

Leedon Lower School

Full Governing Body Committee Minutes

Date	25.03.2021
Time	6.00pm
Venue	Zoom Virtual Meeting
Meeting Number	4

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	4/4	NM
Jenny Holding	Parent Governor	4/4	JH
Vicky Garwood	Staff Governor	4/4	VG
Clive Cornelius	Parent Governor	4/4	CC
Mike Fardell	Parent Governor	4/4	MF
Colette Goring-Farrow	Parent Governor	4/4	CGF
Trevor Dyson	Parent Governor	4/4	TD
James Pegg	Co-opted Governor	4/4	JP
Sarah Arkle	Parent Governor	4/4	SA
Amanda Dodwell	LA Governor	3/4	AD
George Reardon	Parent Governor	1/4	GR
Jo Shelley	Parent Governor	1/4	JS

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	4/4	RB
Kelly Burley	Clerk to Governing Body	4/4	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.

JS requires Declaration of Interest form to be resent. KB to action.

Governor Actions:

KB to resend Declaration of interest form to JS.

3. Any Other Business Agreed as being Urgent

None.

4. Minutes of the last meeting (04.02.2021) and matters arising/follow up action

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

The follow up actions were discussed:***Still outstanding:***

Item 4: TD Site Agent Link visit has been postponed but is arranging a call with him to go through outstanding items to complete visit. RB advised TD that the Site Agent is off during Easter holidays. It may be better for TD to contact RB in the first instance to complete the visit.

Item 4: KB completed 3/4 Safeguarding courses. Final one outstanding.

Item 10: RB will organise a Governance Review when school is open again. RB has provisionally organised this for the end of May with Simon Webbe, HMI. RB will confirm date in due course.

Item 13: MF to support on website compliance. MF completed website compliance audit which the school found very useful. MF to take on the role of website compliance Governor for this academic year. RB confirmed that the website was now up to date.

All other actions completed.

Governor Actions:

TD to liaise with RB regarding outstanding items on Site Agent visit.

KB completed 3/4 Safeguarding courses. Final one outstanding.

RB to confirm date of Governance Review once this is confirmed.

5. Correspondence received

None.

6. Chair's action

This will be covered under item 8.

7. Governor Elections

NM informed the committee that the Parent Governor nominations received totaled 4, with 4 vacancies to fill.

Nicola McIntyre and Clive Cornelius were appointed to the role of Parent Governors with no objections for an additional term. Both their terms are 4 years (25.03.2025).

George Reardon and Jo Shelley were appointed to the role of Parent Governors with no objections for their first terms. Both their terms are 4 years (25.03.2025).

NM welcomed the new Governors and introductions were made.

It was agreed that GR would join the F&GP committee and JS would join the Standards committee.

8. Policies to Review:

- **Equality information & objectives:** Was agreed with no amendments. Although it was noted that even though the document is subject to a four-year cycle for review the equality information needs to be checked and updated on a yearly basis. KB to add to Policy schedule.
- **Complaints Policy:** Agreed with no amendments.

Governor Questions:

The Equality Information and objective document states it is the FGB's responsibility to ensure that the objectives are published and communicated throughout the school, including to staff, pupils, and parents. How do we practically do this? It is about ensuring this happens rather particularly doing this ourselves. RB confirmed that the communication was straight forward for parents and staff, but that staff are just in discussion about how to do this for children. He went on to explain that this would be done as part of pupils PHSE lessons.

How will the equality and diversity training be organised? RB is in discussions with a provider at present so this will follow in due course.

Governor Actions:

KB to add Equality information to policy schedule to ensure they are annually updated.

9. Head Teachers Report including Safeguarding and GDPR breaches:

No safeguarding issues to report.

No GDPR breaches to report.

RB gave his report verbally. Two positive COVID-19 cases had been confirmed. Processes were followed and all children and staff that were isolating are now back in school. Two children were collected today following parental exposure and they will now test and isolate as appropriate. Reporting is completed daily to DfE and it is challenging but process and procedures are working.

Transition back into school has been smooth. Core subjects are being completed in the morning with a focus on our core values in the afternoon. This will continue until the end of term.

Each pupil has been completed a 1-2-1 Personal Planning review with their teacher. RB advised the FGB to review the Standards committee minutes from 18th March as these go through this process in detail and the action plan that has resulted.

Inset day is being planned for all staff on 12th April. The SIA has been involved in deep dives in all subject areas which is really helpful, and she will be in after Easter for her first physical visit. RB explained with her help over the past few months despite everything that has gone on a lot of strategic work has been completed and implemented.

Sue Sizer retired today.

The resilience staff and pupils have shown has been exceptional and we are proud of what we have achieved. GB has particularly been a great addition and has increased our capacity to get this work implemented.

NM extended again the FGB's thanks to all staff for their hard work and commitment through this term.

Governor Questions:

How is staff wellbeing? Staff absence is low. The 5 members of staff shielding cannot wait to get back after Easter. The Staff Pulse has still produced positive results every other week.

Have you noticed any trends on Staff Pulse? No, it is static. The comments are anonymous so we can reply and address any issues as they arise. GB completed Wellbeing 1-2-1's for staff that wanted them. We have one member of staff referred for counselling and another with supervision in place.

10. Any other matters agreed as being urgent

NM asked if all Link Visits have now been completed. AD and CGF are still outstanding. Link visits will be reviewed at the next meeting.

Governor Actions:

AD and CGF to complete Link Visits.

KB to bring forward Link Visits next FGB.

Next FGB is TBC.

Minutes approved by the Governing Body on: 13.05.2021

Signed (Chair):



Actions :

Item 4: TD to liaise with RB regarding outstanding items on Site Agent visit.

Item 4: KB completed 3/4 Safeguarding courses. Final one outstanding.

Item 4: RB to confirm date of Governance Review once this is confirmed.

Item 8: KB to add Equality information to policy schedule to ensure they are annually updated.

Item 10: AD and CGF to complete Link Visits.

Item 10: KB to bring forward Link Visits next FGB.