



## VIRTUAL MEETING OF THE FULL GOVERNING BOARD ON 8<sup>TH</sup> DECEMBER 2020 AT 9AM

*“We are a community with a lifelong passion for learning.”*

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS), (Chair) Laura Partridge (LP), Sam Gothard (SG), Joel Mcilven (JM), Neil Maslen (NM), Sam Wilkinson (SW)

**In attendance:** Debbie Horton (Clerk)

### Minutes

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| <b>1</b>   | <b>Welcome &amp; apologies for absence*</b><br>Clare Jones gave her apologies. They were sanctioned.<br>Sam Gothard arrived at 9.15am.<br>Rob Hill was absent.   |
| <b>2</b>   | <b>Attendance &amp; declaration of interest*</b><br>There were none.   |
| <b>3</b>   | <b>Governing Board Composition</b><br>The new parent governor, Joel Mcilven was welcomed to the board and introduced to the governors. MW agreed to be JM's mentor and will make contact with him.<br>The governors noted that there are two co-opted governor vacancies. These are still being reserved for community members who are not parents at the school, to ensure a healthy balance on the board. Recruitment is currently difficult due to the pandemic   |
| <b>3.1</b> | <b>Election of Vice-Chair of the board.</b><br>MW self-nominated and was elected Vice-Chair for 1 year.  |
| <b>4</b>   | <b>Approval of minutes of last FGB meeting on 22 September 2020*</b><br>They were approved as a correct record.<br><b>Matters arising from minutes of last FGB meeting including progress made on the actions raised*</b><br>5. PSHE policy for comment – this has been changed to reflect the September 2020 requirements, around mental health, for example. MW recommended this policy to the board and it was <b>agreed</b> .<br>14. Safeguarding policy check – see item 9<br>15.2 KCSiE – all governors to read and clerk will note for records. All present had read and understood apart from SG.<br>Code of Conduct – all had read and agreed.  |
| <b>5</b>   | <b>Committee reports</b><br>Resources, Teaching and Learning and Pay Committee reports.<br>Please read minutes of Resources (10.11.20) and T&L (17.11.20) meetings (attached). Pay committee (20.10.20) minutes are confidential.<br>To note Head's Appraisal panel has met.<br>NM gave a brief summary of the last <b>Teaching and Learning</b> meeting. He informed governors that statutory assessment now meant that KS1 would be teacher assessed, though phonics checks will go ahead. The multiplication tests are now optional. At KS2, all testing would go ahead apart from SPAG and science. There will be no league tables this year.<br><br><b>Q: NM asked when governor visits from this committee might resume.</b><br><b>A: HP said the plan was to start next term.</b><br><br><b>Q: NM asked about the outcome of the Year 2 phonics test.</b><br><b>A: SW said the result was 84%, which was great. She was investigating why there weren't so many high scores this year.</b><br><b>HP said that after the recent assessment week, she was following up on those children who were off track, which weren't many. This would be reported in full to the T&amp;L committee at its next meeting.</b> |

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|            | <p>IS summarised the recent <b>Resources</b> meeting.</p> <p>The governors noted that the Pay committee had met and was due to meet again after this FGB meeting to consider the report from the HT appraisal panel, which had met on 25<sup>th</sup> November 2020.</p>   |
| <b>5.1</b> | <p><b>Committee memberships</b></p> <p>MW and NM have joined the Pay committee.</p> <p>There are vacancies on both committees, so JM can choose to join either one.</p>  |
| <b>5.2</b> | <p><b>Meetings timetable</b></p> <p>Change of FGB meeting times to alternate morning/evening?</p> <p>Some governors had found the 9am FGB slot difficult to attend because of work commitments. The suggestion that it should return to alternate evening and morning times (the morning being slightly earlier at 8.30am) was favoured. A draft timetable will be circulated for agreement, with any changes starting next term.</p>  |
| <b>5.3</b> | <p><b>Self-review</b></p> <p><b>Review of governance/committee memberships</b></p> <p>IS suggested some reflection on how the board is doing and whether any changes are necessary to improve efficiency. He will send out an email to the board to kick-start that reflection.</p> <p><b>ACTION: IS to start self-review process.</b></p>   |
| <b>6</b>   | <p><b>Head's report</b></p> <p>To include: SLT / leadership team ongoing discussions</p> <p>Any COVID related issues / concerns</p> <p>Pupil and staff wellbeing</p> <p>HP invited governors' questions.</p> <p><b>Q: NM noted that the school was 6 over PAN, with 33 in one KS2 class. He asked if this was a causing any pressure for the teachers.</b></p> <p><b>A: HP said that the school was oversubscribed, with just 2 vacancies. The class of 33 was a pressure, but the school had no choice in that number.</b></p> <p><b>Q: MW asked about play- based learning being extended to KS2.</b></p> <p><b>A: SW said that higher up the school this meant more drama and arts based activities. This was resulting in good progress, particularly in opening up minds. The school will continue to invest in hands-on resources to support this approach.</b></p> <p><b>Q: NM asked if the announcement about SATS tests this year would change the school's approach to learning.</b></p> <p><b>A: HP said that it wouldn't, as they don't teach to SATS anyway. She said that the school had revised the way it looks at the curriculum because of the pandemic, resulting in less packing in of content, for example.</b></p> <p><b>Q: NM noted a significant jump in free school meals (FSM).</b></p> <p><b>A: HP said that this was because more children had become eligible as a result of the effects of the pandemic.</b></p> <p><b>Q: NM asked if the Primary Partnership was still functioning.</b></p> <p><b>A: HP said that it was and it was a good support network, with the Heads working strongly together. Not much has been done curriculum wise, but policy sharing, for example, had been useful.</b></p> <p><b>Q: NM asked what the partnerships' priorities were.</b></p> <p><b>A: HP said that it was different for all schools in the partnership, and they were continuing to work out what they could share. The increased use of digital platforms had facilitated that sharing.</b></p> |

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|    | <p><b>Q: JM</b> asked how the school had embraced remote learning.<br/> <b>A: SW</b> said that it had been amazing and staff had learnt a lot from it. During the second lockdown, more visual teacher impact had been included, and self-isolating teachers had been able to participate.</p> <p><b>Q: MW</b> asked about the management and curriculum revamp.<br/> <b>A: HP</b> said that this was a work in progress and the SLT were meeting this afternoon to discuss it further.<br/> LP left the meeting at 9.40am</p>   |
| 7  | <p><b>School Improvement Plan (SIP) and Board objectives for the year.</b><br/> SIP for this term.<br/> The Senior Leadership team (SLT) is being reorganised to help it become more productive and strategic. This is ongoing.<br/> HP said that staff had been sent a questionnaire to find out their views about how the school should move forwards and to find out more about their well-being. This is under review.</p> <p><b>Q: NM</b> asked if the school had a self-evaluation form (SEF).<br/> <b>A: Yes, but it needs rewriting. HP will bring it the next T&amp;L meeting.</b></p> <p><b>Agree governing board objectives for the year.</b><br/> HP said that the January INSET day will focus on the school's values, which hadn't been looked at for a few years. IS said that the self-review process for governors would also inform the revaluation of their objectives.</p> |
| 8  | <p><b>Budget</b><br/> Governors had received the latest FRS monitor and the Business Manager's report.<br/> HP said that she didn't have any concerns about the budget.<br/> <b>Q: IS</b> noted that the school meals cost centre was running at a loss.<br/> <b>A: HP</b> said that normally it didn't but the pandemic had influenced the uptake of school meals, particularly at KS2, and a loss was expected this year.</p> <p><b>Q: NM</b> asked about lettings.<br/> <b>A: HP</b> said that just before the pandemic, lettings had started to increase, with some regular lettings to local groups, but they had now stopped. Income from this source had been roughly £2000pa.<br/> The budget was approved.<br/> The governors approved procurement cards for HP, SW and the Business Manager.</p>   |
| 9  | <p><b>Policies*</b><br/> Finance and Gifts and Hospitality. These had been reviewed by MW, the Resources Committee and the Business Manager and were recommended for agreement. They were agreed.<br/> SEND. This had been updated to reflect current personnel and is on the website. It was agreed.<br/> Safeguarding. The new 2020 policy was agreed and is on the website.<br/> Pay. This was agreed, with small changes to the current model.</p>   |
| 10 | <p><b>Safeguarding*</b><br/> Clare Jones and MW had met with HP in October. See visit report.<br/> The Head's report had covered the latest changes, including a change in the safeguarding team following the departure of Sandra Maggs.</p>  |
| 11 | <p><b>Governor training*</b><br/> <b>Reports from training.</b><br/> IS had undertaken Head's appraisal and leadership training courses. HP had completed a health and safety course and delivered a Level 2 safeguarding course to the governors. The Clerk will let JM know dates for governor induction training.<br/> <b>ACTION: Governor induction training dates to JM.</b></p>  |
| 12 | <p><b>Governor visits</b><br/> The governors received the following visit reports:<br/> SEND, Facilities, Health and Safety and Safeguarding.<br/> There had been a second Facilities meeting last week, the report is to follow. Since the involvement of the DFE, there has been progress on the outstanding issues with Kier. A check of the play equipment has resulted in a number of recommendations for action.</p>   |

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|           | <b>Q: SG asked how the governors might have some sense of progress in SEND provision.</b><br><b>A: HP said that she could anonymise her paperwork documenting progress and send it to governors.</b>  |
| <b>13</b> | <b>Clerk's report</b><br>The Clerk requested a short (one paragraph) website bio from those governors who hadn't done one, plus a photograph, to be sent to her for posting on the website.<br>HP said that the website was currently undergoing some improvements.<br><b>ACTION: Governor bios and photos for website.</b> |
| <b>14</b> | <b>Correspondence</b><br>There was none.  |
| <b>15</b> | <b>What have we done for the children?</b><br>IS said that governors' support the school's endeavours to make the curriculum fun.   |
| <b>16</b> | <b>Items brought forward by the Chair</b><br>There were none.   |
| <b>17</b> | <b>Date &amp; time of next meeting</b><br>FGB meeting March 25 <sup>th</sup> 2020 6pm   |

The meeting ended at 10.30am

- \* = standing items

#### Summary of Actions

|            | To do                                | By whom       | By when        |
|------------|--------------------------------------|---------------|----------------|
| <b>5.3</b> | IS to kick start self-review process | All governors | By next FGB    |
| <b>11</b>  | Governor Induction training to JM    | Clerk         | By end of term |
| <b>13</b>  | Governor bios and photos             | All governors | By end of term |