



Minutes of Business Meeting
Held on Tuesday 1st December 2020 at 6pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Hilary Sanderson (Chair), Sue Rudge (SRu), Sue Read (SRe), Nicola Bodnar (NB); Ruth Garbutt (RG), Sarah Jarman (SJ), Jessica Webb (JW), Kim Fleming (KF), Chris Sanderson (CS) Mary Hancock (MH); Sorcha Rayner (SRa); Shaun Barker (SB); Stacey Miller (Clerk)
Apologies	Pippa Williams (PW); Ben Willan (BW)
Visitors	None

Matters Arising:

Item	Action	Responsibility	Deadline
3	SRe to find out and circulate the app she uses for GSuite	SRe	-
6	HS to complete LA Insurance / Risk Protection Arrangements for 2021/22 survey by 4 th December.	HS	4 th Dec
7	Clerk to add KF as Art link governor	Clerk	ASAP
7	RG to send SRe and CS the date of the upcoming SRE evening.	RG	ASAP
7	Clerk to pass on updated link governor roles to Emma to add to the website.	Clerk	ASAP
9	SRu to check whether can change from a group 2 to group 3 school within the academic year.	SRu	ASAP
10	SJ to produce Serial and unreasonable complaints policy.	SJ	-
10	SJ to forward details of PCSO to SB so he can contact them about visits.	SJ/SB	-
11	All governors to sign up to governor visits and conduct training courses.	ALL	Ongoing
12	RG to monitor the situation with sore hands and see if there is any good practice that can apply to help.	RG	-

Minutes:

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	HS welcomed all to the meeting, with a particular welcome to Shaun Barker who is a new parent governor. Apologies were received and accepted from BW and PW. The meeting was quorate.
2. Declaration of Interests	No new interests were declared.
3. Minutes of last FGB meeting, matters arising & actions – FGB 1 st Oct 2020*	2: SRu to circulate the document from TH regarding virtual visits to all governors. COMPLETE 4: All to send their completed pecuniary interest forms to the Clerk. COMPLETE 4: ALL to apply for the Update Service once they have received their DBS confirmation. COMPLETE.



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	<p>6: Clerk to add election of Chair of F&P Committee to next F&P Committee agenda. COMPLETE</p> <p>6: HS to check with CW if he is willing to remain on the Headteacher's Review Panel. COMPLETE</p> <p>6: All governors to confirm by email to the Clerk that they have read and accept the Governors Code of Conduct. COMPLETE</p> <p>6: PW to discuss a writing governor visit with JW this term. ONGOING</p> <p>7: Clerk to change minutes of 13/07/2020 Item 9 'through the Parish Council' to through the 'Diocese Safeguarding Team'. COMPLETE</p> <p>7: Clerk to add 'Agree future meeting times' to T&L agenda for discussion. COMPLETE</p> <p>9: PW to circulate further information regarding new assessment standards to GB when received. ONGOING</p> <p>12: HS to discuss with RG how the school champions of change can ask their questions through the interview process. COMPLETE</p> <p>13: All governors to confirm to the Clerk and EW that they have read and will act in accordance with KCSIE 2020 Part 1. COMPLETE</p> <p>15: EW to send around details to governors to register on GSuite. ONGOING</p> <p>Action: SRe to find out and circulate the app she uses for GSuite.</p> <p>15: NB to send out links to support governors using GSuite. COMPLETE</p> <p>18: HS to circulate link to page of all courses that are open this term. All are virtual. COMPLETE</p> <p><u>Clarification:</u> SRu confirmed that advice is these will remain virtual until at least Feb 2021.</p> <p>DECISION: The governing body approved the minutes of the last FGB meeting.</p>
<p>4. Headteacher's report</p>	<p>The Headteacher's report was circulated prior to the meeting. SJ highlights any updates since circulation.</p> <p><u>Staffing:</u> SJ explained that a number of members of staff have required to take leave due to a variety of reasons, but clarifies it has not been COVID related in most cases. She explained that some members of staff have had to take extra time away from the workplace if they were expecting a medical procedure due to the need for self isolating prior to these. These absences have an impact on school, but are managing and haven't had to close any bubbles.</p> <p><u>School Roll:</u> One bullet relates to the increase in children having school meals. SJ explains that the increase is due to reintroducing hot school meals.</p> <p>Q: A governor asked that whether the staff absence and increase in school meals have had any implication on the budget.</p>



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	<p>A: SJ explained that they can get some funding back for COVID related absence, but alot of recent cases haven't been COVID related. Insurance can cover any absence over a particular time frame for teaching staff.</p> <p>Q: A governor asked if they have had to use supply teachers.</p> <p>A: SJ explains they have been able to use staff including TAs and part-time teachers. However, we have a good supply teacher who has provided some cover and therefore consistency.</p> <p><u>Quality of Education:</u> First bullet point - RG and SJ are undertaking lesson observations relating to performance management assessing quality of lessons. 92% judged as good which is a significant shift for the school. SJ recommends governors use these figures in reports. There are some observations still to take place so this figure may change.</p> <p><u>Accelerated progress:</u> SJ explains the school is signed up to the catch-up premium and signed up to the national tutoring programme and using SP Tutors, who were recommended by the LA. It will be targeting reading, writing and maths for year 6, then for the rest of the school. It was also going to be used for reception for the Nuffield Early Language Development Programme, but this will now be funded through Opportunity Area funding instead.</p> <p><u>SEN/Attendance:</u> Attendance for the whole school is at 97.7% when the report written, an improvement on this time last year. SEN children are usually behind, but are actually in line with rest of school.</p> <p>Q: A Governor asked how do you account for the increase in SEN attendance.</p> <p>A: SJ explained that people aren't going on holiday, travelling or gathering currently. Also, the parent questionnaire says parents are very happy with SEND at the school which may explain it as parents are happy to have children in school.</p> <p><u>Progress Data</u> Using Pupil Asset to provide information on how SEND children are doing in each year group and percentage of where working at and comparisons. Still getting used to this data package and need to make sure we are moderating properly. SJ emphasises that this is now the benchmark to start assessing progress.</p>



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	<p><u>Interventions and impact:</u> The school has started many new interventions such as Fresh Start and Success Arithmetic. These are highly regarded and known to have a good impact.</p> <p><u>Exclusions:</u> Have had 1 fixed term exclusion. This involved a case where behaviour was dangerous to staff and children. The parent realised the school is not the right place for the child to learn and decided to move the child to specialist provision in September. In the meantime, the school has a responsibility to provide the child's learning and will need pay for a tutor for that child per day from their EHCP funding allocation.</p> <p><u>Personal Development:</u> Children can now access Blue Smile Counselling, which is now funded through the OA for up to 8 children. The Headteacher was successful in gaining this funding through a successful application to the OA. Q: A governor asked if this was on a 121 basis. A: Yes</p> <p><u>Attendance and Punctuality:</u> Already touched on, and very positive as figures are up.</p> <p>SJ raised a case with one family with significant attendance concerns. That family have had a part-time timetable, but is not working and will now have a multi-disciplinary meeting to ensure the child is getting back in to school, following the introduction of a parent contract.</p> <p><u>Leader and Management:</u> Opportunity Area Bid: SJ has submitted a bid to OA and is delighted to report the school has been awarded just over £31k to help implement a number of strategies to support teaching and learning and children's wellbeing. More information will be provided at T&L committee.</p> <p><u>Premises and Grounds:</u> SJ explained that there is lot of maintenance to catch up on. Confirmed a new dishwasher has been purchased which was agreed at F&P committee.</p> <p>There has been an issue identified during CCTV camera service that many cameras are broken and need repairing. Also have had to order an outdoor fire alarm which wasn't working. Q: A governor asked if it was linked in to the fire alarm system. A: Yes. Q: A governor asked why this was not picked up on fire check. A: SJ explained these are not done anymore.</p>



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	<p>Q: A governor asked who develops the schools fire plan, exit routes etc. A: SJ explained they have a fire risk assessment annually. Also, buy in to Strictly Education (property maintenance company) who review it every 5 years, but in between this it is up to HT to complete an annual fire risk assessment.</p> <p>Q: A governor ask the cost of CCTV repairs. A: £395</p> <p>Q: A governor asked the cost of the dishwasher. A: The cost was quoted at F&P, was approx. £8k.</p> <p>A governor praised SJ saying they have never seen that amount of funding achieved, well done. SJ explained that the office staff are brilliant and becoming quite skilled. Amy who deals with premises, with links with finance, is really enjoying the role and getting on top of processes and procedures.</p> <p>Q: A governor asked if the school has a list of approved contractors. A: The LA used to but Sutton is with Strictly Education who now pass that information on to us.</p> <p>There have currently been 58 responses on the parent questionnaire. 95% agree or strongly agree that their child is happy at school.</p>
4. Feedback from F&P meeting – 16 th Nov 2020*	<p>HS talked through the key points raised in the F&P committee. The Minutes were circulated prior to the meeting.</p> <p>BW conducted a very thorough H&S walk and report and highlighted many things to deal with including the ramp to the mobile classroom</p> <p>Q: A governor asked if SJ had received any further feedback from the LA on this. A: SJ explained there will be a temporary fix followed by a permanent fix in February and is awaiting confirmation on who will need to pay.</p> <p>School had a conditions survey last year and has only just received a report. This means there may be other costs to consider.</p> <p>SJ will continue to add costs for premises to list unless under £2000 which SJ can action.</p> <p>Q: A governor asked what happens with any money that isn't spent. A: Last year allowed to carry forward, but not sure about this year. Pupil premium holding off as finding out what will get from OA.</p>



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	Catch up plan is on website under COVID.
5. Feedback from the LAIG 12 th Oct/27 th Nov*	<p><u>12th October 2020 meeting:</u> The Key points from the LAIG were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • The LAIG wishes to thank Sarah and Ruth who are providing strong leadership which is really helping to move the school forwards. • The LAIG is pleased to hear that pupils have returned with confidence and enthusiasm for learning. • The quality of teaching and learning is not yet consistently good across the school, however, leaders are doing all that they can to make the necessary improvements in those year groups where it is required. Early Years is a strength. • Additional training is needed in managing behaviour and also to ensure that TAs are effectively used in all lessons. • It is pleasing to hear that governance continues to improve and the LAIG thanks the new Chair of Governors for taking on this challenging role. • It is good to hear that parents are slowly regaining trust in the school; this would be further advanced by ensuring that teachers are regularly communicating with families. • The school needs to be able to improve its IT provision and allocate funding for this very important resource. • The LAIG is pleased that the Opportunity Area are joining the group to enable coherent and joined up support to be provided for the school. <p>HS covered the feedback from the latest meeting.</p> <ul style="list-style-type: none"> - It is pleasing to hear the school continues to move forward at rapid place. - Quality of teaching and learning – leaders know what to do. This has improved but needs to keep improving. - Thanks to OA providing funding. - Learning environment across school has improved but consistency needed. - Expectations of HT made clear. - Children felt safe and well cared for. - Foundations for behaviour been laid out but TAs still require support by teachers and leaders. - Recognise significant input of Chair and Vice-Chair but all governors need reinforcement of their responsibilities. Sign up for training and visiting school through Zoom meetings and writing up reports. Currently there is not a wide enough range of people doing this. - If had an Ofsted inspection, that side of the GB would let the school down and may lead to a rating of requiring improvement or unsatisfactory. <p>Q: JW asked if she needs to pick up other areas. A: No, other governors need to pick up visits more.</p>



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<p>6. Insurance / Risk Protection Arrangements for 2021/22</p>	<p>A document and email was circulated prior to the meeting. SJ asked governors if they had read the email and if it was clear. SJ explained that the budget for insurance is taken from the schools budget share and the LA are looking at the schools appetite for the proposal to shift from LA insurance scheme to the RPA option.</p> <p>There is a survey asking GBs to respond whether they support the change.</p> <p>Governors discussed the two options. The RPA one looks better as pay less and covers what would need. However, there is concern that they are just putting out an attractive bid this year, then costs will be put up in the future.</p> <p>A governor states that the excesses are higher on the RPA option.</p> <p>SJ asks governors for opinions on the two options.</p> <p>A governor proposes to stick with the LA option. A governor says to stick with who you know works. It may not be beneficial in the long term to change.</p> <p>Q: A governor asks if the RPA option has been vetted in same way as the existing option or whether it is up to school to do this. A: SJ says this should have been done by the LA.</p> <p>A governor suggests there should be greater accountability for the LA option.</p> <p>The decision was put to a vote. DECISION: Governors unanimously voted to sticking with LA option. Action: HS to complete survey by 4th December.</p>
<p>7. Committee membership and link governors</p>	<p>HS asked if all governors are happy with the committees they are currently on. All governors were happy with their membership to the sub-committees.</p> <p>Q: KF asked to clarify if she is still link governor for art as this was no longer on the list. Action: Clerk to add KF as Art link governor</p> <p>RG asked if there could be a governor assigned to PSHE. SJ mentioned PSHE could be included within the wellbeing link governor role. DECISION: It was agreed to have a joint PSHE/Wellbeing link governor role.</p>



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	<p>It was discussed that a link governor for Science will be needed next term to compliment the ‘deep dive’ in to the subject. DECISION: It was agreed that MH would take on the Science link governor role for now. Q: A governor asked who the Science lead is. A: Angela Woodruff is Science lead.</p> <p>It was clarified that the English link governor role will include phonics.</p> <p>The role of Assessment and Data link governor was discussed and explained that it shouldn’t be down to just one person and should be responsibility of all governors. Data will be collected by SRe and SRu and JW.</p> <p>The Budget link governor role is vacant. It was suggested this role is given to SB. SB says he will need more information on the role but would be happy to take this on. SJ suggested SB to come along to the next budget setting meeting with the accountant which will give some information about this role. SB mentions his professional background in construction and offers to have a look at any quotes and vet any works being done at school. SJ thanked SB for the offer and suggests he would be an asset to the F&P committee.</p> <p>SJ explained there is an SRE evening coming up for parents and said it would be good for SRe to attend. CS asked to also be involved in the SRE evening from a safeguarding point of view. Action: RG to send SRe and CS the date of the upcoming SRE evening.</p> <p><u>Co-Opted vacancy:</u> HS explained that the LA is approaching a governor, with an education background, who may be able to fill this vacancy. Action: Clerk to pass on updated link governor roles to Emma to add to the website.</p>
8. Governor Wellbeing Guide	<p>SRe covered the main points of the guide and that the last couple of pages are a tick list, and that the school is doing quite well.</p> <ol style="list-style-type: none"> 1. On a visit, don’t look at the barriers to learning, there should be a focus. 2. Should make sure we are in an informed position when we go in.



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	<p>3. Chairs to meet with the HT – these will now happen every couple of weeks.</p> <p>4. Agenda planning – there should be a clear reason for every item and governors come prepared with questions. To keep meetings crisp and on time, and have questions ready so not asking unnecessary questions at the meeting.</p> <p>5. Keeping to agenda timings.</p> <p>6. Staff questionnaire has been sent, so will get feedback from SJ.</p> <p>All governors' have responsibility for HT welfare. Any worries, bring them to SRe. SJ suggested that perhaps staff should be entitled to professional supervision since they take on much the same workload and responsibility issues as other sectors, who are supported through this model.</p> <p>Any questions? Q: A governor asked if any of the OA fund will be used for wellbeing. A: SJ explained that there will be supervision sessions with staff who feel this would be helpful to them and will cover how to manage their own wellbeing, manage children's behaviour and workload. It will be an opportunity just to have someone to talk to.</p> <p>A governor expressed support for that initiative as a qualified mental health first aider. JS confirmed it is about not putting more on people's plate and being supported by the right people. A governor expresses how SJ has created an environment where people feel safe and trust to be open about their feelings. SJ confirms policies and procedures are now in place to support people. However, this extra layer of support was important to provide.</p>
<p>9. Headteacher appointment</p>	<p>SRu explained there will be an advert out next week. They have taken the decision not to advertise with Times Ed as for the cost of £1k they have not really had any benefit from it previously. It will be advertised through the LA and Diocese links.</p> <p>SRu explained they have various people working on promoting the vacancy and are confident we should get a few applications.</p> <p>Advert deadline is 25th Jan and candidates should be able to visit school in the New Year. SJ confirms she is happy for candidates to visit before Christmas. SJ and RG are creating a virtual tour of the school for HT recruitment and for parents and will share on the school website. Interviews will be held on 4/5 Feb 2021.</p> <p>There is a requirement to set up a new recruitment panel due to two governors who have now left the GB. JW had previously expressed an interest so has agreed to take up on of the positions, but another governor is still needed.</p>



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	<p>HS explained what being on the recruitment panel involves and the dates they would need to be available.</p> <p>Q: A governor asked who leads the process. A: GB, helped by LA and Diocese.</p> <p>Q: A governor asked about the recruitment agency and that they guaranteed they would provide a candidate. What happens if this does not work?</p> <p>A: The LA are being very proactive and looking for suitable candidates, something not usually done by the LA.</p> <p>SJ explained that until recently, she was unaware that some possible candidates thought she as interim would be going for the job, so is now letting other candidates know this is not the case, and they may now apply.</p> <p>SRu clarifies that we will not have someone in place for April and it will likely be September. LA will provide an interim HT if this is the case.</p> <p>DECISION: SB happy to join HT Recruitment Panel in principle but will need to confirm availability. It was agreed if he could not make the dates SRa would join instead.</p> <p><u>Salary range:</u> SRu explained that she felt the current salary range was putting potential candidates off applying as it didn't provide much scope for moving up. SRu explains that the school is currently a group 2 school with a salary range up to L21. She proposes to advertise the position as a group 3 school with a range up to L24.</p> <p>Q: A governor asked if we were allowed to do that at any point in the year.</p> <p>A: Yes, but have to go through governing body. Action: SRu to check whether can change from a group 2 to group 3 school within the academic year.</p> <p>Q: A governor asked if we can afford it.</p> <p>It was discussed further that without a stable HT the school will keep losing numbers. They need to attract a good candidate to continue with progress made.</p> <p>Q: A governor asked the difference in costs for the salaries. A: L21 £69k; L24 £74k</p> <p>Q: A governor asked if this increase would be in the forecasted budget. A: SJ explained that it would be set in next year's budget.</p> <p>DECISION: The GB agreed to move the ISR to group 3.</p>



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<p>10. Policies</p>	<p><u>Complaints Policy:</u> This is a model policy following DfE guidance. SJ has written on the basis that if a complaint reaches the stage of being reviewed, assumed the GB won't have face to face meetings. Is this still the case? A governor confirmed that this is correct, they have found that it didn't add anything by having face to face as it is more about assessing the process taken rather than the incident.</p> <p>Section highlighted in red - 3 or 5 school days? There was a unanimous decision to go with 5 days.</p> <p>SJ highlighted that there is no Serial and unreasonable complaints policy currently. Action: SJ to produce Serial and unreasonable complaints policy.</p> <p>Appendix 3: refuse entry to school premises. It was agreed to keep this in. A governor says this gives the headteacher the confidence that they made the right decision. Q: A governor questioned that there was experience of this recently. A: SJ explained the case in question. Q: What was the schools approach? A: SJ explained that LA advised a letter that has been adhered to.</p> <p>Q: A governor asked if there is a sanction to call police. A: Yes, this would have been the next step. Fortunately, this hasn't been needed.</p> <p>Q: Has there been a PCSO come in to visit following anti-social crowding at school gates? A: They have been asked, but they have not turned up as yet. Action: SJ to forward details of PCSO to SB so he can contact them about visits.</p> <p>DECISION: The Complaints policy was approved by a majority of the GB: 11/12 – one governor abstained.</p> <p><u>Communications Code (linked to Complaints policy):</u> SJ confirmed that this document does not need approval.</p> <p>A governor asked whether it also applies to governors. No, it that would be included in the Governor Code of Conduct. SJ explained that this document isn't to do with governors.</p> <p><u>Whole School Pay Policy:</u> SJ explained this is a statutory policy taken from EPM model. The old version did not have any personalised developed annexes, these have now been added.</p>
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	<p>This policy is currently being consulted upon by trade unions. Currently, have not received any comments back from trade unions and that ends on Friday.</p> <p>This has been discussed at F&P committee. SJ confirms a query raised at F&P regarding the overlap of unqualified and newly qualified teacher pay scales, and confirms that EPM are happy that this overlap is fine.</p> <p>DECISION: The Whole School Pay Policy was agreed by a majority of governors 11/12 – one governor abstained.</p> <p><i>[SJ left the meeting]</i></p>
<p>11. Governor actions</p>	<p><u>Feedback from governor visits:</u> Some governors have no entries on the visit log or training log. It was emphasised at the LAIG that all governors have to do some visits and this will be looked at in any Ofsted visit.</p> <p>SRu has circulated the visits programme and training log and emphasizes that all governors must undertake these. Action: All governors to sign up to governor visits and conduct training courses.</p> <p><u>Governor Visits Programme:</u> SRu has circulated this.</p> <p><u>Training and CPD:</u> JW recommended the Ofsted module as she found this very useful. SRu recommends the Governors for Schools courses as these are slightly shorter.</p>
<p>10. Impact of the meeting</p>	<ul style="list-style-type: none"> - Received a complete update of the school at the moment - Reassured about the progress of pupils and catch up provision in place - Improved parental confidence in SEND provision and attendance in general, and understand why this has happened and what we need to go to keep this going - Extra funding options – thank you to Sarah as this helps to eke out the budget. - Organised link governor roles to ensure doing RAP monitoring as well as subject monitoring. - Back to full complement of HT recruitment panel



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11. Schedule of future meetings	FGB 1: Mon 25 th January 6pm FGB 2: Wed 17 th March 6pm F&P: Tues 2 nd March 6pm T&L: Fri 12 th Feb 10am
12. AOB	<u>Governing visits:</u> SB happy to do any visits and shadow JW to get an idea of what they entail. <u>Hand washing:</u> A governor raised some comments received from parents about hand washing and how children's hands are becoming sore. KF raised that children are allowed to bring in a bottle of hand cream if needed, and they are supervised washing hands. Parents have been told they can provide cream, but need to go through teacher. RG mentioned they do not want to encourage more people bringing cream in as this presents another burden to staff and the hours that the children have to learn, on top of handwashing. Action: RG to monitor the situation with sore hands and see if there is any good practice that can apply to help.
13. Meeting close	20:17

Signed as a true record *Hilary C Sanderson* (Chair)

Name: Hilary Sanderson

Date: 25th January 2021