



VIRTUAL MEETING OF THE FULL GOVERNING BOARD ON 22ND SEPTEMBER 2020 AT 9AM

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

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Ian Stewart (IS), Laura Partridge (LP), Sam Gothard (SG), Claire Jones (CG), Ceri Goddard (CG), Rob Hill (RH)

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

Minutes

1	Welcome & apologies for absence* Neil Maslen gave his apologies. They were sanctioned. CG, LP and SG arrived after 9am, see below.
2	Attendance & declaration of Interest* The clerk noted attendance. There were no declarations of interest.
2.1	Business interests register This will be updated and signed at the next in-person governor meeting.
3	Governing Board Composition There are three vacancies. Karen Jarvis resigned as Staff governor on September 21 st . An election for a new staff governor will take place as soon as possible. It was agreed that active recruitment will take place for the other two vacancies in January, and governors from the wider community will be sought, as the board currently has a high number of parents who are governors. Terms of office ending this academic year: Ceri Goddard – expiry 18.11.20. A parent governor election will be held at the end of November. One edit (LP's term dates) was required to the governor contact details, otherwise they were up-to-date.
4	Election of Chair and Vice Chair IS self-nominated as Chair of governors, with support from MW. RH asked if there might be some difficulty in being both a school parent and the Chair of Governors. MW pointed out that it wasn't possible to avoid this combination since only MW and LP were not school parents, and they were both standing down from the roles. CG joined the meeting at 9.10am. IS was elected Chair of governors for a term of 2 years (by show of hands whilst out of his room). There were no nominations for Vice-Chair. The governors supported MW's suggestion that he self nominates for the position, for a year, with a view to supporting someone else to take on the role next year. It was agreed that the election for Vice-Chair should take place once LP joined the meeting, to check if she wished to stand for the position again, for a year. SG joined the meeting at 9.15am. HP thanked MW for his support and hard work as Chair over the last 4 years.
5	Approval of minutes of last FGB meeting on 14th July 2018* The minutes were approved as a correct record. Matters arising from minutes of last FGB meeting including progress made on the actions raised* 3.1 MW, SG, Head and SENDco to meet at the beginning of next term – the date is yet to be

	<p>finalized.</p> <p>3.1 Revised lettings policy to clerk – done.</p> <p>6. CJ, CG and HP to meet to finalise RSHE policies for September FGB meeting approval – they exchanged emails on the policies. CG missed the first email and will give her feedback soon.</p> <p>8. HP to circulate PE and Sports premium report to governors - it is on the website, but it still needs to be circulated to governors.</p> <p>8. Virtual meeting protocol to be circulated to governors. See item 9.2</p> <p>8. IS to review Business Continuity and Emergency plan in the light of the pandemic – done, and agreed by governors.</p> <p>12. Clerk to draft and circulate a 2020/21 meetings timetable –done, see item 11.</p> <p>LP joined the meeting at 9.20am</p> <p>Action: CG to give RHSE policies feedback to Hilary</p>
6	<p>General Update</p> <p>How school is running since fully open. Staff and pupil welfare. Pupil learning</p> <ul style="list-style-type: none"> • HP reported that the return to school had been good and Covid safety measures were working well. Children who were shielding and those who were awaiting Covid test results from household members were being supported remotely. Staff and children were happy and settled. • Reading had stayed the same or progressed, but writing had dropped behind. Maths teaching was going back to where the children were in March to fill gaps in learning. Fitness had dropped off, so the school was doing a lot of sport and fitness building. • SW said that the school doesn't feel fragmented, despite the bubbles, and that staff were doing a great job. • A remote learning plan had been made and a plan for closing down a bubble. • Governors thanked the staff for all their work in getting the school up and running so smoothly. <p>Q: RH asked about the movement of teachers and TAs between bubbles. A: HP said that very few staff move between bubbles, and if they do, they socially distance. One to one support TAs clean down in between bubbles and music teachers work with screens, wipe down between children and socially distance.</p> <p>Q: MW asked if children with attachment issues found it more difficult to go to school now. A: HP said not necessarily. There were very few who had difficulties, but those who did receive individual support. She noted that at Foundation level, the new drop-off arrangements helped children with attachment issues.</p> <p>Q: MW asked how home learning was marked. A: SW said that now the school had the full Seesaw package, there was good feedback between children and teachers, which was more effective than marking.</p> <p>Q: CG asked about relationships between children after the long absence from school. A: HP said that they were good, and that behaviour on the whole was very good and children were very respectful of each other and staff.</p> <p>Q: Neil Maslen had sent in a question about whether any lack of progress in learning had been better or worse than expected. A: HP said that academically, it had been exactly as predicted and it echoed the picture across Devon schools. They are looking more deeply into mental health, to get a better picture of what is happening there.</p> <p>Q: NM asked whether the full curriculum was being taught. A: SW said that it was and that they were not just concentrating on Maths and Literacy. They were focussing on play, and creativity, as ways of learning and catching- up.</p> <p>RH and SG felt that it was important that parents had feedback about what went well in home learning and what didn't, what to look out for if lockdown happens again, and to set that into a</p>

	<p>national context. SG suggested that parents are told about the drop off in fitness, for example. HP had decided against including this in a newsletter in case it was perceived as insulting, but thought it could be communicated through a governor update or in another way.</p> <p>Q: SG asked about teacher feedback and remote learning, and suggested video feedback of about ten minutes a week. A: HP said that feedback had been given through messages, and via Seesaw, but she would explore this suggestion further. She had received emailed feedback from parents, and as a next step, Zoom meetings or phone calls were being planned for parent consultations.</p> <p>Q: IS asked if staff meetings were going well. A: HP said that they were socially distanced, but had resumed as usual and were going well.</p>
7	<p>School Improvement Plan (SIP) and Board objectives for the year. A SIP had been circulated before the meeting. It's a work in progress, as the SLT need a greater understanding and knowledge of the children's catch-up needs, before it can be fleshed out. It will be very different to the previous SIP.</p> <p>Q: NM sent a question asking if phonics would still be a priority. A: HP said that it would, and also vocabulary with the younger children.</p> <p>Q: LP asked if training about how phonics is taught would be available to parents. A: SW said that foundation staff arrange a training for parents every year and it's not yet clear how that will be done this year. CG suggested a webinar.</p> <p>Q: CJ asked if the school had received feedback about the kinds of home learning tasks that had been set as she found worksheets to suit her family much better than creative tasks, which they might not have the resources for. A: HP said that families responded differently to the tasks, so a mix between worksheets and creative tasks was needed so that everyone could engage in some way.</p> <p>Q: CG asked how the SIP might address the increasing needs of vulnerable children, in the light of the pandemic and economic recession, and how educational difficulties for them might be mitigated. A: HP said that each child is responded to individually. More generally, the school is currently recruiting a Key Stage 2 TA for pupil premium children.</p> <p>Q: IS asked about Ofsted and the recently announced checks on schools. A: HP said that she can justify the school's position and doesn't do any specific preparation.</p> <p>Governor objectives for the year:</p> <p>CG said that once the SIP had been developed, then the governors could set their objectives for the year, as the two should dovetail. MW thought that SEND children were an even higher priority than usual and IS suggested reinstating links with subject co-ordinators. HP said that co-ordinator roles had changed.</p> <p>Governors agreed to revisit objectives at the next FGB meeting.</p>
8	<p>Budget and staffing Latest monitor What additional expenditure has there been due to COVID? Implication of staff changes? Catch-up money from government?</p> <p>HP said that whilst the budget is fine, spending had changed. Covid costs had meant that funds had been diverted to upgrading Seesaw, hand sanitiser, reading books online and extra cleaning payments, but savings had been made elsewhere. Sandie Lovell keeps a Covid budget to monitor expenditure.</p> <p>Q: RH asked if the planned expenditure on resources was still going ahead.</p>

	<p>A: HP said that it was.</p> <p>HP reported that at the moment, staff who were isolating, were covered in-house, with additional pay for the TAs who were covering. If a high number of staff have to isolate, then costs would increase, which could be problematic.</p> <p>Q: NM sent a question about plans for catch-up pay.</p> <p>A: HP said that information around catch-up pay was rather vague, as it wasn't clear if the £80 per child included those in Reception, who didn't need to catch-up. She is awaiting more clarification and still deciding the best way to spend it.</p> <p>The governors agreed the latest monitor.</p>
9	Housekeeping
9.1	<p>Code of conduct</p> <ul style="list-style-type: none"> Since a 2020 model has just been produced, governors agreed to postpone this item (which had been to consider an earlier version), to the next FGB meeting in December. The clerk will circulate the latest model after this meeting.
9.2	<p>Meeting protocols</p> <ul style="list-style-type: none"> Reminder of meeting protocols, how to put items on the agenda, apologies, sanctioning of them, Part 2 proceedings – done. The governors agreed the Virtual meeting protocol with one edit, which would increase the suggested meeting time of one hour to an hour and a half.
9.3	<p>GDPR consents</p> <ul style="list-style-type: none"> Do you give consent for your photo and pen portrait to appear on the school website and for mobile numbers and emails to be shared between board members. Please note that your name and term of office appears on a public database, Getting Information about schools, (GIAS), and your date of birth, postcode, and any previous name is also held on this database, but these details are not public. The governors agreed to the above.
9.4	<p>Open or closed FGB meetings?</p> <ul style="list-style-type: none"> The governors agreed to continue with closed meetings.
10	<p>Committee membership, lead governor roles and terms of reference</p> <p>Please read attached documents:</p> <ul style="list-style-type: none"> Terms of reference for First and Second Committees, Resources and Teaching and Learning committees, Pay Committee, Head's Appraisal Panel, Safeguarding lead governor and lead governors without specific terms of reference. They were agreed. <p>Committee memberships and lead governor roles:</p> <p>IS noted that the Teaching and Learning committee has two vacancies. The Pay committee and the Head's appraisal panel also have one vacancy each. Whilst they are quorate with all members present, ideally there needs to be one more member each. There were no volunteers.</p> <p>The memberships and lead roles remained as before.</p> <p>RH left the meeting at 10.30am</p>
11	<p>Meetings timetable 2020-21 and Annual Cycle of business 2020-21</p> <p>They were agreed.</p>
12	<p>Head's appraiser</p> <p>The governors agreed that this year's appraiser would be from Babcock Idp.</p>
13	<p>Skills audit</p> <p>Assessment of skills audit. Please refer to attached skills summary. Is your data up-to-date?</p> <p>IS to send amendments to his skills audit, otherwise they were up-to-date.</p>
14	Policies*

	None for this meeting. Latest safeguarding policy to be customised for next meeting. Action: The Lead Safeguarding governor, Deputy safeguarding governor and the Head to work on this for the December FGB meeting.
15	Safeguarding*
15.1	Governor training All governors have at least Level 2 safeguarding training. The clerk will check with Babcock, the required frequency of refresher training. Safer recruitment training to be monitored.
15.2	Keeping Children Safe in Education (KCSiE) 2020 Please read Part 1 (information for all schools and college staff) and Part 2 (management of safeguarding). Signature required showing that this document has been read and understood. This can be done at the next physical meeting. DFE comment: We have made changes in three circumstances. Firstly, where legislation has required it e.g. reflecting mandatory Relationship Education, Relationship and Sex Education and Health Education from September 2020. Secondly, where we have helpful additional information that will support schools and colleges protect their children e.g. mental health, domestic abuse, child criminal and sexual exploitation and county lines. Finally, important clarifications which will help the sector better understand and/or follow our guidance governor attendance. Action: To be re-visited at the December FGB meeting.
16	Governor visits Will there be any visits this term? No in-person visits are planned, apart from Facilities visits by IS, and Chair/Head meetings. This situation will be monitored and governors informed of any changes. There will be a virtual SEND visit.
17	Governor training*
17.1	Future training To identify any training needs. CG is booked for new governor training in October. IS requested responsibilities of the Chair training. To view a list of current training offers from Babcock please check the CPD page on the Babcock website.
18	Clerk's report None
19	Correspondence None
20	What have we done for the children? Governors are more aware of how Covid measures have affected learning and will re-focus energies when the new SIP is produced.
21	Items brought forward by the Chair How to maintain GB relationships when we are not meeting in person. How to feel part of school? At the moment, Zoom meetings were seen to be the only way to make contact. The Head and Chair will continue to meet.
22	Date & time of next meeting FGB meeting December 8th 2020 9am Virtual Will committee meetings be in person? It was agreed that they will be virtual for the foreseeable future.

The meeting ended at 10.45am

- * = standing items

	To do	By whom	By when
5	RSHE policies for comment	CG	By next FGB
14	Safeguarding policy check	Head, CJ, MW	December FGB
15.2	KCSiE (to read)	All governors	December FGB

