
<p>6.</p>	<p>Registers of Interest and Contact Information for Governors Governors verified contact details. Governors completed the Register of Interest which due to COVID-19 had been circulated and held electronically.</p> <p>ACTION: LW to update website with register of interests for this academic year.</p>
<p>7.</p>	<p>Strategic Plan Review Governors reviewed the Strategic Plan in place for 2018 – 2023. Discussion arose surrounding COVID-19 and governors agreed that it should not directly reflect COVID-19 but it should reflect current strategy and practice, which may incorporate some consequences of COVID-19. KDonald raised whether it needed to be revised this year rather than just reviewed this year. SW reflected that it would be advisable to reviewed at the end of the academic year. LW indicated the previous revision had been autumn 2018 and therefore next revision due autumn 2021. Governors agreed to continue reviewing annually but with revisions every three years. There were no changes required.</p>
<p>8.</p>	<p>COVID-19 Business</p> <p>Continuity Plan 2020 – 2021 LD drew attention to the Continuity Plan and highlighted that the Chair of Resources had been added to “Finance under Wider Strategies”.</p> <p>LD gave an update on the ‘teaching’ section under the continuity plan and VS presented work undertaken by the teachers in assessing the children. Children had been assessed as either sustained/maintained age related expectations (1), short term burst of intervention required (2) and concerns that child has seriously fallen behind from where they previously were (3). The vast majority had been assessed a number 1, there were some 2s and some 3s. LD indicated that stamina was the main area that required work with the children particularly writing in KS2 and phonics/reading was an area of concern in KS1.</p>

	<p>SH asked about the Early Years. HV indicated that the existing Reception children had returned to teachers that knew them so were able to work with the children to develop their stamina and the children particularly benefited from knowing staff. The new Reception had also settled well particularly those new to the school.</p> <p>RW asked about mental health and if there had been any increase in anxiety. KDray indicated that for the most it was positive, but family breakdowns had caused a significant impact on some children, although this remained in the minority.</p> <p>KDonald asked about attendance for those with previously poor attendance. LD indicated that one family hadn't returned due to a parent being extremely vulnerable The child was participating in remote learning.</p> <p>LD presented the Remote Learning offer being provided to those self-isolating and the ethos behind it in order to continue learning and also ensure learning in the event of another lockdown. HV presented the offer available for EYFS children.</p> <p>LD summarised the work required with covering for staff and plans to ensure we stay open.</p> <p>KK asked about health and safety, and if the risk assessment covered everything. JL indicated that the school was ensuring it was doing more than required. LD outlined to governors that staff were regularly reminded on health and safety and additional steps were being implemented.</p> <p>SH asked what the consequence were if the risk assessment wasn't being implemented on a day to day level. LD indicated the risk related more to each other's health rather than not adhering to the risk assessment, but staff were being regularly reminded to ensure adherence and compliance.</p> <p>JL shared that the local authority were implementing spot checks regarding health and safety.</p> <p>SH asked if any staff had raised concerns. LD indicated one member of staff who has the smallest classroom has raised concerns and the tables had been moved to ensure a greater social distance between them and the class.</p> <p>A discussion continued surrounding work undertaken by the school to ensure the safety of pupils, staff and parents. LD shared that an informal Twitter poll had been taken surrounding the wearing of facemasks at drop off and pick up by parents/carers. The results of which were approximately 60% / 40% in favour of parents being recommended to wear face coverings. LD indicated that following this the school would recommend parents to wear face coverings at school drop off and collection times.</p>
9.	<p>Additional Classroom Project JL gave an updated surrounding the classroom project. The premises facilities were now complete.</p>
10.	<p>Policies The Nursery Admissions policy was agreed.</p>
12.	<p>Safeguarding VS, HV and JL left. [8.45pm]</p> <p>Governors undertook safeguarding training led by the Designated Safeguarding Lead, Kathryn Dray, and confirmed having read Part 2 of Keeping Children Safe in Education.</p> <p>ACTION: KDray to circulate a copy of the safeguarding presentation and video show.</p>

The meeting finished at 9.15pm

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: _____