

Leedon Lower School

Full Governing Body Committee Minutes

Date 03.12.2020
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 2

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	2/2	NM
Jenny Holding	Parent Governor	2/2	JH
Vicky Garwood	Staff Governor	2/2	VG
Clive Cornelius	Parent Governor	2/2	CC
Mike Fardell	Parent Governor	2/2	MF
Colette Goring-Farrow	Parent Governor	2/2	CGF
Trevor Dyson	Parent Governor	2/2	TD
James Pegg	Co-opted Governor	2/2	JP
Sarah Arkle	Parent Governor	2/2	SA

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	2/2	RB
Kelly Burley	Clerk to Governing Body	2/2	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
Amanda Dodwell	LA Governor	1/2	AD

2. Any personal or business to declare

No interests were declared.

TD, MF and RB forms are outstanding and will be returned ASAP.

Governor Actions:

KB resend out Declaration of interest forms.

3. Any Other Business Agreed as being Urgent

None.

4. Minutes of the last meeting (24.09.2020) and matters arising/follow up action

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

The follow up actions were discussed:

Item 10: SA to arrange link visit (virtually) with GB regarding new wellbeing Link Governor role. SA has met with GB before half term and another meeting will be arranged before Christmas.

Item 10: NM/SA Wellbeing Governor role description. NM has drafted and this has been circulated.

Item 10: AD to contact CBC regarding the boilers and roof issues. RB confirmed that AD had contacted CBC. The boiler is going to be repaired.

Item 10: TD to contact Site Agent for link visit. TD informed the committee that this had been completed with the exception of the Site Walk. This could not be completed due to contractors on site, but TD is arranging an alternative date.

Item 10: CGF to check central record. CGF confirmed that the visit had been completed on 01.12.2020 and everything was up to date.

Item 13: All Governors to read Keeping Children Safe in Education September 2020 addition. AD needs to complete this training as well as PREVENT.

Item 13: RB will send out the PREVENT training link to Governors. TD has half the training outstanding.

Governor Questions:

Have the roof issues been resolved? *RB explained that a named person at CBC is now dealing with it and is cataloging the issues. This remains unresolved but at least we now have a contact.*

Governor Actions:

TD to complete Site Agent Link Visit.

AD to complete Keeping Children Safe in Education September 2020 addition and PREVENT training

TD to complete the rest of his PREVENT training.

5. Correspondence received

NM has received a letter from a union regarding the use of supply teachers. The letter asks school to think about employing supply teachers directly rather than using recruitment agencies. RB said he did not require a copy of the letter. CGF explained that with all the safeguarding checks that are required it is probably more cost effective to use a recruitment agency. NM confirmed that this was an operational issue and for RB and the rest of the SLT's discretion.

6. Chair's action

The Interim Budget was submitted to CBC.

7. Staff Governor Appointment

VG has been appointed Staff Governor for a further term of one year.

8. Parent Governor Election Result

Jenny Holding has been elected to the role of Parent Governor. Jenny was accepted onto the committee for another 4-year term. No further applications were received.

NM explained that in March x 3 Parent Governors terms were up for review, so she is planning a recruitment drive after Christmas. TD's children have left Leedon but he will remain in his current role until the end of his term.

NM is writing an article for the Leedon Link about a governor's role and asked for volunteers to proofread. Both CGF and MF volunteered.

Governor Actions:

CGF and MF to proofread Leedon Link article.

9. Policies for review:

- **Health & Safety Policy:** NM said the policy states that the Chair and Link Governor should complete the H&S visits. NM asked if it needed two governors, RB and CGF advised any changes should be checked first with the school's external H&S advisor. Policy agreed, but NM to query with SC if an amendment to the number of governors can be made.
- **Staff Code of Conduct:** Agreed with no further amendments or comments.
- **Attendance Policy:** NM has submitted a couple of amendments to RB. He will update the policy and forward to KB to distribute to the FGB for final approval.
- **Appraisal Policy:** Agreed with no further amendments or comments.
- **Special Educational Needs:** Agreed with no further amendments or comments.
- **Safeguarding Policy:** This policy was not available for pre-reading as RB was awaiting some details from CBC. These have now been received. The policy will be sent to the FGB for review via email.

Policies for information:

- **School Behaviour Policy:** The committee had no additional comments in relation to this policy.
- **Interim Marking Policy:** The committee had no additional comments in relation to this policy.

Policies for Discussion:

- **Governors' allowances annual review:** Some discussion took place regarding whether this policy should be readopted. It was agreed that if any Governor felt they required use of such policy they would contact NM directly. This will be subject to review next academic year.

Governor Questions:

Should the H&S policy be updated to cover pandemics given the current situation? TD confirmed that at present this is treated separately as a one-off event.

Governor Actions:

NM to contact H&S Advisor regarding the query on the H&S policy.

RB to update Attendance Policy with NM amendments and then forward to KB for final approval.

RB to forward updated Safeguarding Policy to KB to obtain approval from the committee via email.

10. Head Teacher's Report

RB took the committee through the Head Teacher's report for the Autumn term and SDP 2020/21 Report. Both reports were available as pre-reads for Governors.

Head Teacher's Report term: RB highlighted that three new pupils will be starting next week. The gender pay gap review has now been completed; female teachers earn on average £4.7k more than male teachers. The interim budget was submitted as discussed earlier in item 6.

SDP 2020/21: RB will use this report format going forward. It is a snapshot of where the school is at that time and a good crib sheet for Ofsted. RB has progressed the strategies section as far he can for the moment as further input is required from the SIP. The SIP has a copy of this current report.

NM as a committee we need to be more involved in monitoring to maximise the effectiveness of the board. She suggested a few members could get together to review this. She underlined the importance of speaking to/hearing from middle leaders and SLT.

JP agreed this was the right way to progress as he had questioned how involved in monitoring he actually is.

NM confirmed she agreed and that this would be covered further in item 10. NM reiterated the need to improve as a Governing body in this area.

It was agreed that a more detailed SDP would be provided after Christmas and there would be a focus on this at the February meeting as well as pupil progress.

Governor Questions:

Please confirm the number of Safeguarding incidents. RB explained that there had been 5 safeguarding incidents since the last committee meeting so 8 in total this term.

How is each incident managed? Each incident is fully investigated and logged within CPOMS and action is taken in all cases.

When will the SDP include the SIP's input? The SIP has 14 training days allocated to Leedon but what she will provide is still unknown. The SIP has been in contact once; a visit is booked for next week and then in January.

We need to monitor progression against the Key Actions. How will we see this? Termly reviews (half termly for appraisals). Going forward the SDP will be much more milestone based, for example website compliance will be completed before Christmas. The RAG system will be used to highlight where we are with our six-week targets.

Will we also have a commentary? RB yes.

When can we start to have a copy of that? By Christmas/ 1st week of January. RB emphasised that a one size fits all approach will not work. He expects and requires from the SIP something specific to the needs of Leedon to provide the maximum impact.

CGF suggested that in lieu of visits to the school which are currently impossible for the time being, could the school provide additional reports on areas they are working on such as the results of 'deep dive' exercises? Reports are produced anyway so would not cause too much additional work to provide them to Governors too. RB explained that staff were completing Lesson Reflections as Learning Walks/Observations are unable to go ahead. A provision map is completed afterwards which could be shared. VG talked the committee through the process of a Lesson Reflection exercise she had completed that was successful and worked well in the current circumstances. It ensures the teacher is focusing on catering for all pupils in their lesson whether SEN, GD, PP or vulnerable child. By Christmas, every member of staff will have completed a Lesson Reflection. RB will place the information on the Governor Zone for them to be reviewed.

Any update in relation to COVID-19 impact? RB advised that four children are isolating due to parent exposure. Two children have tested positive, one was during half term and the other was already in isolation so no impact on the school. GO'R was responsible for supporting these pupils.

Were we able to recruit for all of the Lunch time supervisor roles? Yes vacancies were filled although four have now been moved into working in classrooms as they had the right skills set. Their contracts will be extended and will be recruiting to fill the outstanding vacancies. Another person is starting next week.

Governor Actions:

RB place any Provision Maps produced from Lesson Reflections onto Gov Zone for review.
KB SDP and pupil progress review on February committee agenda.

11. Staff Wellbeing

RB invited questions and comments on the Wellbeing Strategy and Wellbeing Charter which were issued as pre-reads. The aim of the charter is to embed this into the culture of the staff. It also reiterates all the things we currently do.

RB informed the committee about the Staff Pulse system he is currently using to assist in managing staff wellbeing. This is a regular anonymous survey for staff where they can give feedback or identify issues. The comments have all been mainly positive. Any issues that have been raised have been around communication which have been addressed. Communication can be difficult at the minute with limiting time staff are together and social distancing measures. A good average rating for a school is 6 and Leedon are currently scoring 6.5. Most importantly an

Action Plan can be taken from this system which will feed into the Wellbeing Strategy going forward.

RB did report he could feel that staff were tired.

Governor Questions:

Would weekly 1-2-1's for staff be something to consider? RB with current restrictions this would be difficult and maybe not the most effective use of time. We have bi-weekly key stage meetings to share information. Also launching a Buddy System so that staff always have access to someone to talk to should they be finding things difficult.

12. Link Governor visits

NM informed the committee that with COVID-19 restrictions still in place for the foreseeable future virtual link visits need to commence to ensure effective monitoring. Subject leaders should have completed their subject plans etc. now.

RB confirmed the subject/curriculum plans would be completed by the first week in January.

The committee agreed that they whilst they need to ensure they are effectively monitoring they do not want to add to workload at this time. Governors commented that they were very aware of how much harder staff were having to work with restrictions in place. It was also noted that Governors were keen to contact their link staff from a wellbeing point of view. After further discussion it was agreed that Link Governors would make contact via email.

NM asked RB just to check and clarify subject leads as these may have changed and then she will distribute.

The committee agreed more formal monitoring would commence at the end of January. NM asked Governors to ensure they were completing the Governor Visit Template Report even though you will be meeting virtually.

Governor Actions:

RB to update the Subject Leads for Link Governor Visits.

NM to distribute completed list.

13. Grant funding for review:

- PE & Sports Premium impact report 19/20
- Action plan for 20/21
- PPG Strategy Review 19/20

The Pupil Premium strategy statement and PE & Sports Premium impact report 19/20 / Action plan for 20/21 reports were distributed as pre-reads. Comments and questions were invited.

NM is now PPG Link Governor.

It was agreed that GO'R would attend the next FGB meeting to go through the PPG strategy in more detail.

Governor Questions:

PPG Strategy:

It would be helpful to know how budget is being used in more detail, can this information be provided. RB a review has taken place and how the budget is shown is changing. You will be able to see the cost in hourly time, whether an LSA or a teacher, so we can look at the true cost.

NM commented that this will be helpful in being able to demonstrate the real impact.

RB confirmed this would be completed in 10-week cycles when interventions will be reviewed. The review periods may be shorter now due to the 'catch up' programme.

Is GO'R working on the PPG strategy for the next three years? RB confirmed this was the case at the moment. He clarified it is a three-rolling strategy.

What is happened regarding 'catch up' funding? £7.5k received so far this cover SS time. She has spent 2 days looking at provisions that need to be implemented and ensuring our strategy is watertight. After Christmas we are looking to employ a teacher for one day a week to deliver. A small number of chrome books have been purchased. Approximately £23k is due in funding,

Governor Actions:

RB & KB PPG strategy on next FGB agenda.

14. Safeguarding

RB provided The Safeguarding Children in Education Annual Audit 2019-2020 for pre-reading. It was noted that the audit was completed on 5th March 2019 and the report has only just been received therefore 99% of the actions are complete.

RB went on to say that there is plan in place to complete the remaining actions. RB and GB are undertaking a review of the website and it is planned that Safeguarding will be front and centre.

15. GDPR

A breach occurred on 27th November. Full names of children were included under photographs of children in the Leedon Link Newsletter. Not a reportable incident. The document was amended to be compliant. No further action was required.

Staff have been reminded of procedures.

16. F&GP Committees meeting 19.11.2020 - Feedback and questions arising from minutes

TD highlighted the main points of the meeting. No further questions were raised.

17. Website compliance

NM explained she had received a checklist from SIA. There are areas that need to be addressed on the website.

RB informed the committee a big review was taking place of the website to ensure areas of compliance are 'front and centre' and easy to access.

The Complaints Procedure is out of date. This will be brought forward next term as it is due for review.

NM also noted that the Quality Objectives on the site need to be reviewed as they are not dated. RB confirmed they were added in 2019. It was agreed a date should be added if they are still relevant and that website compliance would be reviewed this academic year.

Governor Actions:

KB bring forward website compliance.

18. Governor development and training 2020/21

MF has completed the Finance training provided by CBC.

NM had distributed the Governors updated skills matrix before the meeting.

No skills gaps were identified but NM stated she felt a Governor with a background in HR would be of benefit.

19. Any other matters agreed as being urgent

None.


RB updated the committee with news that even though the Grafham Water residential trip could not place next year, Grafham have confirmed that they will provide a two-day trip on 25th/26th March without the residential element. Costs £85 per child. This is great news for year 4 pupils.

JH and NM will liaise regarding Standards Committee meeting dates.

Next FGB is planned for Thursday 4th February 2021 at 6pm via Zoom.

Minutes approved by the Governing Body on: 04.02.2021

Signed (Chair):



Actions:

Item 2: KB send out Pecuniary Interest forms.

Item 2: All Governors to complete and return asap.

Item 4: TD to complete Site Agent Link Visit.

Item 4: AD to complete Keeping Children Safe in Education September 2020 addition and PREVENT training

Item 4: TD to complete the rest of his PREVENT training.

Item 9 - NM to contact H&S Advisor and regarding the query on the H&S policy.

Item 9 - RB to update Attendance Policy with NM amendments and then forward to KB for final approval.

Item 9 - RB to forward updated Safeguarding Policy to KB to obtain approval from the committee via email.

Item 12 - RB to update the Subject Leads for Link Governor Visits.

Item 12 - NM to distribute completed list.

Item 13 - RB & KB PPG strategy on next FGB agenda.

Item 17 - KB bring forward website compliance.

Item 19 - JH and NM will liaise regarding Standards Committee meeting dates.