

Leedon Lower School

Full Governing Body Committee Minutes

Date 24. 09.2020
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 1

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	1/1	NM
Jenny Holding	Parent Governor	1/1	JH
Vicky Garwood	Staff Governor	1/1	VG
Clive Cornelius	Parent Governor	1/1	CC
Mike Fardell	Parent Governor	1/1	MF
Colette Goring-Farrow	Parent Governor	1/1	CGF
Trevor Dyson	Parent Governor	1/1	TD
James Pegg	Co-opted Governor	1/1	JP
Sarah Arkle	Parent Governor	1/1	SA
Amanda Dodwell	LA Governor	1/1	AD

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	1/1	RB
Kelly Burley	Clerk to Governing Body	1/1	KB

All supporting documentation detailed in these minutes is available on request.

1. Apologies for absence

Name	Post Held	Meetings attended this academic year	Known as
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None.

2. Any personal or business to declare

No interests were declared.

NM informed Governors that as it is the start of the new academic year the Pecuniary Interest forms will be sent out electronically. She asked Governors to print, sign and scan the completed form via KB or post if required. Any issues with this then make KB aware.

Governor Actions:

KB send out Pecuniary Interest forms.

All Governors to complete and return asap.

3. Any Other Business Agreed as being Urgent

VG asked that under item 15 could the updated 'Keeping Children Safe in Education' be discussed in regard to keeping training records.

4. Minutes of the last meeting (16.07.2020) and matters arising/follow up action

The minutes were unanimously agreed as a true record with no amendments.

NM went through all outstanding actions to understand those that were still relevant and those that needed to be removed from the outstanding list.

It was agreed that the following actions should be removed as they were no longer applicable.

Item 5: AD Link governor visit is outstanding and will be completed once the school is re-opened and it is safe to do so.

Item 5: RB to ask Shirley Hollis to complete lesson observation training with relevant staff on one of her SIP days. This is outstanding and will be completed once the school is re-opened and it is safe to do so.

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Item 9: Clerk to bring forward JH and CGF's end of term dates on relevant agendas.

Item 8: MF to set up a meeting with his counselling service contact.

Item 5: SA completing Induction training on 9th October 2020.

Item 5: CC to follow up Bursar. CC has contacted the Bursar and asked for a meeting via phone or conversation via email. NM asked that this item be reviewed at the next Finance & General Purposes meeting.

Follow up actions still outstanding:

Item 5: RB will upload a copy of the Safeguarding Audit.

Item 8: CGF to send a copy of Brooklands Wellbeing Charter and recommended that GB connected with Darren Ward, Head of Staff Wellbeing there.

Item 8: GB to contact Darren Ward, Brooklands.

MF has completed a meeting with the counselling service. He talked the committee through the options available. Particularly a digital counselling service at a cost of £15 per employee and some other benefits of using them. The committee talked through the options. It was agreed that if RB thought this would be a viable option, he would contact MF directly and bring to the F&GP committee.

Governor Questions:

Does the existing employee absence insurance cover any of the services offered? RB explained there wasn't any specific insurance in place that would cover this.

5. Correspondence received

NM informed the committee that none had been received.

6. Chair's action

NM informed the committee she had ratified the Safeguarding COVID-19 September 2020 addendum. This will be covered in item 12.

7. Election of Chair and Vice Chair

NM informed the committee she would like to stand for another term as Chair of Governors.

No other members wish to stand for the role. As per the Standing Orders KB asked for an informal ballot to take place. NM was unanimously agreed as Chair of Governors for a further term for one year.

CC informed the committee he would stand for another term as Vice Chair of Governors.

No other members wish to stand for the role. As per the Standing Orders KB asked for an informal ballot to take place. CC was unanimously agreed as Vice Chair of Governors for a further term for one year.

NM asked Governors to think going forward if they would like to develop their current roles as CC has indicated he would like to step down from the role of Vice Chair at the end of this academic year.

8. Governor Elections

NM advised the committee that a Parent Governor election will be taking place for two current vacancies. The committee discussed the importance of completing an updated skills matrix and how to encourage greater diversity onto the board.

Vacancy one: JH's term is up on 30/09/2020.

Vacancy two: CGF's term is up on 18.10.2020. As CGF no longer has a child attending Leedon she is no longer eligible to be a Parent Governor from this date.

NM proposed that both Parent Governor vacancies are advertised at the same time rather than completing one now and then one again in October. The committee unanimously agreed the proposal.

NM also proposed CGF for one of the current Co-Opt vacancies on board. NM explained that CGF's safeguarding expertise is a key skill required plus, her position on the SLT of Leedon's main feeder school (Brooklands) is highly beneficial. The committee unanimously agreed the proposal and elected CGF to the role of Co-opt Governor for a term of four years.

Governor Actions:

All Governors to complete skills matrix ASAP for NM to be able to advertise x 2 Parent Governor vacancies. Once collated NM will organise communication to parents.

9. Appointment of Staff Governor

RB proposed VG as the new staff governor. A staff vote will take place and the results confirmed at the next meeting of the FGB.

Governor Questions:

Three Parent Governor terms are up in March can we just group the vacancies together now and recruit for them? KB explained no that we should wait until the terms are up. NM reiterated the need for members to consider if they would like to become successors for roles such as Chair and Vice Chair as future proofing the committee is essential. Also, if any Governors know of parents who skills could be valuable then please talk to them.

Governor Actions:

RB staff vote for Staff Governor.

10. Appointment of link and committee roles

TD was unanimously agreed as Chair of the Finance & General Purposes committee.
MF expressed an interest in finding more about this role for future succession.

JH was unanimously agreed as Chair of the Standards committee.

NM advised the committee that there was a vacancy on the Head Teacher's performance review committee. To be on this committee you must complete CBC's relevant training which is scheduled for next week. No members came forward.

Link Governor roles are as follows:

Safeguarding – CGF

Pupil Premium - NM

English – AD

Maths – CC

Inclusion/ SEND – JP

EYFS – JH

IT - MF

Science – SA

Health and Safety/ Facilities – TD

Training - VG

An additional Wellbeing Link Governor was proposed and agreed. SA will take up this role. GB will be her main school contact. NM stated she has some example role descriptions that can be used to help form a role description to assist SA.

NM asked the board for their views on how Governing monitoring visits should go ahead. RB recommended that visits commence after half term (virtually). This will be after the SIP has completed training with subject leaders and this half term has been about resettling the children into school after such a long break. After half term RB would expect all subject leaders to contact their Link Governor. This was agreed with the exception of Health and Safety/ Facilities. TD will contact the Site Agent and visit the school site as soon as possible. The majority of what TD needs to review is outside so does not breach any COVID-19 restrictions.

RB advised the committee that there is still an ongoing issue with the boilers in the KS2 block and the roof has leaked in recent rain. The building has not been signed over to the school as yet. He has been advised that the entire roof has been done incorrectly and that it could need redoing to stop to future leaks. As it has not been signed over this is CBC's responsibility, but RB still hasn't received a response from them. AD agreed this was unacceptable and that she would chase this up on behalf of RB.

NM asked CGF if she could review the central record. RB agreed it was good practise and that this could be done with CGF wearing the correct PPE.

Governor Actions:

NM/SA Wellbeing Governor role description.

SA to arrange link visit (virtually) with GB regarding new wellbeing Link Governor role.

AD to contact CBC regarding the boilers and roof issues.

TD to contact Site Agent for link visit.

CGF to check central record.

11. Adoption of Code of Conduct and Standing Orders

Code of Conduct and Standing Orders were available as pre-reads for this meeting.

NM highlighted she had amended the documents to include virtual meetings.

Both Code of Conduct and Standing Orders were unanimously adopted.

12. Policies for Review

Safeguarding Addendum COVID-19 September 2020.

This addendum was ratified under a Chair's action (see item 6).

The policy was agreed.

Over this half term there are a lot of policies that are due for review. This is due to some being overdue following 'lockdown' and it being the beginning of the academic year.

Governor Questions:

Clarification was sought as to who is the 'local authority virtual school head'? RB confirmed this is the head of LA children within the local authority.

13. Safeguarding

CGF and RB have completed their DSL Safeguarding Refresher Course.

TH from SLT has also completed the above course.

RB recommended the PREVENT training to all Governors. All staff have now completed.

Governor Actions:

All Governors to read Keeping Children Safe in Education September 2020 addition.

CGF to send DSL Safeguarding training certificate to VG.

RB will send out the PREVENT training link to Governors.

14. Head Teacher's Report

RB's report is to be given verbally although Autumn Term 20/21 key statistics document was sent out prior to this meeting. Attainment figures relate to 2018/19 due to COVID-19 lockdown last academic year.

In terms of pupil numbers RB reported Leedon is two classes down; year 4 has two forms as well as Reception. 15-20 places are free in most year groups. There are 17 additional new starters. Two families are under children protection services.

Absence is at 4%.

In terms of budget the deficit is carried forward.

A new SIP Susan Simmons is in place and 24.5 days of her time have been allocated. SLT are scheduled to meet her on 14th October. SLT is to be remodelled which will be communicated to staff over the coming weeks.

LA support over COVID-19 has been very inadequate but RB reported he is really pleased at how staff and pupils have reacted to the new COVID Safe measures. No parents have complained.

NM commented that RB's new virtual tour was great.

NM also commented that in terms of his own wellbeing RB should think about using his work from home days.

Governor Questions:

How are you going to determine what 'catch up' is required? RB during this half term staff will identify gaps and then interventions can be put in from after half term. It is very mixed. KS2 will be slightly easier to identify issues and catchup as we have lower pupil numbers. KS1 is more difficult. Staff have already identified that children seem to have completed lots of writing at home, but Maths is going to be an area of focus.

How are staff with the new measures? How is it working? Measures are proving successful. Staff are working extremely hard, but it is exhausting for example AJ and myself are covering lunchtimes which is taking two hours plus assisting with start and finish times. Staff are having to cover lunch times at the minute. We have advertised for 10 temporary cover supervisors to assist and we have had 20 applications.

How is social distancing going with the children? RB for staff it is proving very difficult at times, but the PPE is in place. Brooklands Middle School have kindly given us some visors to use. Screens are in place so children can be heard reading. RB is going into classrooms as little as possible.

Have there been any confirmed cases? RB twenty children have isolated; all tests were negative. One parent has tested positive, but the child has tested negative - all guidance around self-isolating has been followed.

What happens in these cases in terms of a child's learning? RB If it is one child then their teacher will make contact and there is content on the virtual school. If it is a bubble then the virtual school will be utilised. Staff have recorded mini lessons in preparation.

How are neighbours as there had been a few complaints? RB we have reiterated to parents about not sitting on walls etc. the neighbours seem happier now. We are grateful to Brooklands for allowing us use of their field to assist with the start and finish of the day.

What about parents evening in light of current restrictions? RB parents evening will be completed virtually but staff will be on site so they can have assistance should it be required – much the same as a normal parents evening.

Is there an update on catch up funding? RB no. Our plan was that SS would stay until Christmas to assist with catch up, but she has declined.

Would PPG children get more catch up funding? CGF no.

Can Governors help at drop and pick up to help? RB it is less problematic than it was, and it helps if I am at the front gate. It is working at the moment so staff can cover for now.

15. Governor Development and Training 20/21

NM has sent round the latest training list and encouraged Governors to take opportunities for training.

VG asked all Governors to send her their training certificates.

16. Future Meeting Dates

NM suggested that at present it is not viable to put together a schedule of meeting dates as the FGB needs to be agile in these changing times.

F&GP and Pay Review meeting is to go ahead on 22nd October at 6pm via zoom.

Standards committee will resume after half term as priorities cannot be agreed yet.

Next FGB is scheduled for 19th November at 6pm.

17. Any other matters agreed as being urgent

Covered in item 13.

Minutes approved by the Governing Body on: 03.12.2020

Signed (Chair):



Actions

Item 2: KB send out Pecuniary Interest forms.

Item 2: All Governors to complete and return asap.

Item 8: All Governors to complete skills matrix ASAP for NM to be able to advertise x 2 Parent Governor vacancies. Once collated NM will organise communication to parents.

Item 9: RB staff vote for Staff Governor.

Item 10: NM/SA Wellbeing Governor role description.

Item 10: SA to arrange link visit (virtually) with GB regarding new wellbeing Link Governor role.

Item 10: AD to contact CBC regarding the boilers and roof issues.

Item 10: TD to contact Site Agent for link visit.

Item 10: CGF to check central record.

Item 13: All Governors to read Keeping Children Safe in Education September 2020 addition.

Item 13: CGF to send DSL Safeguarding training certificate to VG.

Item 13: RB will send out the PREVENT training link to Governors.