



## VIRTUAL MEETING OF THE FGB ON JULY 13<sup>TH</sup> 2021 AT 9.30AM

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

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Neil Maslen (NM), Ian Stewart (IS), Chair, Sam Gothard (SG), Rob Hill (RH).

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

### Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence</b> Sam Wilkinson and Joel McIlven gave their apologies. They were sanctioned. Laura Partridge was absent. Rob Hill, Sam Gothard and Neil Maslen gave notice that they would be late.
<b>2</b>	<b>Attendance &amp; declaration of interest</b> The clerk noted attendance. There was no declaration of interest.
<b>3</b>	<b>FGB membership</b> Claire Jones has resigned as governor. There are now 3 co-opted vacancies on the board. It was agreed to move the appointment of a combined Safeguarding and Children-in-Care lead governor to later in the meeting when RH, SG and NM had arrived.
<b>4</b>	<b>Minutes of last FGBM 11.5.21</b> They were agreed as a correct record.
<b>5</b>	<b>Matters arising from last minutes for this meeting</b> <b>Action:</b> Seesaw report – IS aims to do this before the end of term. <b>Action:</b> Update of SEND website report – still to be checked. It will be moved to the statutory policy section of the website. <b>Action:</b> parent survey - JM and IS met to discuss new questions to add to the existing survey. The questions centred on the parents' experience of remote learning, Covid measures in the school, and mental health and well-being. Governors will be informed of the new questions by email and the survey will be sent out before the end of term. <b>Action:</b> check school-based procedures in Attendance policy – The existing flow chart in the policy covers this, so no further action is needed. <b>Action:</b> Reading for governors - 'Inspecting the Curriculum' and Ofsted Handbook – ongoing. <b>Action:</b> Join GovernorHub – done and working well so far.
<b>6</b>	<b>Reports from Resources, T&amp;L Committees and Governors' Disciplinary Panel</b> All members present had been at both meetings, so there were no questions. Governors' Disciplinary panel meeting report to be moved to later in the meeting when RH, SG and NM present.
<b>7</b>	<b>Head's report and SIP</b> <ul style="list-style-type: none"> <li>Covid update Parents are to be informed in tomorrow's newsletter of the Covid measures which will be in place for the new term. Some measures will be removed, for example, staggered drop-off and pick-up times, and some will remain or be adapted, for example, bubbles will be fewer and larger.  It was agreed that the first FGB meeting of the Year will be via Zoom at 6pm, rather than 8.30am. In person-attendance at Governor meetings will be reviewed at this meeting.  RH arrived at 9.50am.</li> <li>Autumn SIP IS informed governors that the Teaching and Learning Committee had asked for more detailed information to be provided in the SIP and the Head's Report about the impact of the new curriculum on SEND children and about impact and evidence more widely. The committee had suggested that</li> </ul>

	<p>Governors meet with subject leaders next term, to monitor the curriculum and with the children, to monitor PHSE.</p> <ul style="list-style-type: none"> <li>• <b>Staffing for next year</b></li> </ul> <p><b>Q: Were there plans for governors to attend the September INSET day?</b>  <b>A: Governors usually attended the January one. Plans for the September INSET day included the launch of a new Children's Council system which ensured that the voices of all children were heard in a more organised way. The accelerated reader scheme was also being launched on that day.</b></p> <p><b>Q: Where is the school at with catching-up on learning?</b>  <b>A: On track, progress is being made, but there is some way to go yet. HP had produced data to show the position in the Summer 2020, Autumn 2020 and Spring 2021 terms, which showed that progress had been made in the Autumn, but it had dropped back during the Spring lockdown. The document was shared with all governors.</b></p> <p>SG arrived at 10am.</p> <ul style="list-style-type: none"> <li>• <b>Staffing for next year</b></li> </ul> <p>There had been one resignation and multiple requests from staff for part-time contracts.</p> <p><b>Q: How do you approach decision-making about part-time working.</b>  <b>A: How it works for the school as a whole was key, and it wasn't possible to run a school with more than a certain number of staff working part-time. The school was currently at that capacity, and any more was not good for the children, continuity and effective communication. Consistency was very important for the children. The school does consider staff members work-life balance, and unlike many other schools, does not expect teachers to stay until 6pm, for example, so long as their work gets done.</b></p> <p><b>Q: Are the middle management meetings proving to be useful.</b>  <b>A: Yes, though they have dropped off in the last two weeks, due to report writing and meetings, but they will pick up again in September</b></p>
8	<p><b>Budget</b></p> <p>Governors were informed that the budget was healthy and as expected at this stage. The carry-forward was bigger than expected, but in-term spending had increased. For example, a number of kitchen appliances were in need of replacement.</p> <p>IS reported that a recent premises walk-round with Sandie Lovell showed that some windows were in need of repair, but everything else was ok.</p> <p><b>Q: Was the recent overspend in teaching set to continue.</b>  <b>A: No, this was a short-term rise, partially in response to maternity cover.</b></p> <p>The fair school funding formula consultation is out at the moment, and closes at the end of September. DAPH will comment, and the school aims to provide a comment.</p> <p>The governors acknowledged receipt and approval of the latest monitor. The Chair to sign via GovernorHub.</p>
9	<p><b>Safeguarding</b></p> <p>Governors had received a safeguarding summary and a CPOMS summary, which had been requested by the Teaching and Learning Committee.</p> <p>HP confirmed that CPOMS logged every event with regard to behaviour and safeguarding, from friendship issues to serious events.</p> <p>RH said that both summaries were a useful insight into what was happening in the school and the scale of events.</p> <p><b>Q: Are child protection and safeguarding the same?</b>  <b>A: Child protection refers to active cases involving a social worker, and safeguarding refers to cases that don't involve a social worker.</b></p>

	<p>It was agreed that MW should become the lead for Safeguarding and children- in-care, and the deputy role will be agreed at the first FGB meeting in September.</p> <p>Governors were informed that the new September 2021 KCSiE is available for them to read in the school's documents section on GovernorHub.</p> <p>RH commented that the safeguarding team appeared to be biased towards Key Stage 1. HP said that both Sam Wilkinson and the SENDco worked across the school and there was a level 3 trained member who worked in KS2.</p> <p>The meeting moved to Part 2 confidential minutes at 10.25am. The meeting moved back to Part 1 minutes at 10.30am.</p>
10	<ul style="list-style-type: none"> <li>• <b>Governors' report Visits</b></li> <li>• SEND visit – MW and SG. Covered in Teaching and Learning meeting and minutes.</li> <li>• IS to report on Health and Safety and facilities visits.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• MW and IS had attended a Babcock Ofsted preparation training. The presentation and a written report by MW had been shared with governors.</li> </ul> <p><b>Points to note:</b></p> <ul style="list-style-type: none"> <li>• Ofsted will want to talk to as many governors as possible and not just the Chair.</li> <li>• Governors will not be expected to remember every detail, so a file, of 'What governors should know' (or another name of choice), showing where evidence is, for example, would be useful for the Board. MW suggested that a working party could work on this, it could be shared on GovernorHub and a Q &amp; A with Hilary could follow.</li> <li>• Governors should know the school's strengths and weaknesses.</li> <li>• Focus should be put on impact and evidence. The Teaching and Learning Committee had started the process and asked for an extra level of detail in the Head's report and the SIP showing what the impact of actions had been and where governors might find the evidence supporting those judgments.</li> <li>• The SEF (self-evaluation form) will also give more information about evidence.</li> <li>• A school self-review was suggested as a way of starting /continuing conversations amongst staff and governors.</li> <li>• HP suggested a monthly meeting of the SLR with the Chair and Vice-Chair to go through the 'What governors should know' file.</li> <li>• RH thought that if everything was in the SIP, then governors could be confident they knew everything they were supposed to know.</li> </ul> <p><b>Action: IS &amp; MW to start work on 'What governors' should know' file.</b></p>
11	<p><b>Policies</b></p> <p><b>Capability</b> – The Governors made choices where indicated in the policy, deciding to leave some options open so that they could be decided in consultation with HR when the need arose. It was reviewed and agreed.</p> <p><b>Disciplinary</b> – HP to send details of EAP provider to clerk, for completion of paragraph 33. (<a href="https://educationsupport.org.uk/onlinesupport">educationsupport.org.uk/onlinesupport</a>)</p> <p>It was confirmed that DCC is the auditor. The policy was reviewed and agreed.</p> <p>The <b>Grievance</b> policy had been updated in line with accessibility requirements. It was reviewed and agreed.</p>
12	<p><b>FGB self-review and objectives for next year</b></p> <ul style="list-style-type: none"> <li>• How has this year been? Any improvements needed? These points had been covered in item 10.</li> </ul> <p><b>Goals for next year:</b></p> <ul style="list-style-type: none"> <li>• More information to be included in the SIP and the Head's report to support governors to monitor impact of actions and to be confident about evidence for those impact statements.</li> <li>• Governor visits to school to resume.</li> <li>• School self-review to be set in motion in the new term.</li> </ul>

	<ul style="list-style-type: none"> <li>HP was thanked for all her work and support of key workers, IS thanked the governors, the Head thanked the clerk and everyone thanked IS for his work as Chair.</li> </ul>
<b>13</b>	<b>Clerk's report</b> Any new developments which impact governors work? Nearly all the policies have been uploaded onto GovernorHub and most other documents that governors will need are there, or will be soon. All confirmations, for example, of reading and understanding KCSiE and the Governors' Code of Conduct, can now be done via GovernorHub, and likewise signings of documents.
<b>14</b>	<b>Correspondence</b> None.
<b>15</b>	<b>Business brought forward by the Chair</b> None.
<b>16</b>	<b>Meetings for next year</b> Tuesday 21 <sup>st</sup> September at 6pm via Zoom. 2021-22 meetings timetable to be agreed at September FGB meeting.

The meeting ended at 10.55am

### Summary of Actions

	To do	By whom	By when
<b>5</b>	Seesaw report	IS	By end of term
<b>5</b>	SEND website report to be checked	HP	By end of term
<b>5</b>	Parent survey questions to be emailed to governors and survey sent out, if agreed.	IS	By end of term
<b>10</b>	Work to start on 'What governors' should know' file.	IS & MW	Autumn term