



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Thursday 17th December 2020 at 7.30pm

Minutes

KEY: **Governor Challenge** **Governor Approval**

Present

C. Kirk (Chair), M. Norbury (Headteacher), K. Hart, R. Duncan, A. Pickstone, S. Rees-Squelch, D. Quinn and J. Hall

Also Present

J. Harris (Clerk)

Not Present

Y. Rogers and S. Miles

No	Agenda Item
1	Opening Prayer C. Kirk opened the meeting with the School Prayer.
2	Curriculum Overview The Chair explained that she had asked the Headteacher to give an overview of the curriculum in order to develop governor knowledge. The Headteacher advised that governors were able to view the curriculum document as this was on Teams. A presentation was shared at the meeting and the main areas of discussion included the following:- <ul style="list-style-type: none"> • The curriculum had been designed around the Ofsted framework the previous year. • The intent statement and curriculum document had now been uploaded to the school website. • During the lockdown staff had worked on the curriculum and this had a two year cycle to allow for mixed year group classes. • Each unit included an overview of what it covered. • Each subject had progression milestones which outlined how pupils would progress in knowledge and skills. • A knowledge organiser had been designed for each topic and these were shared with pupils. • Assessment training had been completed recently and staff were continuing to discuss this. • A group of pupils from each class had recorded a video and in these they shared what they had been learning, how knowledge organisers were being used, their favourite activities, remote learning, returning to school and how safe they felt. Governors noticed that all pupils were confident and able to speak about their learning. It was agreed that remote learning had enabled pupils to retain communication with other pupils and their teachers. Governors were able to see through

Signed by.....

Date.....

	<p>the videos the different areas of the classroom and outside area and how resources were being used. It was suggested that the videos could be shared with Ofsted when they next visited the school.</p> <ul style="list-style-type: none"> • A governor asked if parents looked on the website in order to follow their child's learning. The Headteacher advised that parents did look on the website and the next step was to share knowledge organisers in January. A governor asked if boys were less likely to access books and it was confirmed that as they got older some boys became less engaged with reading. The school had selected books that engaged boys and were in a series to encourage them to continue to read. • A governor, who was a parent, liked the school's Twitter feed and used this as a prompt for discussion at home. • The Headteacher advised that the school's outdoor advisor had shared the curriculum document with others for training purposes. • The Headteacher was thanked for giving governors an overview of the curriculum and an insight into school life and how pupils felt.
3	<p>Welcome and Apologies The Chair welcomed everyone to the meeting and introductions were made for the benefit of new parent governor D. Quinn. No apologies had been received.</p>
4	<p>Appoint Co-opted Governor The term of office of parent governor K. Hart had ended so governors were happy to appoint her as a co-opted governor in order to retain her skills and knowledge. Her four year term of office was effective from the date of the meeting.</p>
5	<p>Declarations of Interest There were no declarations of interest.</p>
6	<p>Agree minutes of the last meeting held on the 17th of September 2020 A copy of the minutes from the last meeting had been shared with governors prior to the meeting. The minutes were agreed as a true record subject to one update. A governor suggested that the minutes be reworded, under item 10, to make it clear that the issues with the photocopier were due to an increased demand in printing for test papers in order to support assessments.</p>
7	<p>Matters arising from the minutes of the last meeting An action tracker from the last meeting had been shared with governors prior to the meeting. The following updates were given:-</p> <ul style="list-style-type: none"> • The minutes from the July meeting had been updated for signature by the Chair. • Governor attendance information for 2019/20 meetings had been forwarded to the Headteacher for putting on the school website. • The Headteacher had met with her new advisor and targets had been set for 2020/21. • The register of governor interests was to be forwarded to the Headteacher for putting on the website once an outstanding declaration had been received. • R. Duncan had completed an audit of the school website. • R. Duncan had registered with Governors for Schools and Inspiring Governance in order to advertise for new governors. • The Standing Orders were to be updated with regard to the clerk managing the election process for the Chair, increasing the quorum for committee meetings from 3 to 4, adding something about attendance through virtual meetings, governors, who are not committee members, attending committee meetings by agreement and Chairs for committees being agreed by the full governing body. • Governor thanks had been passed onto staff.

Signed by.....

Date.....

	<ul style="list-style-type: none"> Governor thanks had been passed onto Reverend Gibbs.
8	<p>Headteacher's Report</p> <p>A copy of the Headteacher's report had been shared prior to the meeting, as well as a plan for spending Catch Up Premium funding and an overview of parent survey results. The main areas of discussion included the following:-</p> <ul style="list-style-type: none"> The school had been awarded the International School Award (foundation level) and a certificate for this had been received. Mrs Duckett was leaving the school at the end of term. A teacher, who had been appointed on a fixed term contract to teach Year 1 pupils in the morning, had visited the school in order to support a smooth transition. After being notified of positive cases of COVID-19 in two classes, staff had worked hard to provide remote learning for pupils. Phonics screening assessments had been carried out with Year 2 pupils as this had not been done the previous year due to the lock down. 94% of pupils (15/16) had passed. The impact of Read, Write, Inc had been positive. Attendance was good and the school continued to monitor persistent absenteeism and support families with this. The school had received 37 responses to the parent survey and governors asked if this was a good result. The Headteacher advised that this was good as the school had between 50 and 60 families. A governor asked about a parent's comment relating to more able pupils. The Headteacher advised that the parent felt that parents should be told if their child was more able and that they were being challenged. This was being looked at. Governors were pleased to see that pupils had not missed events as adaptations had been made. It was nice that staff and parents were all being supportive to each other. The Chair agreed to send a letter of thanks to staff.
9	<p>Feedback from Resources Committee</p> <p>A copy of the minutes from the last meeting and the terms of reference for the committee had been shared prior to the meeting.</p> <p>R. Duncan had been elected as Chair for the committee and advised that at the last meeting governors had looked at the budget. There were some concerns relating to reduced income from lettings, Stay and Play and the Breakfast Club. There were increased costs due to COVID-19 but some of these could be reclaimed. The pay policy and national increases had been approved as well as financial procedures. The Headteacher had put together a plan for building improvements and governors had given approval for electrical work to go ahead. The risk assessment had been updated and staff reminded to adhere to this. Governors had been advised of staffing changes and performance management had now been completed for all staff. Governors had approved 16 policies the majority of which related to human resources.</p> <p>Governors were happy to approve the terms of reference for the resources committee.</p>
10	<p>Feedback from Standards Committee and Ethos Group</p> <p>A copy of the minutes from the last meeting and the terms of reference for the committee had been shared prior to the meeting.</p> <p>A. Pickstone had been elected as Chair for the Ethos Group and advised that at the last meeting governors had discussed collective worship. This was being done within classes and Reverend Gibbs had shared a video to support this. The first whole school event, which was the Remembrance Service, had been held. Governors had looked at Christmas activities and discussed</p>

Signed by.....

Date.....

	<p>evidence that was being gathered to support the next SIAMS inspection. A meeting was to be arranged in January to discuss this.</p> <p>Governors were happy to approve the terms of reference for the Ethos Group.</p> <p>S. Rees-Squelch had been elected as Chair for the Standards committee and advised that governors had discussed the impact of the lockdown. The Headteacher was exploring tutoring to close gaps. Pupils had settled back into school.</p> <p>Governors were happy to approve the terms of reference for the Standards committee.</p>
11	<p>Governance</p> <p>Acceptable Use Agreement</p> <p>The agreement had been shared prior to the meeting and governors were asked to confirm receipt of this to the clerk. The Chair explained that governors were asked to confirm this as they used a school email account. The Clerk was asked to share the agreement again for governor confirmations.</p> <p>Vacancies</p> <p>The Bishop was dealing with the vacancy for a foundation governor. The Chair had been approached by someone interested in a co-opted governor role.</p> <p>An election for a staff governor was to be arranged for January.</p> <p>Committee Membership and Link Roles</p> <p>S. Miles had not attended meetings since May and had not been responding to emails so the Chair had sent her a letter.</p> <p>D. Quinn was to attend the next committee meetings as an observer.</p> <p>Training Updates</p> <p>The Chair advised that she wanted governors to feedback at each meeting on any training that they had completed.</p> <p>K. Hart had completed a special education needs training session in November. She felt that this had given her an insight into the role of the special educational needs co-ordinator, including the challenges. She encouraged other governors to bear in mind pupils with special educational needs when carrying out visits.</p> <p>All governors were encouraged to see if there were any training session that would develop their role as a governor.</p> <p>Visits</p> <p>Visits had been carried out as detailed below:-</p> <p>C. Kirk - Early Years Foundation Stage</p> <p>R. Duncan – Budget</p> <p>K. Hart - Safeguarding and Children in Care</p> <p>J. Hall – Mathematics, Reading and Science</p> <p>A. Pickstone – Introduction to Read, Write, Inc.</p> <p>S. Rees- Squelch – Writing</p> <p>Copies of all reports were to be put on Teams.</p> <p>R. Duncan explained that it had been very helpful to have copies of visit reports to support the Headteacher’s Performance Review.</p> <p>Governors were asked to email the school to arrange virtual visits and to share any questions prior to visit.</p> <p>Website Audit</p> <p>R. Duncan had completed an audit of the website.</p>
12	<p>Any Other Business (Chair to be notified in advance)</p> <p>The charging and remissions and health and safety policies were to be put on the agenda for the next resources committee meeting.</p> <p>The Chair thanked everyone for a very informative meeting and for all contributing. It was agreed that the curriculum overview had reminded</p>

Signed by.....

Date.....

	governors why they were needed to support staff and pupils.
13	Date of Next Meeting <ul style="list-style-type: none"> Thursday 11th February 2021 at 7.30pm
The meeting ended at 9.23pm.	

Signed by.....

Date.....