

**FULL GOVERNING BODY MEETING**  
**WEDNESDAY 27<sup>th</sup> JANUARY 2021: 6.00PM VIA VIDEO CONFERENCE**

<b>Present:</b>	Luciana Clayton (LC), Anne Cronin (AC), Bridget Ditcham (BD – Chair), Rachel Farris (RF), Keith Hay (KH), Lucy Hill (LH), Paul Jones (PJ), Michelle Law (ML), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR) and Heather Williams (HW).
<b>Clerk:</b>	Rebecca Marr
<b>Present:</b>	Vanessa Neale (VN) and Carol Simpson (CS).
<b>Circulation:</b>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<p>The FGB were advised that the agenda for the meeting had been streamlined to ensure the FGB are concentrating on the strategic part of their role in the current climate. This role is predominantly ensuring the safety and wellbeing of staff and pupils and oversight of the blended learning provision. ML has written a report, for the FGB's information, on the operational matters of the school which was circulated prior to the meeting.</p> <p><b><u>Apologies</u></b> None.</p>	
2.	<p><b><u>Declaration of interests</u></b> None.</p>	
3.	<p><b><u>Approve the minutes of 18<sup>th</sup> November 2020.</u></b> The minutes of 18<sup>th</sup> November 2020 were proposed by HW and seconded by HP. <b>The minutes were unanimously approved.</b></p>	
4.	<p><b><u>Matters arising</u></b></p> <p><u>4.1 To complete and return the skill audit forms to the Clerk by the end of term</u> – Awaiting 2 skills audit forms.</p> <p><u>4.2 To consider how link governors can feed back to the Governing Body after contact with their link area</u> – Link governor visits cannot happen due to Covid-19. It was noted that AC had sent an email asking for governors to cover a couple of gaps in the link governor areas.</p> <p><u>4.3 Share links for governors to attend the virtual assemblies</u> - Done. <u>Item closed.</u></p> <p><u>4.4 To interview parents that were also pupils at the school</u> – Deferred until the school is fully re-open.</p> <p><u>4.5 To chase the website designers to move the governor photos up the respective webpage to increase their visibility</u> – Done. <u>Item closed.</u></p> <p><u>4.6 To amend the core values policy and the Governing Body to approve via email</u> – Done. <u>Item closed.</u></p>	

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Chair

4.7 Add the children with health needs that cannot attend school to the next agenda – Item deferred.

4.8 Add the amended policies to the school website – Done. Item closed.

**Next steps:**

1: To complete and return the skill audit forms.

PJ/HW

5.

**National issues**

5.1 Covid-19 related matters – The Government have clarified that schools are to close over half term for all pupils, which was noted as being beneficial for the wellbeing of staff.

The school has received lots of positive feedback from parents on the remote learning provision which is lovely to hear. Parents/pupils appreciate the interactivity with their teachers and peers. Staff are also finding the provision beneficial.

5.2 GDPR – Nothing to report.

6.

**Reports**

6.1 Headteacher's report

The Headteacher's report had been circulated prior to the meeting. The school has offered 100 places in school. A few more children have recently been identified as vulnerable and may be attending school shortly.

Q: The 97.5% attendance rate prior to this current lockdown is astonishing, parents must have had confidence that the school was a safe place to send their child.

A: We were very fortunate that we did not need to close a bubble like so many other schools had to. I think this reflects positively on our school.

Q: Are the number of pupils in school currently manageable?

A: We have capped the numbers to 18 per year group and some pupils are part time depending upon parental work patterns. We have identified a maximum of 18 pupils in our risk assessment. The number of vulnerable pupils is increasing, and we have been able to offer a place to all pupils who we deem need a place. We are monitoring the numbers. We do have some capacity, if needed.

Q: Are we monitoring if all pupils have devices to access the remote learning?

A: Yes, we have been in contact with all the families we loaned devices to last time plus we have identified potential others by knowing our families well, teachers monitoring which pupils have uploaded work/engaging with the technology etc. We have only received 5 laptops from the Government which arrived today, but we have loaned out approximately 25.

Q: Are there any plans to ensure this is manageable for the staff over the longer period, bearing in mind the earliest date the pupils will return to school is now 8<sup>th</sup> March?

A: There is an element of settling into a routine. We are continuing to monitor the effectiveness of tasks to ensure they are moving learning along and that we are working smarter not harder. We would like to expand our offer further to include intervention groups, but our top

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Chair

priority is ensuring all pupils are covering the curriculum. As an SLT we are minimising the pressure on teaching staff. We are all trying to do our very best to give the pupils the best experience we can. We have skilled up members of the support staff which has allowed teachers to have more time to develop the curriculum on a deeper level and to do some strategic work. We have a rota, so staff partly work at home and in school. The staff have been very resilient, and I am proud of them all.

In parent forum groups there is positivity about the remote provision being offered by the school. The provision has been enhanced week on week.

The FGB thanked ML and BR for the Autumn term assessment data provided which was clear and comprehensive.

The school is rightly proud of the phonic results.

#### 6.2 Curriculum

A report from the Chairs of the Committee had been shared prior to the meeting.

#### 6.3 Staff & Finance

The Chair of the Staff and Finance Committee advised that the year end will be a deficit that will stay on our accounts until paid back. This is mainly due to not being able to cut the costs of the ASC to match the loss of income. The ASC is losing £74,000 in income this year. We are very fortunate that the school has minimised this to £10,000 in excess of the original year end deficit. Attempts have been made to place pressure on the government to reimburse this loss of income but to no avail presently.

Q: Are there any staffing matters?

A: No - only that supporting the wellbeing of staff is fundamental as there are varying levels of anxiety.

Q: There is a lot of pressure on the SLT and I hope you realise you have the support of the Governing Body. Are you making time for yourselves?

A: WBC are offering wellbeing support for the Headteacher and 2 other members of staff. The SLT also ensure that they are role modelling wellbeing to the staff body by, for instance, working one day a week from home.

#### 6.4 Sites and Buildings

We are building confidence that the drops of water leaking from the roof is the residual water moving rather than new water penetrating the roof.

VN/ MH have been working hard on changing the time out room into a sensory room.

Q: Will there be a new time out room? Will this be needed when all the pupils are back and there may be additional pressures on the pupils returning to school?

A: We are working on the basis that we will not need a time out room if we can meet the needs of the pupil before it gets to the time out stage. Zones of regulation have made a marked difference to pupils being able to regulate their feelings. The sensory room will be as damage proof as possible. Whether we need a time out room will be kept under review.

Signed:.....  
Chair

	<p>6.5 <u>ASC</u> Already covered.</p> <p>6.6 <u>Collaboration</u> Due to the current circumstances, collaboration has come to a bit of a halt but the collaboration groups ML is part of are providing helpful support to each other.</p> <p>6.7 <u>PR Working Party</u> The PR working group has not met but PR is still ongoing by staff, parents and the SLT. Exit interviews have been sent to families leaving the school and some feedback has been provided. A Foundation Parents survey has been carried out and there is material to consider further when we can.</p> <p>KR offered her support and assistance to ML and she was thanked for this.</p> <p>7. <b><u>School development plan</u></b> Covered in the Headteacher's report.</p> <p>8. <b><u>Pupil matters</u></b> <b><u>8.1 Admissions</u></b> – Covered in the Headteacher's report.</p> <p><b><u>8.2 Safeguarding including Attendance, Bullying, Exclusions and Prevent</u></b> – No matters to report. The FGB were assured that the school continues to follow the pupil non-attendance procedures.</p> <p>9. <b><u>Policies: ratify the core values policy</u></b> The core values policy had been approved via email. The Governing Body unanimously ratified the policy.</p> <p>The staff code of conduct, staff disciplinary and staff grievance policies had been circulated prior to the meeting. It was noted that the Staff and Finance Committee had approved the policies on 19<sup>th</sup> January.</p> <p><b>The staff disciplinary and staff grievance policies were unanimously ratified.</b></p> <p><b>Ratification of the staff code of conduct was deferred to allow paragraph 37 to be extended to include social media and the explicit publishing of inappropriate information/comments.</b></p> <p><b>Next steps:</b> 1: To amend the staff code of conduct and bring it to the next FGB meeting for ratification.</p> <p>10. <b><u>Training/school visits</u></b> <b><u>10.1 Governor training attended</u></b> - Training report forms had been circulated prior to the meeting. In addition to the reports circulated, BR, HW and LH are attending the diverse educators' webinars on diversity.</p> <p><b><u>10.2 Link governor visits</u></b> –Nothing to report currently.</p> <p>11. <b><u>Staff wellbeing</u></b> An update was given to the Governing Body. Wellbeing is being promoted and supported by:</p> <ul style="list-style-type: none"> <li>• Weekly staff wellbeing newsletter</li> </ul>	Clerk
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Chair

- SLT modelling wellbeing.
- Regular drop in's with staff and weekly meetings with the Team
- ML and BR are attending the wellbeing for education return course with WBC and it is reassuring that we have already circulated to staff the links that WBC have suggested in the training.
- Chocolates/hamper have been placed in the staffroom which are gifts from parents.
- Ensuring staff are confident with their role and the work they are doing also promotes wellbeing.

Q: Has the lateral flow testing started for staff and do we have any contingency if several staff test positive?

A: Testing will begin this week with testing on a Monday and Thursday morning. There has been a pleasing uptake of staff wanting to take the tests which are voluntary. If a member of staff tests positive, they must book a laboratory test at a testing centre. If we had several staff absent due to Covid-19 we would have no option but to close the bubbles which would be unfortunate, but we must minimise any transmission risk.

PJ arrived 18.55pm.

12.

**AOB**

None.

13.

**CPTA report**

An update was expected from the Chair of the CPTA but not yet received.

**Next steps:**

1: Clerk to circulate the report to the FGB upon receipt.

14.

**Date of next meeting** - Wednesday 17<sup>th</sup> March 2021 at 7pm.

The meeting ended at 6.57pm.

Clerk

Signed:.....  
Chair