



# Minutes – Full Governing Body

**Date:** 26<sup>th</sup> November 2020

**Time:** 7.00 – 8.35pm

**Location:** Virtual Meeting

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

**Present:**

Andrew Goldsworthy (Headteacher)	Rachel Holmes
Rebecca Haskin	Frances Lawrence
Clare Cholerton	Elizabeth Brett
Nicholas Parmley	Simon Murfitt (Chair)
Revd Christopher Durrant (via call)	Paul Debont
Peter Sharp (Vice Chair)	

**In attendance:** Fiona Greenwood (Clerk)

**Absent:** Emily Moorhouse Catherine Hackett

Item	Action
<b>1. Welcome by the Chair &amp; Apologies</b> Chair welcomed everyone to the meeting. No apologies received.	
<b>2. Correspondence and request for AOB</b> No correspondence. One item of AOB from CC.	
<b>3. Declarations of Pecuniary interest</b> None in addition to those previously declared.	
<b>4. Minutes of previous meeting September 2020</b>	

<p>Minutes <b>approved</b> as a correct record of the meeting.</p> <p>Actions arising</p> <ul style="list-style-type: none"> <li>● Perc forms – complete</li> <li>● Training – well being governor training – still outstanding. Chair reminded it has to be booked by end of December.</li> </ul> <p>Q – Is this for specific governor or whole governing body?</p> <p>A – For the whole governing body. There is annual training for the FGB. PS is a trainer in well being so could deliver training if needed. Chair thanked him for offer but will also contact governor services as a FGB course is included every year with the contract with them.</p> <ul style="list-style-type: none"> <li>● NQT contact – has been done and it was appreciated.</li> <li>● Breakdown of staffing – covered by HT report</li> <li>● Class link governors make contact - RH yes PD no. Chair asked all governors to continue with this but also be mindful of the current restrictions and lockdown levels.</li> <li>● Bullet from SIP to template – in meeting items folder there is a schedule of visits. It links the report. Important to keep record of all interaction especially at the moment as so difficult. The SIP development areas are copied onto the visit form so there is a new form now available. This will keep everything linked to the SIP and goes through the headteacher. All governors asked to fill in the schedule so it is visible to all governors which will make it easier to measure impact.</li> <li>● Open day video – It is completed and on website. Governors suggested to view it.</li> </ul> <p>Governors who have viewed it said it was impressive and promotes the school well.</p> <ul style="list-style-type: none"> <li>● Keeping Children Safe in Education – circulated.</li> <li>● Well being governor – Peter Sharp elected.</li> <li>●</li> </ul>	<p>All governors</p>
<p><b>5. Headteacher’s Report</b></p> <p>School risk assessment has been updated and these updates are shared with governors. It is due to change in guidance and also working practices such as families dropping off multiple children to save them walking round school several times. Next tweak is going to be removing the need for children to sit in rows facing the front. Children are turning round to face who is talking and it is counter productive so going to readjust risk assessment.</p> <p>Q – How does this play with the government advice as they are strict with guidance?</p> <p>A – It has been discussed with LLP and reminded it is guidance from government. Tables will be cleaned regularly.</p> <p>Q – Will the same children be in the same groups or mixed?</p> <p>A – Still within class bubble. There is no mixing between classes. A positive case in a class would be the whole bubble going home regardless. Children face each other in playground. It is harming the teaching and causing issues. Teachers have tried moving the children they expect to need help to end of rows but then other children may require help.</p> <p>Q – Is there room to have a mixed approach so have an extra table so children can be taken out to extra space?</p> <p>A – Class four have been using the library so using that as extra space. Class 2 have been using the hall also. Class 3 do not have extra space.</p> <p>SENCO: most of the group intervention work and also guided reading it is done in small groups so difficult to do this.</p> <p>Comment from governor– Our primary concern is child welfare so do need to be careful how it is approached.</p> <p>A – Yes it is and it has been discussed with staff in detail. There does not seem to be health benefits for the row seating as do not face forwards and turn to face who is speaking. The educational benefits of resuming the normal seating outweighs it.</p> <p>SEN governor: Class 3 does have 23% of children with SEN.</p> <p>Chair thanked PD for his points for the school to carefully consider and trusts the HT will undertake all the risk assessments.</p>	

<p>Have not had a confirmed cases. Two children have had to isolate as had siblings who had to isolate due to Perrins closure. HT had to isolate at home also so could see the other side of the home learning and how that worked.</p> <p>Governor reported that the home learning worked well or their family also.</p> <p>On website there is a plan for what will happen if a child has isolate</p> <p>Admissions – 100 on role. 6 up from this time last year. Since September had 5 children join and none left yet. Aware that one family with three children are moving overseas at end of term. Official attendance is 97.3% as does not take into account any Covid absence.</p> <p>Q – What is the Covid absence percent?</p> <p>A – Do not know will have to look up.</p> <p>Four pupils have passed the threshold for 10% of sessions missed which would usually be a concern. One is a school refuser that has transferred into school and working with agencies to put in strategies.</p> <p>Class 3 has 16 in Year 3 as have twins so had to take both.</p> <p>Class 4 Year 5 has 9 children. One of the three that is leaving is in this year group. Statistically it will be interesting for data. May not published for SATs as too low.</p> <p>Safeguarding – no major incidents. Two children on a child protection plan. Monitored by social workers. All staff completed safeguarding training.</p> <p>SEN level is 16% and national average is 14%. Had influx of children with special needs. Some that have joined into school also. Two more EHCP are in the process of being applied for. One LAC and three post LAC.</p> <p>Six children receiving pupil premium which brought £3900 funding last year. From April onwards will be approximately £8000. Will give greater flexibility on opportunities for these children.</p> <p>Leaking roof by hall has been temporary fixed and will be done properly within two weeks. Some damage on inside too. New gates on back of school. Smart iron railings so should last better than wooden gate. Library door did not automatically close when fire alarm tested. Should be fixed soon.</p> <p>Headteacher presented the staffing structure to governors. Available in meeting folder.</p> <p>Staff training. All completed safeguarding. Leader in me whole staff training continued from last year. It is shared across all local schools to give shared vocabulary for the children to deal with their issues. First aid in workplace undertaken. Headteacher DfE training on maths and also legionnaires. Also trained in eye tracker which shows where children are having issues.</p> <p>Q – Is there an annual legionnaires test in school?</p> <p>A – No it is done on water checks and annual TMZ checked. The water tank has been removed so not so much of an issue.</p> <p>Training on attachment disorder and the impact of early years issues on later development. Helen Phillips designated teacher for children in care – training course online. PHSE and reading across curriculum supporting the bottom 20% of readers.</p> <p>PS completed a H&amp;S audit for the office staff to ensure they are Biggest impact was larger monitors which has improved their work. PS thanked.</p> <p>SIP</p> <p>Have done more testing than would usually to identify gaps. More thought needs to be out into lesson planning to ensure the usual learning and the key skills that would have been missed during school closure.</p> <p>Behaviour and attitudes is where is the leader in me will be useful for staff and children.</p>	<p>HT</p>
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<p>RSE has to be done by end of year. The policy has been produced but the gaps are the resources that will be used and when in school journey various elements will be delivered. This will then be put to consultation to governors and parents for views.</p> <p>Improving leadership and management – deeper understanding of the wider curriculum. Made progress on this last year but it is continuing this focus. The visit forms that has been developed ill help.</p> <p>Developing middle leaders is a a old one too</p> <p>Improving of early years. Last year was moderated and because the process was not complete it will be done again this year. Hampshire send a advisor in for the process. It is ensuring that all adults in the classroom are all being consistent.</p> <p>Community links £420 presented to the school from Naked Grape in Arlesford for a drive way sale and the proceeds split between five local schools. Class 1 and 2 were involved in project replanting the riverbank outside the school with conservation group. Had learning links with enriching environment and looking after it. There will be other projects to be involved in and they keen to keep links. Rotary club show box appeal continuing. Remembrance day service continued and thanks to Revd Christopher. It was virtual and all the children were in classrooms and also parents and other community members.</p>	
<p><b>6. Budget Revision</b> Budget fully examined at committee. Total expenditure: £578,317 Total income: £569,121 In year: (£9196) Surplus brought forward: £80,435 Cumulative surplus £71,239 Budget proposed by NP and seconded by PD and PS - <b>Approved</b></p>	
<p><b>7. Committee Reports</b> Learning Have had two committee meetings since last FGB. First meeting looked at how the school has gone back and the targets where the children are aiming be by the end of year. Next meeting looked at how the pupils are progressing and the data behind the catch up programs. Also discussed difficulties facing staff such as handwashing time and end of day being earlier. Conclusion was as the children get used to it they will get faster. Focus is going to be well being of the pupils and also group of pupils who may need tracking carefully to ensure interventions and having an impact. Looked at the changes in IT and the success of these and some that may be kept in the future. All the data is in the meeting folder. Policies looked at Learning: Pupil Behaviour and Discipline, Anti Bullying, Child Protection, Attendance, First Aid and Dignity at Work. <b>Policies approved.</b></p> <p>Resources Also had two meetings since FGB. Main item has been budget and also policies. Website up to date and policies signed off and onto website to ensure it is up to date and improve process. Q – The H&amp;S audit is outstanding in maters arising. PS and HT have been contact and looking at ways to move this forward.</p>	

<p><b>8. Governing Body Training</b> Previously discussed and action points.</p>	
<p><b>9. Policies</b></p> <ul style="list-style-type: none"> <li>● Performance Management Policy</li> <li>● Capability Policy</li> <li>● Off site visits policy</li> <li>● Hire of Premises</li> <li>● Supporting Pupils with Medical Conditions Policy</li> <li>● First Aid</li> <li>● Child Protection from Learning</li> <li>● Health and Safety</li> </ul> <p><b>All approved.</b> Proposed CC and seconded PD</p>	
<p><b>10. School Improvement Plan</b> Covered under HT report. Q - School playground area being re-tarmaced – is this after Christmas? A – Yes, will make contact with County again</p>	
<p><b>11. Performance Management Interim Audit</b> This is for staff and is a work in progress currently.</p>	Next FGB
<p><b>12. SEN Register</b> HT has covered how many children are on the register and it being above the average. SENCO and SENCO governor have had talk about it. Have done provisional map with ideas for interventions and group work. The practicalities of it are challenging. One class has a high percent of SEN pupils so does have time constraints. The intervention specialist has been covering staff so rarely able to do this. She does do sensory circuits and ELSA time. There has been high staff sickness so this needs covered. Q – If we are using the funds dedicated for SEN students are we not failing in the purpose of those funds? A – She does have a dual role as HLTA and interventions. All classes have a TA and they do interventions also. It is the specialist intervention that are missed sometimes. To keep bubbles open and be functioning she has had to deployed. HT comment: The interventions and extra reading are able to carry on. The special needs budget is being spent appropriately. The EHCP child does have their one to one support. SEN governor: have recognised this and there is a plan in place how this can be worked on.</p>	
<p><b>13. Governor Recruitment</b> There will be a co-opt governor vacancy since PD is resigning and governors requested to approach anyone they know who may be interested. Do not want parents to be over represented on the governing board so would need to be a non-parent. Q – Is it worth putting something in Church and village? A – Yes Q – Should Class 3 have an existing governor as a link instead of new governor as a NQT and also a high SEN class? A – Yes good idea and governors asked to consider.</p>	

<p>Q – Could we offer Revd Christopher a full governor positions instead of associate? A – Yes we could offer this and asked him to consider.</p>	
<p><b>14. Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Appoint well being link governor – previously done</li> <li>• School Open Day – video on website. Cannot bring anyone into building county have made this very clear.</li> </ul>	
<p><b>15. Impact</b> Holding school to account – Budgetary responsibilities Celebrating hard work of school staying open Statutory duties of policies Student welfare and wellbeing with class reorganisation.</p>	
<p><b>16. Any other business</b> Update from Safeguarding governor – came into school and completed single centre register audit. There was a couple of issued but being resolved. Looked at risk assessment in action in regards to safeguarding which was excellent. Completed a safeguarding webinar and also going to look at the new system cpoms as it a single register that follows the child. Going to do visit on this as very important. With tools like cpoms good work to keep the children of the school safe. Useful handout from the training and can send round as very useful. HT concluded that CPOMS</p> <p>Keeping Children Safe in Education – all governors to read part one then complete declaration on governor hub.</p> <p>Chair noted this is last FGB of the year and usually governors would mark Christmas for staff. Suggestions asked for. Cake for all? HT would need to do risk assessment on where the cakes come from. Suggested to order from bakery not homebaked so covered. Suggested that HC3S would be able to do this on school site so would be appropriately. Teachers zoom raffle? With theme?</p> <p>Thanked for all efforts.</p>	<p>All governors</p>
<p><b>Meeting concluded at 8.35pm</b></p>	

Item	Action	Assignee
4	All governors asked to fill in the schedule so it is visible to all governors which will make it easier to measure impact.	All governors
5	Attendance rates including Covid absence	Headteacher
11	<b>Performance Management Interim Audit</b> This is for staff and is a work in progress currently.	Clerk – next FGB agenda

16	Keeping Children Safe in Education – all governors to read part one then complete declaration on governor hub.	All governors