



# Minutes of Full Governing Body

**Date:** 13<sup>th</sup> May 2021 **Time:** 7.00 – 8.45pm

**Location:** Virtual Meeting via Teams

*Due to the ongoing Covid pandemic the meeting was held virtually via Teams. All governors were able to participate fully in the meeting.*

**Present:** Andrew Goldsworthy (Headteacher) Rebecca Haskins *[joined 1905, item 4]* Clare Cholerton  
Simon Murfitt (Chair)

Elizabeth Brett Nicholas Parmley

Fiona Greenwood (Clerk)

**Apologies:** Rachel Holmes Frances Lawrence

**Absent:** Revd Christopher Durrant Peter Sharp (Vice Chair) Emily Moorhouse Catherine Hackett

Documents for meeting all in folder on google drive

	Item	Action
1	<b>Welcome by the Chair &amp; Apologies</b> Chair welcomed everyone the meeting. Apologies were received and accepted from FL and RHoL.	
2	<b>Correspondence and request for AOB</b> No correspondence.	
3	<b>Declarations of Pecuniary interest</b> None in addition to those previously declared.	
4	<b>Minutes of previous meeting 25<sup>th</sup> March 2021</b> Minutes of the previous meeting held on the 25 <sup>th</sup> March 2021 were reviewed and agreed as correct. Comment: no actions from meeting.  NP proposed CC seconded <b>Minutes approved.</b>	<i>[RHas joined 1905]</i>



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### **Headteacher's Written Report**

HT read through report and highlighted the following points:

There has been no closures or cases of covid since reopening.

Children are working on the sufficiency curriculum to ensure knowledge in place for the following years learning. For some children the online learning worked really well, and it was like they were in the classroom. Other children who did attend the online learning sessions have more gaps.

All staff are undertaking lateral flow tests twice a week. This includes visitors such as music tutors.

Staff are having to undertake cleaning more jobs at lunchtime. School has moved to two bubbles rather than four.

The new LLP has visited school to familiarise herself with school.

Members of behaviour support team have been in school to offer extra help and advice.

Migration of data from SIMS to Arbor has gone very well and the office team have undertaken training.

Admissions is 14 for Year R September and they have all accepted their places. This is positive but it is possible one child may drop out.

Attendance is at 97% not including covid periods. There are three children who are persistently absent, but this is due to medical reasons so no actions for school to take. No safeguarding issues. A concern was raised over side gate as very open visually and this has been screened off.

There will be no early years moderation, year 1 phonics, Year 2 SATS or KS2 SATS this year. As a school will still test children on previous year test papers informally. H&S visit walk round was done with H&S Governor and the action points raised are being actioned.

### **SIP points**

Additional materials have been purchased to assist in class to get key skills ingrained. Used the eye tracking reading software Lexplore, to identify where children are with reading and where the gaps are. It shows if they are reading ahead or getting stuck on certain sounds.

Still investigating Tutors to use the catch up funding. Looking at before school sessions to make sure they do not miss out on more lessons during the day.

Not identifying a large phonics issue as this was focused on during home learning. With spelling the children can forget the phonics skills as they progress through KS2 so this does need to be looked at by staff to ensure using the correct phonic skills. Handwriting has been affected during lockdown so working to improve quality and speed.

The leader in me training has been postponed to next year as would not work online. The RSE curriculum is in development and the staff has been involved. The next stage will involve Governors and parents.

Class link governors has worked well and been positive to build links. Due to have been moderated this year for early years. Using the time that was allocated to school as development time.

CPOMS electronic system for recording issues is up and running. Need to ensure staff are recording small incidents and concerns to ensure the bigger picture is added to. Staff training on sensory integration. This recognises that more children are having sensory processing issues

Q – The WWF initiative mentioned, will there be a video to put on website? A – Have a lot of photos only currently.

Q – The guidance from DfE is not being updated. We have spoken about

	physical arrangements in classrooms – is there any indication when this will revert back to	
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	<p>group tables?</p> <p>A – The teachers requesting the grouped tables as it is now affecting teaching. Schools are beginning to move tables back. Will look at after half term. Q – Is it down to the Headteacher opinions on this or dictated by DfE or county? A – The wording in guidance uses ‘should’ and ‘must’. The ‘should’ items do have more flexibility and can use discretion more. Going to a two-bubble school made sense and hoping to ease more after half term.</p> <p>Q – Will the cleaning regime lessen after half term?</p> <p>A – No probably not as this is ‘must’ on the guidance.</p> <p>Comment: attendance rates are excellent and sibling absence not affecting it too much when one child needs a test.</p> <p>Despite all the cleaning , handwashing and table wiping a cold did spread round. There has been no stomach bugs or nits.</p> <p>Q – Has the uptake on bus been affected?</p> <p>A – No.</p> <p>Q – The WWF song - has this been used in curriculum and writing? Can it be looked at during learning?</p> <p>A – Yes</p> <p>Q – The persistent absent children are they being supported in lines with the policy? A – The policy is being enacted and trying to offer the support. It is not always suitable.</p> <p>Q – Year 1 children not predicted to pass Phonics test- what is being done to address this?</p> <p>A – There is work by the teacher intensively to build on this in small groups. They are not very far off.</p> <p>Q – The staff required to do cleaning – is it staff or someone to come in? A – It is staff. They still get break with the two bubbles. Did not find anyone else to come in and do it.</p> <p>Q – Safeguarding and well being are becoming part of curriculum. Can a governor attend when activities are being done to observe this?</p> <p>A – Yes can arrange this.</p>	
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6	<p><b>Committee Reports</b></p> <p>Resources</p> <p>HT shared benchmarking data from Arbor. Looked at pupil premium data and the impact. Discussed the plans for next year.</p> <p>Three policies looked at:</p> <ul style="list-style-type: none"> <li>• Sports Premium</li> <li>• Employer Code of Conduct</li> <li>• Protection of biometric information</li> </ul> <p>There is no biometric data in school but advisable to have policy.</p> <p>Learning</p> <p>Spent time looking at the Fisher family trust data. Focused on the vulnerable children and HT mentioned Hampshire provided framework which is being used. Curriculum adjustments that may need to be made and fitting foundation subjects round English and Maths. Using core subjects to look at foundations subjects as well. Resilience writing discussed.</p> <p><a href="https://docs.google.com/document/d/16XBYm_kYO2hv1QvfFXGVqz4yqTIFlhXT/edit">https://docs.google.com/document/d/16XBYm_kYO2hv1QvfFXGVqz4yqTIFlhXT/edit</a></p> <p>Discussed a pupil questionnaire as focus of link governors has been discussing children's wellbeing. For next meeting putting together a list of questions. Governor invited to add any question suggestions to folder for next meeting. HT has found a wellbeing scale. Want to go beyond the Ofsted question of Do you feel safe in school but ask about moods and what they enjoy. Questionnaire needs to be agreed</p>
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	<p>appropriate and can be done electronic. Missed having pupil voice during lockdown so want to redress the balance. SEND report was updated with RHas. RSE conversation with HT and timings. The parent consultation could be done via power point presentation that parent could access.</p> <p>Policies:</p> <ul style="list-style-type: none"> <li>• Children with health needs that cannot attend school</li> <li>• Designated teacher for looked after and previously looked after children</li> </ul> <p>Q – The pupil questionnaire is good idea, tying in with in experiences of home learning. Could there be questions about how the children feel to get thoughts expressed? A – If the questions is too open and there is space to write feely it can be hard to analyse the answers. A scale of 1 to 10 can give better results. Q – How would parental input be avoided when this time want to get the children’s opinions? A – It would be done in school. Q – Could there be an open comment at the end to get free opinions to cover both bases? A – Yes this can be done. Q – Will it be same questions for KS1 and KS2? A – This was discussed as will need to be accessible for the younger children. Q – When will RSE be shared with parents? A – Next week. Comment: parents do feel removed from learning as there have been few opportunities to have input so may get a lot of responses as first chance for input. HT: Much larger schools have had very little response from parents.</p>	
7	<p><b>Budget Approval and SFVS</b> Budget looked at in depth during Resources. Looking healthy and in surplus even in Year 5. Q – Surplus brought forward is £118,000 – this is very high was this expected? A – There was a significant underspend due to Covid. HT has plans to address this.</p> <p>Total expenditure £581,393 (<i>Five hundred and eighty one thousand, three hundred and ninety three</i>) Total income £599,282 (<i>Five hundred and ninety nine thousand, two hundred and eighty two pounds</i>) <b>In year surplus £17,889</b> (<i>Seventeen thousand, eight hundred and eighty nine pounds</i>) <b>Surplus brought forward £118,149</b> (<i>One hundred and eighteen thousand, one hundred and forty nine pounds</i>) <b>Cumulative surplus £136,038</b> (<i>One hundred and thirty six thousand and thirty eight pounds</i>)</p> <p>Chair proposed CC seconded <b>Budget approved.</b></p> <p>SFVS Very similar to last year. Chair proposed LB seconded <b>SFVS approved.</b></p>	

8	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Complaints Policy</li> </ul> <p>Based on model policy and most changes were minor. There is suggested form that can be added to Policy that parents can use.</p> <p>Only remaining query is the timing when parents can resubmit complaint. It has been looked into and most schools do not have anything regarding this. It is based on DfE model so if a reason to have this it would have been included.</p> <p>DfE suggestions is to review annually so can be looked at next year. Comment: On the timing issue, most complaints are with children and relationships and bullying. The complaint deals with specific issues that can change. The instance of the complained about behaviour may happen again such as if a bullying incident was investigated and then another incident occurs. Would be inappropriate if they were excluded from raising concerns again.</p> <p>Chair proposed CC seconded</p> <p><b>Approved.</b></p> <p>Following standardisation, reviewed procedure to be uploaded to school website.</p> <ul style="list-style-type: none"> <li>• SRE Policy – parent consultation needed this term</li> </ul>	
9	<p><b>Governor Visits and Training</b></p> <p>The governor visits policy will be reviewed shortly. The class link visits have worked well. It gives staff an opportunity to talk and governors can take out the strategic elements to governor meetings and sign post the operational concerns back to school. If start with similar premise can then look across the governor reports across whole school. The scope was widened from wellbeing to curriculum. There is then natural follow up questions. There has been better contact between Class teachers and Class Link governors. It is hoped that as SIP objectives are addressed, then class teachers will also be able to feedback on their area of subject expertise as a focus of future meetings.</p> <p>The policy is due for review in June and will be tweaked to reflect evolving practice.</p>	

10	<p><b>Stakeholders</b></p> <p>The conservation group keen to start school links again and do some planting. Being looked at how this can be done in covid secure way. Friends have a quiz running.</p> <p>There is major rethatching being done in village so suggestion to take children past on way to rec as good learning opportunity.</p> <p>Q - The Parish Council are discussing removing a bridge – would this be an issue? A – Yes as otherwise would have to walk up road.</p> <p>CC will raise on schools behalf. There was opinion it is not used much and bridge is eroding.</p> <p>There is also traffic consultation being done in village so may be worth the school getting involved. Been nominated as a pilot project for South Downs.</p> <p>HT – also good learning opportunity for children. CC will introduce contact to HT.</p> <p>Parent’s evening was held via zoom and the informal feedback from parents is this is preferred way to continue in future. A discussion point for future meetings is how will governors communicate with parents going forward as this was main occasion? HT: will look to have one parents evening in person every year.</p> <p>Comment: will look at future school events and opportunities too.</p>	<p>CC</p> <p>CC/HT</p>
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	<p>Church are planning fete tentatively for August bank holiday Monday so good if school could be involved in some way.</p>	
11	<p><b>Governor Hub</b></p> <p>Clerk suggested use of governor hub to store documents as custom made for governors and also contains training links. Governors asked to look and collate any comments on spreadsheet.</p> <p>Review at committee</p>	<p>All govs</p>
12	<p><b>Impact</b></p> <p>Agreed budget.</p> <p>Community discussion very useful.</p> <p>Raised questions following HT report.</p> <p>Discussed succession planning and recruitment.</p>	



13	<p><b>Any other business</b></p> <p>At Resources discussed governors to have school email for school business. Would be used internally for governors only not for parent access.</p> <p>HT it would be good to have GDPR if governors using shared emails to have more secure.</p> <p>Governor hub may make this more secure anyway. Chair to email all governors. Big benefit would be HT would not need to set up teams.</p> <p>Governor recruitment</p> <p>Need to look at recruiting for governor vacancy and outgoing governor was a teacher at another school so is this was something that should be considered?</p> <p>Thoughts of what is required invited. Can be hard to plan for succession with low attendance. Comment: commitment and time over skills is very important.</p> <p>Skills audit been passed to PS so can follow this up as good tool to identify skills gaps.</p> <p>Q – Is the school getting solar panels?</p> <p>A – It has been looked at as County keen to be promoting. There would not necessary be savings for school. There would also not be monitor to make it educational tool so would want to ask for this. Survey has been done.</p> <p>Q – Can meetings be held in person again?</p> <p>A – Yes as long as space in school. No county guidance on this</p> <p>yet. Dates for 2021/22 FGB meetings will be circulated.</p>	Chair
	Meeting concluded at 8.45pm and was quorate at all times.	

#### Action summary

Item	Action	Assigned
10	Raise issue of removing bridge with Parish council on behalf of school	CC

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10	Traffic consultation – make contact and have input	CC & HT
11	Evaluate governor hub for use instead of google docs	All governors
13	Email governors to raise possibility of school email	Chair

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