



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Sue Rudge (Co-Chair), Hilary Sanderson (Co-Chair), Emily Gore-Rowe – HT (EGR), Sorcha Rayner (SRa), Jessica Webb (JW), Chris Sanderson (CS), Kim Fleming (KF), Stuart Davis (SD), Ben Willan (BW), Sue Read (SRe), Craig Wilkinson (CW), Mary Hancock (MH), Stacey Miller (Clerk). Pippa Williams (PW) and Nicola Bodnar (NB) – joined following Item 3.
Apologies	None
Visitors	None

Matters Arising:

Item	Action	Responsibility	Deadline
5	EGR to pass local contact regarding meal support for families on to Katie Pendle.	EGR	ASAP
5	EGR to raise with Katie Pendle to see if can consider anything further the school can do to support parents and children.	EGR	ASAP
5	SRa to circulate the link to NSPCC guidance.	SRa	ASAP
9	SRu to add to newsletter regarding VW.	SRu	ASAP
9	Need to communicate news about changes to Dan Smith and Ruth Garbutt roles.	CoGs / Headteacher	ASAP

Minutes:

Item	Issue Raised
1. Welcome & apologies for absence/note of absenteeism	HS welcomed all governors to the virtual meeting via Zoom. No apologies were received. The meeting is quorate.
2. Declaration of Interests	None declared.
3. Governing Body Membership	SRu explained that Kim Fleming was elected through the staff governor election process. As she was the only person to come forward at the time she was elected unopposed. Since the election deadline passed, two further staff members have come forward saying they would be interested in becoming a governor. We have two co-opted governor vacancies so it is suggested we nominate the two interested members of staff to fill these vacancies. A governor asked what the length of term is. 4 years from when elected by the governing body. A governor highlighted that by having a full governing body it doesn't provide any opportunity for anyone that may come forward with good skills in the future. However, there is the possibility such an interested person



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>could become an associate member, if this situation did arise. The governor continued to emphasise that the skills being brought in by the governor is important. It was suggested that only one staff member is elected but another Governor raised the point that staff members would be knowledgeable about curriculum, which is needed presently.</p> <p>A governor asked what skill set the GB is looking for. The GB conducted a skills audit at the end of the last academic year and found there were no obvious skills gap.</p> <p>A governor emphasised that it is good to have staff members volunteering and bring value as a governor from their role in the school, and wouldn't want to deter that enthusiasm. The two staff members being nominated are: Pippa Williams (Senior Leader) Nicola Bodnar (Teacher).</p> <p>Deputy Heads are sometimes included as Associate Members and we may want to have the Interim Deputy Head join as an Associate Member capacity.</p> <p>A governor proposed to accept both Pippa Williams and Nicola Bodnar as Co-Opted Governors. <u>DECISION: The GB accepted Pippa Williams and Nicola Bodnar as Co-Opted Governors.</u></p> <p><i>[PW and NB are invited to the virtual meeting.]</i></p> <p>A governor asked who will be doing the induction for the new governors. The Co-Chairs will arrange the induction process.</p>
<p>4. Matters arising/minutes from last two FGB meetings</p>	<p>[PW and NB joined the meeting]</p> <p><u>16th March 2020</u> The GB were asked if there are any comments of accuracy regarding the minutes. No comments were received so the minutes of the FGB meeting of 16th March 2020 were approved.</p> <p>SRu highlighted the challenge required on the important items within GB meetings such as the Headteacher's report.</p> <p>Matters arising: 4 - Clerk to check and chase any governors who have not confirmed they have read KCSIE policy. - Just waiting for one to confirm. 4 - All to send electronic copies of visit reports to Headteacher, Chair and Clerk. - ongoing 4 - Clerk/EGR to add in next Sept – "Approval of Whole School Pay Committee to be delegated to pay committee" – Carry forward 4 - EGR to check full governor visit list is sent to SRu - DONE</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>4 - SRu to send out provisional governor visit list. – NOT DONE – no longer required due to lockdown.</p> <p>5 - Clerk to add F&P Committee minutes of 4th March to next FGB meeting – NOT DONE – not urgent agenda item.</p> <p>6 - SRu to circulate the revised Terms of Reference for comments. – carry forward, to be ratified by email before next meeting</p> <p>8 - EGR to circulate Year 6 data to GB - DONE</p> <p>10 - EGR to circulate SFVS electronically - DONE</p> <p>10 - ALL to send changes to SFVS to SRu/HS/EGR - DONE</p> <p>11 - EGR to circulate SIP electronically - DONE</p> <p>12 - All to put your name against a governor visit. – No longer required</p> <p>13 - Clerk to add the Roles and Responsibilities of Governors by BH training that all attended in the Dec 19 FGB meeting to training record. - DONE</p> <p>13 - Clerk to add Governors Induction course for new governors to training record. – DONE</p> <p>HS welcomed PW and NB who have joined the call following election as new Co-opted governors. NB announced she has been a governor previously at another school.</p> <p><u>8th April 2020</u> The GB were asked if there are any comments of accuracy regarding the minutes. No comments were received so the minutes of the virtual FGB meeting of 8th April 2020 were approved.</p> <p>Matters arising: 3 - Clerk to carry forward Minutes of FGB meeting 16th March as agenda item on next FGB meeting. – to be deferred until later date</p> <p>5 - EGR to find this figure and circulate. - DONE</p> <p>5 - EGR to change B6 to say 'potential increase'. DONE</p> <p>6 - Clerk to add Draft Teaching and Learning Policy on agenda for next FGB meeting. – to be deferred until later date</p> <p>6 - EGR to ensure the Uncollected Child Policy is made available to parents and consider the Missing Child Policy. - Ongoing</p> <p>6 - EGR to check which policy 'Managing allergies and dietary requirements' is included. – ongoing</p> <p>6 - EGR to get Camera and Mobile Phones Policy added to the website. – DONE</p> <p>7 - Cover for Teacher Absence Policy: EGR to change "Will be repaid within the same week" to add 'where possible'. DONE</p> <p>7 - LAC Policy: EGR to look at the section regarding the virtual school and role of virtual HT and consider in more detail.</p> <p>7 - NQT Induction Policy: EGR to make the noted changes to the policy. - DONE</p> <p>8 - Clerk to send through links for online learning again to all. - DONE</p> <p>8 - CS to send details of Zoom training to the clerk for logging on training record and to circulate wider. - DONE</p>
5. Headteacher Update (verbal)	The HT was due to provide a verbal update, and was asked to focus on whether there have been any changes since last week.



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>EGR explains there are no significant updates to share but happy to answers any specific questions governors have.</p> <p>EGR continued to explain that free school meal vouchers were being provided through Onestop for the first two weeks. The Government are now funding these through a company, Edenred but parents have been finding it difficult to log on to the system to get meal vouchers. This should now be sorted and parents should get this provision by next week at the latest.</p> <p>EGR expressed huge thanks to Katie Pendle who has taken this task on and has done a great job to get this sorted. The money will be refunded by DfE.</p> <p>A governor confirmed that Sutton Poor's Land Trust will be able to help once a method of payment can be arranged. There are several families that are suffering so have chosen to support these families at this time.</p> <p>A governor mentioned that a local lady that is putting together essential items for local families. Search for - Re-imagine, Witchford. Action: EGR to pass local contact on to Katie Pendle.</p> <p><u>Home learning:</u> A governor asked how home learning has been going. No new learning packs for home learning currently as we are in Easter holidays.</p> <p>PW explained that it has been challenging to get the home learning off the ground. Some families have been accessing a lot of it and have found it quite intense, but some are not accessing a lot at all. Should only be phoning families if have a safeguarding issue. After a few days it then picked up, so parents just needed some time to get in to it. Tried to keep some routine such as story time. The little ones were more eager to listen to their teachers, but older ages are less interactive.</p> <p>It has been difficult to get used to that new way of working and the constant change, couldn't always keep up and supporting it. Staff are still feeling their way with it.</p> <p>Some parents said it was difficult home learning if they had mixed age children. As a result of these comments, themes are being introduced after Easter. It would also be nice to do some crossover with children if we don't go back until September.</p> <p>It has been isolating for teachers too, finding a balance between their own situation and as a teacher.</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>A governor asked if there are any children not accessing anything. Some children have only logged in, some have not done work related things. Some children who are doing less who have a safeguarding issue are being phoned. We have rag rated children to identify any concerns. We can only tell if they have opened materials if they like or comment on something.</p> <p>A governor emphasised that the psychological effect of going in to lockdown shouldn't be underestimated. Some who haven't logged in much may be due to still addressing these changes. The challenge will be to see if staff can pick up these children in the new term.</p> <p>EGR – have found that younger children have found it hard, especially after starting home learning, to then be on school holidays.</p> <p>A governor said that for some people who also work it is difficult. Some people are needing more guidance as they feel they can't do it.</p> <p>A governor asked while the new Headteacher settles in, is there an agreement of quality assurance and how are they going to look after staff, as a protective measure. The Interim Deputy Head has done a lot of this in the past and will continue during this interim period. Will look at how the curriculum can be touched upon but more lightly. There have been discussions over the last month. The LA is also heavily involved to make sure she settles in.</p> <p>EGR explains that although teachers worry about the children not engaging and falling behind, the LA advice has been that children will also learn a lot from non-academic activities such as baking etc.</p> <p>Performance management is protected by the Unions and doesn't impact NQTs. Unions are being very understanding and realistic.</p> <p>A governor asked what union staff are affiliated to. It varies, but unions are working together and are giving the same advice.</p> <p>A governor asked if the Local Authority has given advice on how the attendance register is to be done. No register but attendance is being sent to DfE each day. LA has sent a survey everyday looking at different categories. Now only asking how many members of staff are available to work.</p> <p>A governor asked how those staying at home are recorded. They are not recorded. LA advice has been phenomenal, very extensive advice being provided.</p> <p>A governor asked whether as a school we could do more for parents to understand what all are going through. Dealing with emotions, and that nothing is right or wrong. Can we do more in our communications for this?</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>Something simple and easy to do to help with things such as coping strategies. Katie Pendle has uploaded some resources. Action: EGR to raise with Katie Pendle to see if can consider anything further the school can do to support parents and children. Mrs Pendle and Sam Brown are both still contactable for advice.</p> <p>A governor mentions the booklet illustrated by Axel Scheffler which is helpful and could be used. NSPCC also has guidance for parents to help children. Action: SRa to circulate the link to NSPCC guidance.</p> <p>A governor suggested that it might be useful for a staff member to read to the children to make it more relatable.</p> <p>In reception, some children want their teacher for work on some tasks such as Read WriteInc resources, so a video from teachers would be useful</p>
6. Budget 2020/2021*	<p>The summary budget was circulated to governors with the agenda; however, the detailed budget was circulated just prior to the start of the meeting, and presented on screen.</p> <p>EGR explained the budget looks at a 2-3 year average. Income has come down as fall in roll, however numbers set to increase.</p> <p>A governor asked why the income in 2022 goes down. EGR explained these numbers come from LA, and not sure of this decrease. We can't look in to too much detail in future years as funding is only predicted.</p> <p>The supply teacher figure is split in the detailed budget. It was decided there is a need to invest in this which includes CPD.</p> <p>Supplies and Services increase for this year, but will decrease in future years.</p> <p>A governor questioned E12 – building maintenance budget is a big increase to £10k from current spend of less than £4k. This is always set at £10k but this year's outlay was unusually low.</p> <p>A governor asked what was the capital expenditure. Circa £20k.</p> <p>A governor queried the capital income section. EGR explained these figures and that there is no planned expenditure apart from for laptops. A trust fund from the diocese that isn't factored in to the budget has accrued £4,700 over a few years and HT has a spending plan for this.</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>The caretaker will be able to work in the school during the pandemic and will undertake some maintenance tasks during this time.</p> <p>A governor questioned E13 grounds maintenance – lawn mowing and trees. £4000 a year in total. £3500 is a contract. £500 on trees. Last year this wasn't needed, but still budgeted for this year. This will include getting trees inspected. Trees are managed through the Local Authority.</p> <p>A governor questioned E15 – E16, there is no increase over the 5 years. EGR explained that advise has been that as you don't know what will happen it is best to leave it the same for future years. A governor asked if we are in budget for these this year. It was clarified that in two years the school will be generating funds from the solar panels etc. The school has saved more money than expected. The loan interest is included in E29. E30 – these figures are based on 19-20 spend to budget worst case scenario.</p> <p>A governor asked whether the loan decreases in amount until the end of the contract. It declines over the years but would have to confirm the contract duration.</p> <p>A governor questioned what happened with the issue with the boiler in the kitchen. EGR explained that it was going to cost £10-15k to get fixed. Nothing had been budgeted for kitchen maintenance previously as it was maintained by CCC, however the school owns this now and must maintain kitchen equipment. So, we are now budgeting £1000 a year. Investing in a dishwasher can resolve the existing issues.</p> <p>A governor questioned the income from school meals, it shows an increase as will recover pupil numbers, however no % change was logged on the SFVS? EGR explained the SFVS was based on a significant increase in roll, and only a figure representing more than a 10% change is noted on the SFVS. However, dropped the figure down due to income lost due to COVID 19, but this has since been put back in as funding has been now been confirmed.</p> <p>EGR flagged up that it was difficult to balance the budget due to changes of personnel. There is a carry forward of just under £40k. Carry forward will be slightly less as have some costs to be recouped in next year's budget. There is a deficit over the next few years so there will need to be some significant measures taken next year.</p> <p>It was asked of the GB if they are happy to accept the budget as the most accurate at this time, but if anything changes it will be brought back to GB for further discussion. .</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>One governor abstained from the vote.</p> <p><u>DECISION: The governing body approved the 2020-2021 budget.</u></p> <p>EGR raised that DfE has published information about how the school can reclaim costs from May - July.</p>
7. Impact of the meeting	<p>SRu explained the purpose of this item for the benefit of the new governors.</p> <ul style="list-style-type: none"> - Governors now know the budget for next year and have had the opportunity to ask questions. - Governors received an update on how well the school is coping on the COVID-19 position. - Two new governors have been elected so now a full complement of governors. - Started looking at the outcome of children coming out of isolation back in to school and looking ahead. - Had the opportunity to express thanks to EGR for all her support in the school and say goodbye as she moves on from her role.
8. Farewell to Emily	<p>The governors expressed a farewell to EGR as this will be her last meeting.</p> <p>EGR has made a big difference to the school in many ways, especially an impact in physical changes, and this has all happened in barely two years. There has been such a big change to the look of the school.</p> <p>There have been big changes in behaviour and can see it's a process that takes time. We will see the benefits of in the future after Emily has gone.</p> <p>Emily has given energy, enthusiasm and a positive outlook, which is a drain on a Headteacher to continuously drive through to others. She has deserved the positive support received this term and we wish her the best of luck for her future, and to enjoy family time.</p> <p>We hope Emily will return to the school when possible to say a formal Farwell to the children.</p> <p>Emily wanted to say a thank you to all the governors, some who have provided very close support. Also thanks staff for their support and for the lovely gifts.</p> <p><i>[EGR left the meeting.]</i></p>
9. Leadership vacancies	<p>The Chairs provided an update on the current leadership position.</p> <p>The Headteacher vacancy was advertised and shortlisted earlier in the year. None were shortlisted and it was decided to hold off and wait until we could get a wider field of applicants.</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>When interviewed, Ruth Garbutt was employed as Acting Deputy Head on an interim basis until the end of August.</p> <p>The Chairs asked for the thoughts of the GB on the best way to progress considering the measures that are in place currently during the Covid-19 pandemic. The options are:</p> <ul style="list-style-type: none">- Continue with recruitment via virtual interviews. However, no school visits will be able to take place.- Wait until September to recruit when it is hoped the school will be re-opened and the usual recruitment process can take place. <p>It was raised that by delaying, it may coincide with a future Ofsted inspection. However, it was noted that Ofsted are running behind schedule so this may provide a 6-month buffer of time.</p> <p>A governor raised that Ruth Garbutt needs to remain as Acting Deputy Head until a permanent HT is in place as will need stable leadership and continuity.</p> <p>A governor expressed that the SLT need to be a united front, and need to be involved in the arrangements going forward. There is a lot of uncertainty and this impacts the wellbeing of staff.</p> <p>A governor asked whether there is the possibility to extend the Interim HT contract beyond one term.</p> <p>It was clarified that the new Interim HT cannot commit to doing the extra term but it may be possible.</p> <p>There is a financial impact on having her continue for an extra term, and this will impact upon the budget.</p> <p>A governor asked if Ruth Garbutt is only Acting Deputy Head until the end of August.</p> <p>It was explained that it was thought she would remain in post until the new HT appointed a Deputy Head but the offer letter gave the date of August. A governor asked if this letter be amended accordingly. It appears an end date has been set.</p> <p>SLT have concerns about continuity and a staff Governor commented upon the benefits of Ruth continuing in role.</p> <p>A governor said that we need to make the right decision for right Headteacher and they wouldn't be happy with a video interview. The governor thinks the GB need to put recruitment on hold. However, we need to look in to getting the continuity needed, and work with the SLT through this process and any short term commitments needed.</p> <p>A governor added that they would rather take longer to have the right person. Children have had a lot of disruption and need to find the right person.</p>



Minutes of Business Meeting
Held on Wednesday 16th April 2020.
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>A governor reassured that they have been through this situation and process before at another school and explained it was tough, and had an interim head for over four terms. However, then got a really good HT that turned the school around. That's where we can be, so there is a good chance of a good outcome.</p> <p>The interim HT can stabilise and pull everyone together. This is very important. Staff wellbeing has been low on the agenda and do not feel valued, and feel this needs to be turned around quickly.</p> <p>The new Interim HT has a handle on the issues at the school and has the skills to bring with her.</p> <p>Governors place a high value on building positive relationships between staff and parents.</p> <p>A governor asked if advertising in September, when would they take the position. It would be January unless already in a position as leadership posts need to give a term's notice.</p> <p>A governor asked if it will be discussed who will be covering VW. The response said no, as this is a day to day management decision, delegated to the HT and not within the remit of Governors. . Are Parents aware that she will be taking maternity leave? Yes parents of her class have been told, however this hasn't gone out to all parents officially. Action: SRu to add to newsletter regarding VW.</p> <p><u>DECISION: It was agreed by the GB to delay the recruitment for the HT until next term.</u></p> <p>It was also agreed that it should be furthered considered to ask Ruth Garbutt to stay on as Interim DH until the end of spring term 2021</p> <p><u>Action: Need to communicate news about changes to Dan Smith and Ruth Garbutt roles and VW maternity news Co-chairs to lead on these matters</u></p>
10. Next FGB meeting	29 th April at 7pm. This will be a short meeting mainly to welcome the new Interim HT, Sarah. However, may include some policy reviews along with COVID -19 updates.
11. Meeting close	21:07

Signed as a true record _____ (Co-Chair)

Name _____

Date _____

Signed: