



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Thursday 17th September 2020 at 7.00pm

Minutes

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

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| <p>Present C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, B. Duckett, Y. Rogers, K. Hart, J. Hall and S. Rees-Squelch (arrived at 7.22pm)</p> <p>Also Present Reverend Gibbs (Vicar - Stilton Group of Churches)(left at 7.54pm) and J. Harris (Clerk)</p> <p>Not Present A. Pickstone and S. Miles</p> |
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| No | Agenda Item |
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| 1 | <p>Opening Prayer C. Kirk opened the meeting with the School Prayer. (S. Rees-Squelch joined the meeting at this point)</p> |
| 2 | <p>Presentation by Reverend Gibbs Reverend Gibbs had been invited by the Chair to speak to governors about Christian Distinctiveness. A governor asked about examples the Reverend had seen in the school and he spoke about a piece of work, completed by pupils, on display in the hall. Governors considered the Lord's Prayer and how this was communicated in school. It was agreed that pupils developed a greater understanding as they got older. Governors thought about how all pupils could be included. It was agreed that discussion relating to Christian Distinctiveness would be continued at the next Standards Committee meeting. Governors thanked Reverend Gibbs for coming to speak to them. (Reverend Gibbs left the meeting at this point)</p> |
| 3 | <p>Welcome and Apologies The clerk welcomed everyone and explained that she would lead the meeting until the election for a Chair had been completed. No apologies had been received</p> |
| 4 | <p>Elect Chair and Agree Term of Office C. Kirk was elected as Chair for the academic year and took over for the remainder of the meeting.</p> |
| 5 | <p>Elect Vice Chair and Agree Term of Office J. Hall was elected as Vice Chair for the academic year.</p> |
| 6 | <p>Declarations of Interest There were no declarations of interest.</p> |
| 7 | <p>Agree minutes of the last meeting held on the 14th of July 2020 A copy of the minutes from the last meeting had been shared with governors</p> |

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| | prior to the meeting. The minutes were agreed as a true record subject to the clerk making one amendment. The minutes would then be printed off for signature by the Chair. |
| 8 | <p>Matters arising from the minutes of the last meeting</p> <p>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 Resources Committee will focus on the cost of COVID-19 at the next meeting scheduled for the 22nd of October. They will also consider the impact of the lockdown on Stay and Play. • The Headteacher had passed on governor thanks to staff for completing reports for pupils. • The Headteacher had corrected the Chair's email address in the safeguarding. • The Chair was to speak to S. Miles regarding governor responsibilities etc. • The list of governor roles and responsibilities had been updated by the clerk and uploaded to Teams. • After alternative dates had been checked by the Chair and Headteacher an updated list of meeting dates had been shared with governors by the clerk. |
| 9 | <p>Governance</p> <p>Attendance 2019/20</p> <p>Governor attendance information, for governing body meetings held in 2019/20, had been collated by the clerk. The information had been shared with governors prior to the meeting. This was to be forwarded to the Headteacher by the clerk as there was a statutory requirement for this to be put on the school website.</p> <p>Code of Conduct</p> <p>A copy of the National Governance Association's latest model Code of Conduct for governors had been shared with governors prior to the meeting. Governors were happy to adopt this. The Chair had noticed that the Code of Conduct included an additional responsibility for governors, ensuring the voices of stakeholders are heard. The clerk was asked to update the header for agendas to reflect this.</p> <p>Committee Membership and Link Roles</p> <p>B. Duckett had noticed that she had not been assigned to a committee as she had been on maternity leave for part of the previous academic year. It was agreed that her skills were best suited to the Standards Committee. The clerk was to add her to the mailing list for this committee.</p> <p>R. Duncan and S. Rees-Squelch agreed to continue as Committee Chairs until the first meetings. The Ethos Group was to be incorporated with the Standards Committee.</p> <p>It was suggested that the Pay Review Committee meet prior to the next Resources Committee meeting. The Headteacher advised that she was awaiting guidance and would contact committee members to arrange a meeting when more information had been received.</p> <p>Headteacher's Appraisal</p> <p>R. Duncan advised that an interim review had been completed virtually in July. The Headteacher was waiting for the Local Authority School Improvement Advisor to confirm a date for her appraisal. She explained that she had a new advisor who would set her targets for 2020/21. The advisor who had supported her appraisal the previous year would also attend in order to complete the cycle for 2019/20. The Headteacher agreed to chase the Local Authority for a date.</p> <p>Keeping Children Safe in Education</p> |

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| | <p>All governors confirmed that they had read the updated guidance, which had been shared prior to the meeting. Governors considered options for recording confirmation of receiving and reading documents whilst governors were not meeting face to face.</p> <p>Objectives for the Governing Body It was agreed that governors would support the priorities for the school that had been set by the Headteacher.</p> <p>Pecuniary Interest Forms for 2020/21 A declaration form had been shared with governors prior to the meeting for them to complete and then send a scanned copy to the clerk. The clerk agreed to chase any outstanding forms. A register of governor interests would then be collated and forwarded to the Headteacher by the clerk as there was a statutory requirement for this to be put on the school website.</p> <p>Skills Audit Outcome/ Skills gaps had been identified for governors with finance and business experience.</p> <p>Vacancies (1 x foundation and 2 x co-opted) It was suggested that vacancies be advertised in the school newsletter with information about the skills the governing body were seeking. K. Hart agreed to submit an advert for the Yaxley Gazette. R. Duncan agreed to find out about an organisation who may have details of people wanting to be a school governor.</p> <p>Staff Wellbeing Survey The survey was to be repeated at an appropriate time.</p> <p>Standing Orders A copy of the Standing Orders had been shared with governors prior to the meeting. Updates were to be made relating to the clerk managing the election process for the Chair, increasing the quorum for committee meetings from 3 to 5, 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. The Standing Orders were approved subject to the updates being made by the clerk.</p> <p>Training The Chair advised that she would be joining a virtual Governor Briefing organised by the Local Authority. Governors were asked to look at the training programme to see if there were any sessions they could join to support their committee membership or link roles.</p> <p>Visits Governors were advised to email the Headteacher to arrange virtual visits that linked to the school priorities.</p> <p>Website R. Duncan agreed to complete an audit of the school website which would be shared with governors at the next meeting.</p> |
| 10 | <p>Headteacher's Report Prior to the meeting the Headteacher had shared a report which included key updates. Re-opening had been a challenge due to the increased number of pedestrians on the playground. However, pupils had settled well after their induction days. Reception pupils had also settled in and were now attending fulltime. Teaching staff had planned to carry out tests to identify gaps for catch up work but this had been delayed due to issues with the photocopier.</p> <p>Budget A budget report by cost centres had been shared prior to the meeting. Stay and Play was an issue, as this has cost the school £8000.00 whilst it has been</p> |

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| | <p>closed during the lockdown. It had now re-opened and pupil numbers were increasing but the Headteacher would continue to monitor this closely. Laptops had been bought for teaching staff and both Key Stage 2 class rooms. Old laptops were being re-used by teaching assistants. The Headteacher was managing the budget carefully as, although catch up funding of around £8000.00 was expected, the impact of Stay and Play was not yet known. It was agreed that Stay and Play would be a focus for discussion at the next Resources Committee meeting.</p> <p>Governors asked about supply costs and the Headteacher explained that the school had been advised by the Local Authority to continue to pay for this and sports provision during the lockdown. It was hoped that other staff would be able to provide cover for any absences to keep supply costs down.</p> <p>Children in Care The school had 1 child in care the previous academic year. Details in the Headteacher's report had been brief so that the child could not be identified. The child had a successful year and was to leave the care system.</p> <p>COVID-19 Catch Up Funding/Re-opening Plans/Risk Assessment The re-opening plan and risk assessment had been discussed in detail at the July full governing body meeting. Adjustments included some changes to lunch time arrangements. Updates were shared by the Local Authority on a regular basis and the Headteacher felt well supported. Governors asked how the staggered start and finish times were working. The Headteacher explained that there were some issues as some parents arrived earlier and then stayed to chat with other parents after they had collected their child. Suggested changes included a one way system, putting squares onto the playground and decreasing the times between drop and pick up to support parents with pupils in different classes. Copies of the re-opening plan, risk assessment and test and trace guidance had been shared prior to the meeting.</p> <p>Safeguarding The Local Authority had not requested an annual report due to the lockdown. CPOMS was being used to monitor safeguarding and regular meetings were being held with safeguarding leads. Governors asked if there had been an increase in the number of safeguarding concerns and families needing support. The Headteacher advised that pupils were glad to be back in school but one pupil had been effected by emotional isolation.</p> <p>School Improvement Plan The plan was still being drafted but key priorities had been shared with governors prior to the meeting. Some priorities were being carried forward from the previous year.</p> <p>Self-Evaluation Form A copy of the Self-Evaluation Form had been shared with governors prior to the meeting. Governors were pleased to see that attendance from September 2019 to March 2020 was at 97%. Governors expressed concern about the impact of an increase in the number of pupils with additional needs. The Headteacher explained that systems were in place to ensure that these pupils were identified early. Some of these pupils had medical needs. The school was able to reuse resources.</p> <p>Staffing The Headteacher's Report had included the staffing structure for 2020/21.</p> <p>Teachers Pay Prior to the meeting advice notes, relating to the teacher's pay award, from Education Personnel Management had been shared. The Headteacher advised that she had allowed for pay increases in the budget. Performance management was due to start in two weeks.</p> |
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| | Governors had received lots of positive feedback relating to the way that information about the new classes for 2020/21 had been shared. Governors asked the Headteacher to pass on their thanks to all staff for the way that they had settled pupils so quickly. |
| 11 | Policy Review Copies of both policies had been shared with governors prior to the meeting. Safeguarding and Child Protection and COVID-19 Safeguarding Addendum The Headteacher went through changes and additions and governors were happy to approve both policies. |
| 12 | Any Other Business Once more detail had been added to the School Development Plan the Headteacher would share the updated plan with governors. Governors were encouraged to contact the Headteacher via Teams Chat with any questions relating to the plan prior to the December meeting. Both committees were scheduled to meet before December so would be able to feedback at the next meeting. The Chair agreed to pass on governor thanks to Reverend Gibbs. |
| 13 | Date of Next Meeting <ul style="list-style-type: none"> Thursday 17th December 2020 at 7.30pm |
| The meeting ended at 9.05pm. | |

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