



Minutes – Full Governing Body

Date: 28th January 2021

Time: 7.00 – 8.25pm

Location: Virtual Meeting via teams

Due to the ongoing Covid situation this meeting was held virtually via Teams and all governors were able to participate fully in the meeting.

Present:

Andrew Goldsworthy (Headteacher)	Rachel Holmes
Rebecca Haskins	
Frances Lawrence	Clare Cholerton
Elizabeth Brett	Nicholas Parmley
Simon Murfitt (Chair)	Revd Christopher Durrant
Fiona Greenwood (Clerk)	

Apologies: Paul Debont

Absent:

Peter Sharp (Vice Chair)	Emily Moorhouse
Catherine Hackett	

Documents for meeting all in folder on google drive

	Item	Action
1	Welcome by the Chair & Apologies Chair welcomed everyone to the meeting. PD sent apologies and he had previously indicated he is standing down so he may not be at another meeting.	
2	Correspondence and request for AOB No correspondence. Item from CC.	
3	Declarations of Pecuniary interest None in addition to those previously declared.	

4	<p>Minutes of previous meeting Minutes of the previous meeting held on 26th November were reviewed and the following suggested change agreed Item 13 recruiting non parent as co-opted governor sounds very negative suggested change to wanting to achieve broad base in governing board. Proposing CC Seconded FL Approved</p> <p>Actions reviewed.</p>	
5	<p>Headteacher's Report Headteachers report circulated prior to meeting Opened on 3rd January – on Sunday HT received letters from most of the staff stating they did not feel safe working in school supported by unions. As a result of this forced the closure three out of four classes. On Monday 3rd the announcement was made that schools would be closed from that Tuesday onwards for all children except those of key workers and those children considered 'vulnerable'. The definitions for keyworker has been altered since last time and now includes more categories and jobs. Numbers in school: Between 9 to 13 vulnerable children Between 20 to 30 keyworker children Usually 27 to 30 in total Children in school being kept in class groups for logistical reasons with Class 1 and 2 joining together for break times and also 3 and 4. This gives two bubbles in school and adults do not mix between bubbles. If there was a positive case in school hopefully would only close one bubble. Children in school are mostly taught and supervised by LSAs so the teachers can record or do live lessons. Children in school then join in these live lessons also. Teachers are then in school in afternoons. Initially HT was in class in afternoons, but this was not sustainable and then crossed bubbles too.</p> <p>All staff have now begun to take lateral flow Covid tests twice a week. This is voluntary but all have agreed to it. HT attended webinar training. Staff have been shown video on how to self-test. If they got a positive result they would then have to get a normal test to confirm but county recommend closing bubbles after first test. Original advice was to test in morning, but test can take 30 minutes so is too late notice for parents if bubble needs to be closed. Tests will be done on Wednesdays and Sundays. No confirmed COVID cases of children in school. Parents have tested positive resulting in children needing to isolate. Feedback from parents and children with regard to remote learning has been mainly positive for the children at home and in school and comments in report for governors to see. Q – The feedback shared is fantastic. Is there a system in place to keep and re-use the fantastic resources the teachers are creating? A – They can go out of date very quickly but also got very good maths lessons recorded so can consider this. Revd Durrant has a secure library available online so can send details to HT.</p>	

	<p>Q – Is data storage an issue? A – If stored locally may become an issue and backing it up. Would be better if they were held in cloud somewhere but would need to check the copyright and also where the servers are. Also, with live lessons would need to ensure children are not shown.</p> <p>Q – Regarding the lateral flow test and procedures. Given that not all staff are onsite everyday is it possible to have cover to bring someone else in? A – It does depend on where they have been 48 hours prior to positive test. If it is a teacher who has been at home, then bubble would not need to close. If the teacher had been in class the bubble would need to close. Would try and keep the bubbles open where possible.</p> <p>Governors thanks passed to HT and staff for their hard work delivering remotely and also in school.</p>	
6	<p>Committee Reports Learning</p> <p>Monitoring the provision for vulnerable children and also their learning. Also touched on SIP and agree this should be temporarily paused while remote learning established as teachers not in position to drive forward the objectives.</p> <p>Still working on RHSE policy. Approved the Written Statement of Behaviour Principles which is reviewed alongside Anti Bullying and Pupil Behaviour and Discipline Policies (Approved FGB Nov 20)</p> <p>All four class link governors had arranged meetings with the teachers arranged and three had happened prior to LC meeting which meant discussions regarding provision of remote learning was well informed. All asked the same questions which meant looking at an overview was beneficial. Class Link Governor reports in Items for Meeting folder One point that stood out was there was no one way that works for everyone as it is-dependent on the class and abilities and other factors . There was evidence of a high level of engagement. Children at home and school accessing the same education.</p> <p>Actions: Considering funding and purchase of new laptops for teachers to replace hardware that is struggling to keep up with requirements of remote learning. Request to help with some admin tasks- teachers asked to let governors know . Considering whether governors want to do letter to parents thanking them for their engagement with remote learning and acknowledging the impact this has had on children’s learning. Also whether a questionnaire to parents to establish any barriers</p> <p>Class link governors would like to meet again with staff towards end of term to get update. Aware not to overload the already busy staff. Measuring breadth of curriculum and the progress pupils are making will be the next focus of monitoring.</p> <p>Comment: the workload on teachers is making the day much longer than usual which may not be sustainable and causes concerns due to lack of downtime. HT: It is managing the expectations of parents. Some teachers want to answer emails at 9pm at night and can ask them not to but some want to. Need to be sympathetic to how different people want to work and support them. Suggestion it may be worth circulating the Remote Learning policy to parents also as it mentions when staff are available and not.</p>	

	<p>Discussion that this could then be badly received and cause backlash. Everyone is working to different schedules. Some parents may only have time to upload in the evening and then may feel got at.</p> <p>HT: it should be on website (suggestion by LLP) but may not then flag it up.</p> <p>All need to have compassion as no longer a normal day for anyone.</p> <p>Staff governor reported that she hears mostly from support staff as they are in with the children all day so more at risk. Have started forest school so encouraging children at home to be outside too. Had focused on the academic side and PE, art and forest school had been neglected. Adjusting all the time and it is getting better every week.</p> <p>Resources</p> <p>The SLA reviews were examined and agreed to renew.</p> <p>Website recommendations have been examined and HT actioned most of these.</p> <p>Benchmarking data not available.</p> <p>Teacher and HT pay review all completed.</p> <p>SEN,PP reviews still outstanding.</p> <p>H&S audit still outstanding.</p> <p>Four policies approved but not many changes.</p> <p>The policy schedule and website got out of date so need to ensure this is kept up to date.</p> <p>Q – If a policy that is approved at committee where should be this listed? Should this be in items for meeting folder or not?</p> <p>A – Suggest should be in meeting folder regardless so governors can be aware. It may then be worth introducing coding on policies to be clear where review and approval process lies. FG offered to share a list of which policies need FGB/committee approval. This is also available on The Key for Governors</p>	
7	<p>Governor Training and Clerking</p> <p>Governor training circulated and approved. Clerking approved.</p> <p>Reminded FGB training is March 15th 7-9pm . Will be virtual.</p> <p>Governors asked if any preference for which meeting system is to be used to contact Chair.</p>	
8	<p>Policies</p> <p>Complaints policy reviewed. Concerns raised previously in regard to the timeframe. It is now clear in the policy.</p> <p>Q – Can the timescale be stated but with proviso for extra time to investigate complicated complaints?</p> <p>A – Yes could do this. It does also state school days for the timescales.</p>	Chair
9	<p>School Improvement Plan</p> <p>Mentioned during learning but teaching moving forward is on hold while get the blended learning model established. Some training mentioned in plan can be done virtually but aware not to overload staff.</p> <p>Th RHSE work does still need to happen so this is progressing and aim is for Easter to get something to parents.</p> <p>Agreed to keep on agenda for next meeting.</p>	

10	<p>Safeguarding</p> <p>There has been an update to Keeping Children Safe in Education and has changes dated January 2021. The changes are relating to recruitment and changes not being in EU.</p> <p>Online education policy has questions the governing board should be asking.</p> <p>There are a lot of children with vulnerable needs in school and since they are so concentrated it does need to be carefully managed.</p> <p>Checks with vulnerable children at home are being done.</p> <p>Questions are being asked of HT to continue monitoring and HT and school are doing a great job and on top of all potential issues.</p>	
11	<p>Performance Management Interim Audit</p> <p>This has been Covid affected but the process still has to go on. HT booking time with staff. It is ongoing.</p>	
12	<p>Governor Visits</p> <ul style="list-style-type: none"> Report from LB – covered previously 	
13	<p>Stakeholders</p> <p>Governor letter discussed to parents. Also discussed to include the message of internet safety and the importance of this in current circumstances to highlight to parents.</p> <p>There is a page on website about controls and how to ensure children are safe online so good to sign post parents to this.</p> <p>HT: There is an online accreditation process(National On line Safety) that can be done online with resources. It costs £500 but may be worth considering.</p> <p>The legacy from covid is there will be more online learning done in future so important policies and resources are fully appropriate.</p> <p>Chair to draft letter to parents.</p> <p>Suggestion letter could highlight role of grandparents many of whom are supporting taking on the learning responsibilities.</p> <p>Chair requested governors consider what can be done to assist school and community pastoral care as lockdown situation gone on far longer than expected and the impact on people is growing. Any ideas send to Chair.</p> <p>Suggestion – school to display pictures on Parish and other noticeboards to bring children into the community and have a presence.</p> <p>Also whether local businesses could be supported that may be struggling and whether school has a role. Could be a page on website to advertise.</p> <p>A local volunteer has refurbished laptops for six school families so could promote school. heroes.</p> <p>Q – What is impact on school cook on the varying numbers? A – She is very good and coping very well with the difficult circumstances.</p> <p>Suggestions: Could get children to draw their favourite school lunch as would include children at home to participate.</p>	<p>CC</p> <p>Chair</p>
14	<p>Impact</p>	

	Dealing with issues of remote learning, safeguarding and vulnerable children. Also questions of teaching staff well being and the impact on them. Staff governor: thanks from the teachers to the link governors for checking in it was very appreciated.	
15	Any other business None as previously covered.	
	Meeting concluded at 20:25 and was quorate at all times.	

Item	Action	Assignee
8	Complaints Policy	Chair
9	SIP – next agenda	Clerk
13	Online accreditation – look into Draft letter to parents	CC Chair