



Minutes of Business Meeting
Held on Wednesday 8th 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), Stacey Miller (Clerk).
Apologies	Mary Hancock (MH), Craig Wilkinson (CW)
Visitors	None

Matters Arising:

Item	Action	Responsibility	Deadline
3	Clerk to carry forward Minutes of FGB meeting 16th March as agenda item on next FGB meeting.	Clerk	By next FGB
5	EGR to find this figure and circulate.	EGR	ASAP
5	EGR to change B6 to say 'potential increase'.	EGR	ASAP
6	Clerk to add Draft Teaching and Learning Policy on agenda for next FGB meeting.	Clerk	By next FGB
6	EGR to ensure the Uncollected Child Policy is made available to parents and consider the Missing Child Policy.	EGR	ASAP
6	EGR to check which policy 'Managing allergies and dietary requirements' is included.	EGR	ASAP
6	EGR to get Camera and Mobile Phones Policy added to the website.	EGR	ASAP
7	Cover for Teacher Absence Policy: EGR to change "Will be repaid within the same week" to add 'where possible'.	EGR	ASAP
7	LAC Policy: EGR to look at the section regarding the virtual school and role of virtual HT and consider in more detail.	EGR	ASAP
7	NQT Induction Policy: EGR to make the noted changes to the policy.	EGR	ASAP
8	Clerk to send through links for online learning again to all.	Clerk	ASAP
8	CS to send details of Zoom training to the clerk for logging on training record and to circulate wider.	CS	ASAP

Minutes:

Item	Issue Raised
1. Apologies for absence & absenteeism	<p>Welcome to the new parent governors, Sorcha and Jessica, and to the new staff governor, Kim. Kim is a support assistant in the school.</p> <p>No apologies were given from MH. CW had previously said he would be unlikely to attend due to work commitments during the COVID-19 crisis.</p> <p>Issues regarding Zoom was discussed and whether a different platform is required for future meetings. EGR explained that GSuite is being set up for all governors and could be trialled for the next meeting.</p>



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Table with 2 columns: Item, Issue Raised. Contains 4 rows of meeting minutes including declaration of interests, FGB meeting minutes, and a detailed verbal report from the headteacher covering various school operations and challenges.



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	<p>Q – a governor asked if that catering staff member still gets paid furlough? Yes all catering staff being paid furlough.</p> <p>Universal infant free school meals should continue even though closed so we should receive funding as usually would. Furlough isn't an option for school staff. Income for paid meals will be a loss while closed. The school will provide paid meals for skeleton staff and children during this time. EGR explained they have been in touch with the Poor's Land Trust for any possible contribution.</p> <p>The TAs are conducting cleaning across the school in morning and afternoon, then the cleaners come in 2-4pm, ensuring they are keeping away from children and staff. Cleaning staff are working through the Easter break and are bringing forward the time they would be working through the summer holidays to work through the Easter holidays instead. Cleaning staff were thanked for the good work being done as the school is looking very clean.</p> <p><u>Wellbeing:</u> A Zoom team meeting was held with staff. EGR talked through a comms note sent to staff to help with health and wellbeing while working from home, including alot of useful advice.</p> <p>EGR raised the difficulties for the skeleton staff who are still working in school with much reduced contact with other staff members and how to deal with that.</p> <p><i>[BW left meeting at 7.30pm.]</i></p> <p><u>Home learning</u> A home learning team has been set up. 6 members of staff working from home for the duration and are in charge of home learning planning for the various years. EGR set expectations for what this should look like and has provided a good balance of level of work expected of teachers working from home. Realistic and manageable.</p> <p>RG has circulated guidance from the LA regarding personal protection within a wellbeing action plan.</p> <p>SATS are cancelled, however the school has been thinking about standardisation.</p>



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	<p>Q – a governor asked what the take up of homelearning has been like from children at home. Good conversations with staff. PW and RG have both been very tenacious with parents who are not engaging as well as expected. 10 children are on a watch list, red/amber level, and staff keeping a close eye on them. There are a few key children that staff are concerned about as they have not heard from them at all, and considering mental health concerns in some families they need to keep in touch with them. EGR explained there is one case where they are encouraging a family to send their child in to school as there is currently capacity.</p> <p>The school has received one negative feedback where families have mixed age children, and find the expectations are very different and very difficult to manage teaching for those families. After Easter home learning will be looking at whole school themes and how these can be adapted to each age group. Home learning leads are giving feedback for one piece of work per child per day. This seems to be standard across schools. There has been good take up so far.</p> <p>Q – a governor asked if EGR is aware of any children who have got COVID 19 within the family. This is not information that is sent to us. Not aware of confirmed cases. Some staff unwell but no confirmed cases. A governor highlighted that she is aware of a family with an unconfirmed case and will send this information to EGR.</p> <p>EGR explained numbers of children in school range from between 3 -14, but most days 10 children attend. Usually at least 6 – 7 every day, but some children are not in every day. The mobiles and some classrooms are closed and are keeping children in family groupings. There are only 6 within each classroom. There is a team rota to keep people working together on the same days to reduce contact. There are also separate staff in over Easter so get 2 weeks off after Eater.</p> <p>EGR covered handover arrangements with the new HT.</p>
<p>5. Schools Financial Value Standard (SFVS)</p>	<p>The SFVS document was circulated prior to the meeting and presented virtually on screen by EGR.</p> <p>SRu asked if governors had any questions.</p> <p>Q – a governor asked why ‘the average teacher cost’ was red and down as 0. Why is this not complete? EGR says this was calculated. Action: EGR to find this figure and circulate. EGR clarified that this came out medium as much higher proportion than average are on upper pay scale.</p>



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	<p>Q – a governor asked why the ‘Pupil to teacher ratio’ is in lowest 10% of schools. EGR explained that this is correct as currently have 11 classes and this is not financially viable. Currently have 2 small reception classes, which brings down average class sizes.</p> <p>Q – a governor asked why some text in the checklist is in red. What is the significance? This is an error and is just previous highlights that need to be taken off.</p> <p>Q - Q23 – “still some internal audit matters in hand...” EGR explained this is in reference to the fact that when the school had the new finance system and new finance officer, it wasn’t possible to provide accurate data so governors couldn’t challenge.</p> <p>Q – Section D on Dashboard ‘predicted change in 3 – 5 years’, why 0? SFVS is based on current budget, more about potential, not actuals. This is only referring to reductions not increases. Action: EGR to change B6 to say ‘potential increase’.</p> <p>Accepted with changes made.</p>
<p>6. Policy Approval Levels</p>	<p>SRu introduced the policy approval level document circulated prior to the meeting. This has been developed and reviewed by SRu and CS.</p> <p>Q – a governor asked is the Invacuation Policy the same as a Lockdown Policy. EGR – yes.</p> <p>A governor asked if the school has a Curriculum Policy. Is there an umbrella policy covering the curriculum? EGR clarified that RG as new Acting Deputy has put together a new Teaching and Learning Policy. Action: Clerk to add Draft Teaching and Learning Policy on agenda for next FGB meeting. This covers curriculum development and quality first teaching. Best practice and non-negotiables.</p> <p>Q – a governor asked if the school has an Educational Visits Policy, or included in H&S Policy? EGR explained that it is in the H&S Policy. The governor clarified that it used to have to be a statutory policy on its own but can now be included within H&S policy. It wasn’t apparent from the list, but ok as long as provided within H&S policy, which it is.</p> <p>Q – a governor asked if there is a risk assessment policy. Yes, is included within the H&S policy.</p>



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	<p>EGR explains all policies will be made available on GSuite so all governors will have access in future.</p> <p>A governor asked about two policies that are not included in the statutory list, but are a requirement in the Early Years Framework.</p> <ul style="list-style-type: none">- Missing Child policy- Uncollected Child policy. <p>EGR clarifies the school has an Uncollected Child protocol. The Attendance Protocol includes a Missing Child protocol.</p> <p>The governor clarified that the Missing Child policy refers to a situation where a child goes missing from school premises or offsite such as from a school trip. These two policies are a requirement of the Early Years Framework, and must be available to parents either via the website or parents handbook.</p> <p>EGR confirmed an Uncollected Child policy is available and will make available to parents. Action: EGR to ensure the Uncollected Child Policy is made available to parents and consider the Missing Child Policy.</p> <p>Q – a governor asked if ‘Managing allergies and dietary requirements’ is covered within basic foods in school. EGR thinks the managing allergies part comes under First Aid and Managing Medical Conditions policy, but will check with Sam Brown. Action: EGR to check which policy ‘Managing allergies and dietary requirements’ is included.</p> <p>A governor explained that Schools should have a policy or protocol on staff use of cameras and mobile phones and questioned where this is included. EGR explained that the GB approved a Camera and Mobile Phones policy in 2019.</p> <p>Q – a governor asked if this also covers restrictions on children bringing mobile phones in to school. Yes, it does. Action: EGR to get Camera and Mobile Phones Policy added to the website.</p> <p>Q – a governor asked if vehicle movements on school premises is included within the H&S policy. Yes, it is.</p> <p>Q – a governor asked if the school has a Whistleblowing Policy? Yes we have two. One for child protection and one for financial whistleblowing</p> <p>Q - a governor is aware the school has a SEN policy, but is there a gifted and talented policy? There is an element of this included within the new draft Teaching and Learning Policy, it is not a standalone policy.</p>



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	The governor clarified that need to ensure the school is meeting government regulation that all children are meeting their potential.
7. Policies	<p>All policy documents were circulated prior to the meeting unless otherwise stated.</p> <p>a) <u>Cover for Teacher Absence</u> Change required: Action: Cover for Teacher Absence Policy: EGR to change “Will be repaid within the same week” to add ‘where possible’.</p> <p><i>DECISION:</i> <i>The Governing Body approved the Cover for Teacher Absence Policy pending above change.</i></p> <p>b) <u>PPA</u> <i>DECISION:</i> <i>The Governing Body approved the PPA Policy.</i></p> <p>c) <u>PSHE/SRE</u> This is due to be updated but not a current priority so current version to be approved. A governor states that new mental health regulations are coming too. EGR clarifies that staff are already looking in to these updates. A governor suggests EGR should link staff working on any new mental health policy with the Wellbeing Link Governor, SRe.</p> <p><i>DECISION:</i> <i>The Governing Body approved the PSHE/SRE policy.</i></p> <p>d) <u>LAC Policy</u> Q – a governor highlights that there is only the smallest of mentions of virtual school and virtual HT, this should be more prominent. Also the role of designated teacher during virtual school. There is a responsibility of the role of virtual HT to liaise and this needs to be more prominent.</p> <p>Change required: Action: LAC Policy: EGR to look at the section regarding the virtual school and role of virtual HT and consider in more detail.</p> <p><i>DECISION:</i> <i>The Governing Body approved the LAC Policy pending above change.</i></p> <p><i>[JW and SRa left the meeting. The meeting remains quorate]</i></p> <p>e) <u>NQT Induction Policy</u> Q – a governor asks that this should say something about safeguarding, and their understanding of safeguarding in school. Change required:</p>



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	<p>a) EGR to ask policy owner to liaise with NQT mentor to clarify the safeguarding section in the policy.</p> <p>b) A governor suggested that there is a link in the policy to the safeguarding policy as the overarching policy.</p> <p>c) Change text to 'To be reviewed in line with policy approval schedule.'</p> <p>Action: NQT Induction Policy: EGR to make the noted changes to the policy.</p> <p><i>DECISION:</i> <i>The Governing Body approved the NQT Induction Policy pending above changes.</i></p> <p>f) <u>Governor Visits Protocol</u> <i>DECISION:</i> <i>The Governing Body approved the Governor Visits Protocol.</i></p> <p>g) <u>COVID-19 Safeguarding addendum</u> This is a new policy due to the current COVID-19 crisis. This policy document was not circulated prior to the meeting but was presented virtually on screen by EGR.</p> <p>PW has gone through the model policy from the LA. EGR explains the yellow highlights are changes made for Sutton. EGR went through the key highlights of the policy.</p> <p>Q – a governor question why some text is highlighted in blue on pg. 10 “our school”. EGR mis-heard the query and answered The teachers will raise any concerns on My Concern if have any concerns of any new children being taught on site. The gov concerned realised it was simply where the cursor had rested!</p> <p>Q – a governor asked if this was valid only during the current time or will it need updating and mentioned that specific staff were named Yes. Some lead names are on website so not a GDPR issue.</p> <p>Q – a governor asked how the policy will remain up to date in changing circumstances. Lead teachers to be alert and aware of any changes and update accordingly. LA talking about hub working where some schools close and staff drafted in to other schools. A draft has been prepared and some potentially affected schools have been approached.</p> <p><i>DECISION:</i> <i>The Governing Body approved the COVID-19 Safeguarding addendum.</i></p>
<p>8. Governor training and CPD Spring term</p>	<p>The clerk provided a verbal update on the recent entries included in the training log. Action: Clerk to send through links for online learning again to all.</p>



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Signed as a true record _____ (Co-Chair)

Name _____

Date _____