



Minutes – Full Governing Body

Date: 17th Sept 2020

Time: 7.00 – 8.25pm

Location: Virtual Meeting and in person

In person attendance: Andrew Goldsworthy (Headteacher) Simon Murfitt (Chair)
Nicholas Parmley Elizabeth Brett
Peter Sharp Paul Debont
Emily Moorhouse Frances Lawrence
Rebecca Haskins [*joined 7.21pm item 6*]
Fiona Greenwood (Clerk)

Virtual attendance: Rachel Holmes [*joined item 6, 7.15pm*]

Apologies: Revd Christopher Durrant

Clare Cholerton

Absent: Catherine Hackett

	Item	Action
1	<p>Welcome by the Chair & Apologies</p> <p>SM welcomed everyone to the meeting and thanked everyone making the effort to come to a meeting in person. Felt important to meet in person since school back and discussions can be easier.</p> <p>Apologies received and accepted by Rev Durrant and Clare Cholerton.</p>	
2	<p>Correspondence and request for AOB</p> <p>Thank you card for governors received and had been sent round via email.</p>	
3	<p>Declarations of Pecuniary interest annual forms and governor declaration forms</p> <p>For the benefit of new governors pecuniary forms are to declare any interests which may clash with school.</p> <p>SM trustee of education trust.</p>	

	Form completed via governor hub or paper form. Will be collated and register of interests published.	Clerk
4	<p>Minutes of previous meeting July 2019</p> <p>Q – Did laptops ever arrive?</p> <p>A – No</p> <p>Email sent with suggested committee dates. To try and keep two week prior to FGB. There is extra learning in October so there is still two this term. Stayed with Thursday. Resources at 5pm and learning at 6pm.</p> <p>Chair wrote to new head of friends and letter came back.</p> <p>Checked that all governors receive emails from school and to contact Elaine in office if not getting these.</p> <p>Minutes approved.</p>	
5	<p>Election of Chair and Vice-Chair</p> <p>SM stood for Chair - elected.</p> <p>PS stood as vice-chair – elected</p>	
6	<p>Appoint/Confirm Governors with specific responsibilities</p> <p>Chair explained there are named roles with responsibilities – there may be some gaps after this meeting so if more information needed to contact chair.</p> <p><u>Governors with specific responsibilities:</u></p> <p>Health & Safety – Peter Sharp</p> <p>Safeguarding & Child Protection – Catherine Hackett & another TBC</p> <p>Governor Training and Development - TBC</p> <p>Governor Forum – Simon Murfitt</p> <p>SEN/ Inclusion/ Able – Rachel Holmes TBC</p> <p>Staff Governor - Rebecca Haskins</p> <p>Community/Sport - TBC</p> <p>Chair of Learning - Elizabeth Brett</p> <p>Learning Committee – Paul Debont, Emily Moorhouse, Simon Murfitt, Fran & Rachel Holmes</p> <p>Chair of Resources – Nick Parmley</p> <p>Resources Committee – Peter Sharp, Absent governor to confirm or Simon will move committee.</p> <p><i>[RHol. joined at 7.15pm]</i></p> <p>Pay Committee Simon Murfitt, Nick Parmley and TBC</p> <p>Staff PM Auditor – Fran Lawrence</p> <p>Headteacher Performance Management Review Committee (HTPMC) - Clare Chorlton and Liz Brett. (until December as end of cycle)</p> <p><i>[RHa joined in person at 7.21pm]</i></p>	
7	<p>Terms of Reference</p> <p>Approve Terms of Reference for committees:</p> <p>Learning</p>	

	<p>FL moved from resources to learning committee and so as she has responsibility to audit Staff performance management with AG. LC TORs terms of reference amended slightly to cover this.</p> <p>Resources (incorporating Pupil Discipline) Deferred - Committees to amend ToR and bring to FGB.</p> <p>Complaints Proposed PD, FL - Approved Staff Grievance HT performance management ToR – Hampshire have released a model policy and question raised over the review panel membership. Since no one person doing both agreed would be fine.</p>	
8	<p>Governing Body Training Try and link in with SIP to ensure governors are working with school. Safeguarding suggested. To be booked by end of December. Q – Is there anything relating to equalities and gender and how this relates to curriculum delivery? A – Not sure can check. Would be in terms in how it is monitored by governors.</p>	Chair
9	<p>Approval of School Improvement Plan 2020/21 Before lock down happened much school improvement was implemented from previous year's plan.</p> <ol style="list-style-type: none"> 1. Maths – worked hard on this and tracked children. Jayne Wilson (LLP) reviewed and was pleased with impact. HT worried have lost the momentum but can repeat the actions. 2. Principle of Teaching and Learning. Difficult as classrooms are different at the moment and cannot mix or re-group. Looking at how fundamentals of teaching and learning can be applied with quality. 3. SRE – deadline has been deferred but does need to be up and running this year. Key component is discussion with parents and feedback. Unable to have face to face meeting so will need to consider alternatives. 4. Safeguarding – profile of school has changed and previous safeguarding system no longer suitable. The system has been overwhelmed with paperwork so moving to a online based system called CPOMS. Training will needed with staff. 5. Linked to second aim but teaching linked to assessment and how these are used. This needs to be embedded into lessons and also important due to children not being in school for 6 months so need identify gaps. 6. Covey's Leader in Me – develop the use of this. It is carrying on from previous year and develop further. Training may be done again online. Important well being function too. Has been prepaid so training waiting to happen. <p>Two weeks in it is still a challenging situation as different guidance is coming out and difficult to plan far ahead. Staff meeting this week was productive as starting to think about processes. Staff are working very hard to keep school running. Still carrying out assessment to determine gaps.</p> <p>Q – Have you received any extra funding? A – No not yet Q – Is there new ways of assessing in bubbles? A – Still using same yearly assessment to see where they have come from beginning of last year. Q – Have you got a timeline – is it going to be long process?</p>	

	<p>A – By half term should have data showing where the gaps are. Done basic reading and spelling tests. Many new children have additional needs are have EP plans. A register of special needs will not happen until testing is completed also. RHa and Rho to meet when pupils identified to discuss tracking progress of these pupils. Q – Next FGB is in November will the register be complete by then? A – Yes it should be. Q – How are the new teachers coping and do they need additional support? A – His mentor from last year is continuing this and having weekly meetings. There are some key training courses such as Autism that are being considered too. He has officially passed his NQT year – the evidence submitted more than met requirements. Q – Requirement to have home learning ready by end of September if need – how is this placed? Especially if have children with SEN how will their needs be met? A – Still working on it and many eventualities such as single child, class or whole school closure. Q – Have they said how this will be monitored? A- Ofsted will monitor and will visit and not grade but offer advice. Q – It would be helpful to have breakdown of staffing to understand capacity? A – Yes can do this. Will include in next report for FGB. Looking at staffing and budget and covering PPA.</p> <p>Q- Was the budget done with lower number on roll? A – Yes it was so budget situation will be better. Also did not factor teachers and learning support 3% with no additional funds.</p> <p>Safeguarding audit SH and CH had input into the annual Safeguarding Audit that has to be submitted to HCC by the end of September.</p>	<p>Chair</p> <p>HT</p>
10	<p>Evaluation of governor objective for previous year and setting new objectives Previous objective: Help governors build deeper understand of breadth of curriculum including core subjects. Milestone – staff subject leaders at committee and reporting. Which was done. Assign class link governors – training was done and this was started in Spring term Communication with stakeholders- linked to development of SRE. Suggested to keep the same objective as important work was started and can be restarted. Relationships were being built with staff and them attending committee was very beneficial. HT felt important as governors can monitor to ensure curriculum delivered is wide and not just concentrating on maths and English. Link governors to continue: Rebecca Haskin – Fran Lawrence Ryan Robertson – Paul Debont Helen Phillips – Clare TBC Kim Reed – Rachel Holmes</p> <p>For the time being contact can be made by phone or email to ensure this can start. ACTION – make contact before next FGB. Template for visit when this is appropriate. Q – The template ensure the work was very consistent – do we revise it to be appropriate to the current situation so the information can be collated?</p>	<p>Class link governors</p>

	<p>A – It starts with school improvement so take bullets points from there. The form is not so important. With some classes the questions were not appropriate. Elizabeth Brett to add bullets from SIP to form and circulate.</p>	EB
11	<p>Stakeholders:</p> <ul style="list-style-type: none"> • Governor Newsletter <p>Suggestion to move to annual report with summary would be appropriate. Timing discussed – start of term not ideal as parents over whelmed with information. If reporting on governor actions then need right time to report what has been done and impact.</p> <p>December newsletter could summarises the governor role during lockdown and introduce governing body.</p> <ul style="list-style-type: none"> • School Open Day <p>HT has discussed with other schools. Some are looking to do at weekend or evenings when there are no pupils.</p> <p>A virtual tour was suggested with each class doing a bit.</p> <p>Q – What time of year would open days be done?</p> <p>A – October</p> <p>HT will start video and teaching items such as internet safety and.</p> <ul style="list-style-type: none"> • Friends are hosting virtual Macmillan coffee morning on 25th September. Governors encouraged to participate if possible. 	HT
12	<p>Policies and Instruments of Governance:</p> <ul style="list-style-type: none"> • Confirm adoption of MOPP – PD, FL Approved • Confirm adoption of Manual of Financial Practice and Procedure – NP, EM – approved • Adopt Hampshire Governors Good Practice Guide – LB, FL approved • Agree GB Code of Conduct – approved <p>Keeping children safe in education – next FGB</p>	
13	<p>School Trips for the Year</p> <p>A trip was held this week to Marwell zoo. A risk assessment was sought from the zoo. It felt safe and secure. On strength of this will start looking at other trips and risk assessments.</p> <p>The big trip would be the residential trip but this is not likely.</p> <p>Q – The traditional trips that support curriculum such as museums are these possible?</p> <p>A – Yes and many centres seem to be very on it in terms of operating safely with current restrictions.</p> <p>Q – What would be issues with residential?</p> <p>A – The centres are not isolated and could be used by other groups so too mixed. HT would look at day trips such as days sailing.</p> <p>If other things come up run past governors.</p>	

	<p>Q – Is it a good idea to sound parents out on the financial outlay for residential trip? If it is not going to happen then message could go out now to manage expectations. There would be costs for the day out that would be held instead.</p>	
14	<p>HT Verbal Report</p> <p>The impact of doubling numbers in classrooms has been difficult. Also the time in getting all the hands washed when coming from playground and ensuring the don't all bunch up. Needs planning operationally to allow time.</p> <p>Staff can move between bubbles in sometimes. It is not at pre-covid yet where staff get time to plan.</p> <p>It does feel cramped in playground since different areas are for various classes and they are restricted to these areas.</p> <p>Forest school is going ahead and a good release to get out. Good for teachers to view social skills. It has been an important transition to spend quality time with children that teachers do not know well yet.</p> <p>Q – Are there concerns in regards to staff well being? A – HT approaching some people about volunteering and helping clean. Discussed whether friends would be able to offer practical support.</p> <p>Also discussed whether someone could do the admin tasks such as photocopying or sticking books.</p> <p>When we start losing staff members it is difficult.</p> <p>Q – Do you have test kits? A – Yes and have used some. Results have been taking 6 days to come back and only have to isolate for ten days so not saving much time.</p> <p>Parents on the whole have been good. Some are coming too early for their drop off slots but are distancing. Looking to alter drop off times and have sibling issue with different times. Need to ensure that if we do have a case the bubbles system are secure so whole school does not need to close.</p> <p>Something that governors may want to look at is the impact of bubbling and the longer term impacts of being separate.</p> <p>Zoom assemblies will start next week. May have a class in hall.</p> <p>Q – Would the children see each other? A – Yes and children could see each other and interact.</p> <p>Rev Christopher did a zoom assembly also.</p> <p>Q – Is there a well being champion in school? A – No would be HT</p> <p>Suggestion to have link governor for well being instead of community and sport.</p>	

14	Impact Framework of governance for coming school year in place to allow us to fulfill our statutory duties and support school. Meeting physically and virtually. Latest from school on current situation.	
15	Any other business None	
	Meeting concluded at 8.25pm and was quorate at all times.	
	Next FGB 26 th November	

September

Item	Action	Assignee
	Collate percuriary interst forms once all complete	Clerk
8	Check whole governing body training topics	Chair
9	Next FGB Agenda – SEN register	Clerk
9	Send card to teacher for passing NQT year	Chair
9	Breakdown of staffing	HT
10	Make contact prior to next FGB	Class link governors
10	Add bullet points from SIP to template	EB
11	Start open day video	HT
12	Keeping Children Safe in Education – prior to next FGB	Clerk to send – all governors to read
13	Next FGB – elect well being governor	

May:

Item	Action	Assignee
3	Amend March minutes – DOJO not BOJO and attendance	Clerk

March:

Item	Action	Assignee
4	Actions arising from January's meeting carried forward	Clerk
5	Provide weekly report to governors	HT
9	Progress Sex and Relationships Policy	HT

10	Produce reports on governors visits (if any carried out)	All
12	All governors to complete self evaluation and return to FL	All
13	Welcome new governors	Chair

January:

Item	Action	Assignee
4	Amend November minutes	Clerk
4	Send skills audit to new governor and reminder to governors who have not yet completed it	FL
4	Check if The Key for leaders renews at same time as The Key for Governors	HT
5	Send data to HT with information that back ups club membership being beneficial	PD
7	Agree staff training budget item deferred to next agenda	Clerk
8	Send date poll for cover for parents evening	EB
9	Pay Policy – confirm if final and remove DRAFT watermark	HT