



VIRTUAL MEETING OF THE FULL GOVERNING BOARD ON JULY 14TH 2020 AT 9AM

"We are a community with a lifelong passion for learning."

Theme for the year – Ofsted Ready and Curriculum Leadership

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Ian Stewart (IS), Laura Partridge (LP), Sam Gothard (SG), Claire Jones (CG)

In attendance: Debbie Horton (Clerk), Sam Wilkinson (SW)

Minutes

1	Welcome & apologies for absence Neil Maslen and Ceri Goddard sent their apologies. Rob Hill was absent.
2	Attendance & declaration of Interest The clerk noted all attendees. There were no declarations of interest.
3	Approval of minutes of last FGB meeting on 23rd June 2020 They were agreed as a correct record and signed by the Chair.
3.1	Matters arising from minutes of last FGB meeting 4. MW, Head and SENDco to meet. This is to be arranged for next term and to include SG. 7. Lettings policy to include Covid 19 related amendments. IS to monitor. IS added the new appendix. He informed governors that that public liability insurance cover is advised to increase from 2 million to 5 million. He will send the revised policy to the clerk. HP informed governors that the school had decided to discontinue lettings at the moment. Action: MW, SG, Head and SENDco to meet at the beginning of next term. Action: Revised lettings policy to be sent to clerk.
4	General update and plan for Autumn term Latest news HP reported that all is going well and that bubbles had increased in size. Plan and risk assessment for Autumn term A new risk assessment template for September opening had been received by the school a few days earlier, and MW, SW and the Head had met to discuss it. HP is in the process of writing it up. SW said that school leaders felt confident about September opening as they were following the model that they were already using. Children will still receive normal amounts of education as staggered drop offs would not be too late, the latest is planned for 9.15am, and lunchtimes will be slightly shorter. The finer details, of pastoral care for example, are still being worked out. Before and After school clubs will be up and running safely. The Sendco is currently doing risk assessments for EHCP children. Q: MW asked if the school knew whether any children were anxious about coming back to school in September. A: HP said that she had asked for feedback from parents in the newsletter and had received lots of replies. Generally, parents report that children are fine and would like to return to school. Staff will be monitoring this in September, and will know more when they do return. Q: MW asked if the school had to restrict the curriculum in any way from September. A: HP said that the curriculum had been designed to be fun and exciting and it will be continued as usual. She said that she anticipates a drop in progress in writing but for reading and maths to be more stable. SW said that for Years 1 and 2, the curriculum had been looked at before Covid, and they will work on what is essential and plan from there. Q: IS asked if any parents had indicated that their children wouldn't be returning to

	<p>school in September.</p> <p>A: HP said that only two children, who are shielding, wouldn't be and the school would provide remote learning for them.</p> <p>Q: MW asked if teachers are trained to deliver online learning.</p> <p>A: HP said that it was something they just had to do.</p> <p>MW informed governors that it had been made clear in the risk assessment that children won't be sitting facing forwards, but they will be sitting in their bubbles, as normal. HP said that it wasn't possible to have forward facing seats for 30plus in a classroom.</p> <p>Q: CJ asked about staggered start times and sibling groups.</p> <p>A: HP said that siblings would be dropped off at the earlier time and picked up at the later time. No parents will be allowed into the school building.</p>
5	<p>School budget</p> <p>To monitor</p> <p>There had been no change since the last FGB meeting, so no budget documents. The next FRS would be produced for governors in September.</p> <p>Q: IS asked about Covid costs.</p> <p>A: HP said that the business manager had set up a Covid cost centre to monitor how much had been spent in this area. Since the school has a carry forward, it would have to manage any extra costs itself. So far, extra cleaning materials had been bought, and not too much had been spent. SW pointed out that over time, this would mount up.</p> <p>Q: CJ asked if the school would receive any of the promised catch- up money.</p> <p>A: HP hoped that it would, but it wasn't known at the moment.</p> <p>Q: MW asked that if the school did receive any funds, how would it be spent.</p> <p>A: SW and HP said that it would be spent on people, as there were staff who had been designated catch-up responsibilities throughout the year groups.</p>
6	<p>Religious, Sex and Health Education (RSHE)</p> <p>Where is the school at with this subject? Progress with policy?</p> <p>Has a parent and staff consultation taken place?</p> <p>'Further information from Clerks' update', which is attached, has some useful content on this subject.</p> <p>MW reminded governors that this subject would become statutory from September 2020, but because of the Covid crisis, it would not need to be in place until the summer term 2021.</p> <p>HP reported that the Sex and Relationships policy and the PSHE policies had been updated to include new content. HP said she would link the two policies in an introduction to both. MW suggested that there could be more clarity around sex education so that parents were very clear about what would be taught and when.</p> <p>CG had expressed an interest in becoming involved in any governor feedback into the final version of this policy and likewise CJ. They would meet with HP and a finalised version of the Sex and Relationships and PSHE policies would come to the September FGB meeting for approval.</p> <p>Action: CJ, CG and HP to meet to finalise RSHE policies for September FGB meeting approval.</p>
7	<p>Staff</p> <p>Staff, Head teacher and NQT performance objectives.</p> <p>Do these need tweaking because the evidence base may not be there eg SATs tests, assessments. Classroom experience for NQT?</p> <p>HP said that the unions' advice is to ignore those performance management objectives based on missing data and to carry on as if everyone has passed them. SW said that staff can't be penalised because they were unable to achieve those targets in exceptional circumstances</p> <p>Q: IS asked what would happen if a member of staff requested to go up a pay level.</p> <p>A: HP said that they did have half a year's worth of data to go on, and only a term would be missing. The previous year's performance could still be taken into account.</p> <p>Q: SG asked if performance management objectives were always based on outcome data.</p>

	<p>A: HP said that one target was based on outcome data, and others on leadership or team targets which linked with the whole school.</p> <p>Q: SG asked about feedback mechanisms for staff.</p> <p>A: HP said that staff could talk to her at any time, but she also held surgeries, specifically for feedback and discussion.</p> <p>HP confirmed that there wasn't an NQT in the school at the moment.</p>
8	<p>Policies</p> <ul style="list-style-type: none"> • Virtual meeting protocol. The clerk said that Babcock had provided a model protocol, which gave advice about how to deal with confidential matters, which so far hadn't been an issue, but which needed to be clarified and agreed before they arose. She will send round the model protocol for discussion and agreement at the first FGB meeting in September. • Annual review of Emergency Management and Business Continuity Plan. IS will check this to see if any Covid issues affect it. It will be brought to the next Resources meeting for a review. • Sport and PE premium report. HP reported that this had been written and it will soon be posted to the website. She said that the school had received Sports and PE funding for next year. <p>Q: MW asked about the direction of sports and PE next year and whether it would include competition.</p> <p>A: HP said that she would check the report and come back to governors or circulate the report when it is ready.</p> <p>Action: HP to circulate PE and Sports premium report to governors.</p> <p>Action: Virtual meeting protocol to be circulated to governors.</p> <p>Action: IS to review Business Continuity and emergency plan in the light of the pandemic.</p>
9	<p>Safeguarding</p> <p>There was no formal report for governors, but HP said that any new issues will become clear when children are back in school. At the moment all is well. MW asked for reports to governors to start again in the Autumn term. CJ and MW will meet in the new term to discuss safeguarding.</p> <p>Action: CJ and MW to meet to discuss safeguarding.</p>
10	<p>Staff mental health and well-being</p> <p>To monitor</p> <p>HP confirmed that the play therapist who works in school has continued to do supervision for staff, and she has provided extra support during the Covid crisis, for staff who have particular concerns. Nearly all shielding staff have been in school, and are confident that the school is safe. SW said that she thought mental health issues will emerge later, from September onwards, and will need careful monitoring then.</p>
11	<p>Governor training</p> <p>Babcock will be providing online training in the Autumn term. Any needed?</p> <p>CJ will look at suitable dates for new governor training.</p>
12	<p>Governance next year</p> <p>Succession planning – MW's term as Chair ends in September and a new Chair will be needed.</p> <p>MW said that he was available to talk to anyone about the role.</p> <p>Q: LP asked if MW knew if anyone is interested in the role.</p> <p>A: He said he was hopeful.</p> <p>The clerk reminded governors that they could nominate another governor (with that governor's agreement) at the first FGB meeting or nominate themselves.</p> <p>Will meetings be virtual during the Autumn term?</p> <p>HP's preference was to begin with Zoom meetings, as the current practice is not to have external people in school and cleaning would have to be done after any meeting. Governors agreed that they would like to meet in committees as well as a full governing board. IS said that meeting on a one-to-one basis with staff responsible for curriculum areas would be good to reinstate.</p> <p>It was agreed that the clerk would circulate a draft meetings timetable before the end of term, based</p>

	<p>on the usual two-committee model, but with the first half-term's meetings scheduled as Zoom meetings. Governors can decide after the Autumn half-term if they would like to continue to have Zoom meetings or if they are ready to meet face-to-face, provided this works with the school cleaning arrangements and risk assessment.</p> <p>Some governors expressed a preference for a 9-9.30 start time for meetings.</p> <p>Q: MW asked when normal governor visits might re- start. A: SW said that not at the moment, but hopefully by the Summer term. It will be something to monitor from September. CJ left the meeting at 10am. Action: Clerk to draft and circulate a 2020/21 meetings timetable.</p>
13	<p>Clerk's report Please see 'Further information from clerks' update', as in item 6, which has useful links for governors.</p>
14	<p>Correspondence There was none.</p>
15	<p>Items brought forward by the Chair There was none.</p>
16	<p>What have we achieved over the year? MW reflected that during the Covid crisis governors had not been able to interact as usual with each other or the school, but that in the circumstances all was going well. He thanked the governors for their contribution and all the staff for their efforts during this time. He thanked SW and HP for the huge amount of work that they had put into the school over recent months and to SW for her continuing presence in school during the crisis. He wished the staff a good summer break.</p>
17	<p>Date & time of next meeting FGB meeting - Tuesday September 22nd 2020 at 9am via ZOOM.</p>

The meeting ended at 10.05am.

	To do	By whom	By when
3.1	MW, SG, Head and SENDco to meet at the beginning of next term.	Head/MW	Beginning of next term
3.1	Revised lettings policy to clerk	IS	Before end of term.
6	CJ, CG and HP to meet to finalise RSHE policies for September FGB meeting approval.	CJ, CG, HP	Beginning of next term
8	HP to circulate PE and Sports premium report to governors.	HP	Before end of term.
8	Virtual meeting protocol to be circulated to governors.	Clerk	Before end of term
8	IS to review Business Continuity and Emergency plan in the light of the pandemic.	IS	For next Resources meeting
12	Clerk to draft and circulate a 2020/21 meetings timetable	Clerk	Before the end of term