

FULL GOVERNING BODY MEETING
WEDNESDAY 23rd SEPTEMBER 2020: 7.00PM VIA VIDEO CONFERENCE

Present:	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Michelle Law (ML), Louise Pitt (LP), Helen Price (HP), Belinda Rowland (BR) and Heather Williams (HW).
Clerk:	Rebecca Marr
Present:	Vanessa Neale (VN) and Carol Simpson (CS)
Observer:	Lucy Hill (LH)
Circulation:	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
	<p>Everyone was welcomed to the first meeting of the academic year. A special welcome was extended to ML in her first meeting as Headteacher and a governor. VN was welcomed as the new Assistant Headteacher. LH was welcomed as an observer and a prospective governor.</p> <p>The FGB were advised that Michael Jones had today resigned as a parent governor. He was thanked for the work he had done during his time as a governor. This has left a number of gaps in governor roles and committees.</p> <p>LH joined the meeting (19.08pm)</p>	
1.	<p><u>Apologies</u> Apologies were received and accepted from Keith Hay. Katharine Rooney and Paul Jones were not present.</p>	
2.	<p><u>Declaration of interests</u> None.</p> <p><u>Next steps:</u> 1: Governors to respond to the Clerk’s email regarding any business/pecuniary interests unless they have done so already</p>	ALL
3.	<p><u>Elect a Chair</u> (The Clerk chaired this item) The Governing Body were advised that two nominations had been received for BD to be elected as Chair in advance of the meeting. The Clerk invited any further nominations at the meeting of which there were none.</p> <p>BD was elected as Chair unanimously.</p> <p>BD thanked the Governing Body for entrusting her with the role but reiterated this would be her last year as Chair.</p>	
4.	<p><u>Elect a Vice Chair</u> (The Clerk chaired this item) The Governing Body were advised that three nominations had been</p>	

Signed:.....
 Chair

received for Keith Hay (KH) to be elected as Vice Chair prior to the meeting. The Clerk invited any further nominations at the meeting but none were given. The Clerk confirmed that KH had agreed he was willing to be appointed as vice chair.

KH was elected as Vice Chair unanimously.

5. **Approve the minutes of 13th July 2020**

The minutes of 13th July 2020 were proposed by AC and seconded by LP. **The minutes were unanimously approved.**

Next steps:

1: To sign the minutes

BD

6. **Matters arising**

To sign the minutes: This item has been completed. Item closed.

To contact WBC Councillors to secure additional funding from WBC as a result of Covid 19 financial losses – The Councillors were contacted but unfortunately there is no funding available to us. Item closed.

7. **Governing Body organisational matters**

7.1 Appoint governors and a Clerk to each Committee/working party

A document setting out the proposed governor roles, responsibilities and committee membership had been circulated prior to the meeting. Given Michael Jones resignation, the Chair and Clerk are going to meet to discuss the roles further so approval of those will be deferred to the next meeting.

Committee membership was discussed and a question was raised whether the size of the Curriculum Committee is too large and whether the committee membership should be re-organised on the skills audit. The Chair and Clerk will meet to discuss these matters.

The Governing Body approved the committee membership as per the document circulated save for:

- **LP to move from the Curriculum to the Staff and Finance Committee**
- **HP and HW to temporarily be appointed to the Pay Panel on the basis that they are relieved from this role as soon as possible**
- **BD, ML, BR and KR were appointed to the PR working party.**

HP and LP offered their input into the Working Party's discussions if needed.

The Governing Body unanimously appointed the Clerk to clerk the following Committees: curriculum, staff and finance, sites and buildings, complaints/appeals, disciplinary and the FGB meetings.

7.2 Set meeting dates for the FGB and the first meeting date for each committee

The FGB meeting dates for this academic year had been circulated prior to the meeting. It was noted that the next FGB meeting is on Wednesday 18th November.

The first meeting dates for the Committees were agreed as:

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Chair

Curriculum: Friday 23rd October at 1pm
Sites & Buildings: Tuesday 29th September at 6.30pm
Staff & Finance: Tuesday 13th October at 6pm

Next steps:

- 1: Add approval of the governor roles to the next agenda
- 2: Chair and Clerk to meet to discuss future committee membership
- 3: The PR Working Party to set their first meeting date

Clerk
BD/Clerk
ML/BR/KR/BD

8.

Reports

8.1 Headteacher's report

The Headteacher's report had been circulated prior to the meeting. There were no questions on the report.

An update was given on admission numbers.

There are associated Part II minutes that cover confidential information.

8.2 Curriculum

The remote learning strategy had been circulated in advance of the meeting. It was noted that this is a roadmap of where the school is heading and is a working document. The school is continuing to look at how the use of MS teams can be expanded in the event of a school lockdown or a bubble lockdown taking into account staffing levels, staff wellbeing and any family limitations on time/devices. The Computing Team are looking at cascading the training on MS teams to all staff as there are differing confidence levels in technology use. ML has joined the working party for blended learning set up by the Schools Learning Alliance which will provide support and collaboration in this area.

Q: Great progress has been made in this area by the school can I suggest a dry run takes place when the school is not in lockdown so the pupils get used to the provision beforehand? Also this provision will work for younger pupils in the school too.

A: Yes a dry run is being planned. The provision will be for all pupils in the school with the proviso that the younger pupils will need more parental input.

The new PSHE curriculum is underway and training has been delivered.

The school's current focus is ensuring that pupils have the behaviours in place for learning and they are settled and back into a routine.

Q: Can you tell us more about the zones of regulation?

A: It is articulating how the pupils are feeling using colours. They are then encouraged to regulate and manage those feelings whilst teaching the pupils it is ok to have those feelings. It was used for the pupils that returned before the summer holidays and it worked very well. This initiative will be shared with parents.

8.3 Staff & Finance

The up to date staffing list had been circulated prior to the meeting.

It was noted that there is still no income from the afterschool club and lettings. The school are employing the staff of the afterschool club on other projects around school, where possible. The teachers' pay rise was higher than anticipated and the bubbles are overstaffed which is necessary to comply with the Covid19 guidance. All of these will

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Chair

adversely affect the budget for this year.

8.4 Sites and Buildings

The Committee has not yet met but the Chair attended a meeting today with WBC to look at the roof. It was felt that the meeting was a positive one with WBC agreeing to undertake surveying work. Likely works will rectify problems with the falls, expanding downpipes and some minor patching work. It was made clear to WBC the very serious consequences of falling ceilings in school. The cost of remedying the damage in school will be discussed after the works have been completed.

8.5 ASC

The school intends to survey the parents to ascertain their ASC requirements so that planning can begin. It is felt, given the current climate, that the ASC can still not open.

8.6 Collaboration (including Cluster and FTP)

Collaboration is continuing with the Cluster, the FTP and the peer review initiative with Crazies Hill and Loddon Primary.

The school is trying out the collaboration and support on offer by the Schools Learning Alliance and so far the school has found the collaboration helpful and supportive.

ML was invited to join the FTP but a final decision has not yet been made. Even if we do not join we can still access the training on offer at a slightly increased rate. It is looking likely that the support on offer by the Schools Learning Alliance is more beneficial at this time.

8.7 Website development working party

The Governing Body thanked the members of the website working party who were all congratulated on creating a fabulous new website.

Next steps:

1: Any comments on the new format of the Headteacher's report to be fed back to the Clerk

ALL

9.

School development plan

Part of the inset day concentrated on the adapt, adopt and abandon initiative taken from the NHS. Staff were asked to contribute to this initiative and the Senior Leadership Team will be looking at the School Development Plan to ascertain what priorities are still relevant. Once the staff have a clearer picture of where and what level the pupils have come back to school at, the Senior Leadership team will have a strategy day to readjust the SDP priorities. There will also be an evaluation of the SDP.

Q: Have you looked at how you're going to adapt the parental engagement such as parent's evenings, reading evenings etc.?

A: It was felt that the foundation coffee morning was not needed this year as the team had a good response from the video sent before the summer holidays. The reading evening will be delivered via a video with a virtual Q and A session if parents have any questions. Parents' evenings are likely to be a personalised email from the teacher with email inboxes open for a while to answer any specific questions. A follow up phone call will be available if needed.

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Chair

10.	<p><u>Pupil matters</u> <u>10.1 Admissions</u> Already covered in agenda item 8.1.</p> <p><u>10.2 Safeguarding including Attendance, Bullying, Exclusions and Prevent</u> – There was nothing to report. Attendance figures are explainable with the current climate. All teaching staff have had refresher safeguarding training and the LSA’s will have the training in October. All members of staff and governors have been sent a copy of the revised keeping children safe in education.</p>	
11.	<p><u>Policies: Behaviour (pupil) and intimate care</u> The draft policies had been circulated prior to the meeting. It was noted that the intimate care policy has been renamed personal care.</p> <p>The policies were unanimously approved.</p>	
12.	<p><u>National issues</u> <u>12.1 GDPR</u> – It was noted that we need to fill the vacant Data Protection Officer vacancy quickly.</p> <p><u>12.2 New Ofsted framework</u> - Ofsted will offer a supportive visit and we would welcome such a visit so they can see how well our pupils have settled back and how well the school is working.</p> <p><u>12.3 Covid 19 related matters</u> – Already covered.</p>	
13.	<p><u>Training/school visits</u> BD completed the NSPCC safer recruitment training which she would highly recommend to other governors who wish to assist on the school interview panel.</p> <p>Governors were referred to the list of training offered by WBC at the bottom of the agenda to see if any of this would be of benefit to them in their role.</p> <p>Given the current situation, governor school visits are not permitted but can be done remotely or via email.</p> <p>Q: Have the staff links changed? A: These are still under review and governors will be updated once they are finalised.</p>	
14.	<p><u>Staff wellbeing</u> Staff were surveyed on their experience of lockdown and their return to school. The responses were sent to the Team Leaders who ensured any support was put in place. The adapt, adopt abandon initiative has a well being focus. The inset day started with discussing wellbeing. PPA now can be done at home which minimises the number of staff in school but also improves wellbeing. The Senior Leadership Team are re-evaluating meetings and how they are done. There is a noticeboard in the staff room which hopefully creates a community school hub. The wellbeing committee will next look at the aims of the Committee. HW offered to help where she can.</p> <p>Clare Thomas and ML were thanked for their support on the wellbeing committee.</p>	

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Chair

Q: Could WBC offer self help tool kits to improve resilience?
A: We could look into this. WBC is running a wellbeing open table discussion which BR will attend.

15.

AOB

The Chair was sad to announce that the first Headteacher of the school, Mike Brogdan, had passed away. He was remembered as creating and embedding the ethos of the school.

It was suggested that the PR Working Party may want to look at what Mike Brogdan's vision was and how that could be incorporated into a PR plan going forward.

16.

CPTA report

The report from the Chair of the CPTA had been circulated prior to the meeting. The Governing Body were pleased to note that the CPTA had funds available for equipment the school requires and that plans are being put into place for Christmas fun for the pupils. The CPTA will meet with ML to discuss ideas and to get more fundraising ideas off the ground.

17.

Date of next meeting - Wednesday 18th November at 7pm.

The meeting ended at 20.15pm.

Signed:.....
Chair