POWERSTOCK CE VA PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting held via Microsoft Teams at 6.30pm on Thursday 19 November 2020**

**Present:** Joanna Moss JM (Chair), David Jones DJ (Vice Chair) Amanda Montague AM, Louise Greenham (Headteacher) LG, Julia Stantiford JS, Linden Boothby LB, Anna Seal AS, Gill Butler GB, Kate Shelley KS, Revd Chris Grasske CG until 8.03pm

**In Attendance:** Natalie Green NG (Clerk)

Q/C = Question/Challenge

**Item 1. Welcome**

JM welcomed all to the meeting, particularly new Foundation Governor Linden Boothby, who gave a brief introduction of herself and her background.

**Item 2. Apologies**

These were received and accepted from Tim Connor TC.

**Item 3. Minutes of the last FGB**

The minutes of the FGB Meeting held on 22 September 2020 had been included in the pack.

These were agreed virtually as a true record.

**Item 4. Matters Arising**

1. (4) JM, DJ and LG to work on completion of the Governors Skills Audit for SFVS – AS had worked with JM and DJ on this. COMPLETED
2. (10) Send links to MyConcern and demonstrate tool at next FGB – on Agenda – LG noted the link in the HT Report with video which would be shown during meeting. COMPLETED
3. (10) Send KCSiE to governors - this had been included in the pack, Governors were asked to email LG, NG and JM when read - COMPLETED
4. (12) JM to Speak to SDBE Foundation Governor Advisor Dan Roberts about eligibility – JM noted that her application was now in progress. COMPLETED
5. (12) LG to update Complaints Policy to include NG as Complaints Coordinator and present for adoption. COMPLETED
6. (12) JM to confirm link governor roles with absent governors – COMPLETED
7. (13) Update on Maths Pre-teaching roll out – on Agenda. COMPLETED

There were no other matters arising that would not be covered by the Agenda.

**Item 5. Declaration of** **Governor’s Business Interests**

There were no matters to declare that would conflict with the Agenda.

**Item 6. Declaration of Urgent Business Items**

Two issues would be covered under item 14.

**Item 7. Correspondence**

JM reported that thank you cards from a member of staff who had left and a former TA and voluntary helper who had been unwell had been received. These were in response to gifts from governors.

**Item 8. Chairs Report**

8.1 JM reported that she and DJ had conducted Head Teacher Performance Management and was very pleased to note LG’s many qualities, and notably her ability to rise to challenges with a calm approach. She added that LG’s skills fully met the Headteacher competencies and proposed a one point pay progression, backdated to September 2020. AS supported this, noting how much the whole staff valued LG. The report would be shared with governors shortly.

The proposal to increase LG’s salary by one point, backdated to September 2020, was agreed.

8.2 JM noted that she had attend an NGA conference and noted the national NGA survey results. Staff wellbeing and balancing the budget were top priorities for GBs, as was the importance of having a contingency plan if the Chair had to step down for any reason. She encouraged governors to consider exploring the VC role and to and let her know if this was of interest. NG added that GB’s were able to have a joint VC in place at any time, should this be required.

**Item 9. Headteacher’s Report**

This had been included in the pack and governors had raised questions on the report in advance of and during the meeting, which are highlighted in bold below:

9.1 Catch Up Plans had been included in the pack and teachers were also increasing interventions in addition to the school day. LG had also included a weekly review in the pack, which gave a good insight into the school week. She also referred to a set of slides she had shared with governors, which had described activities in school.

9.2 Safeguarding – LG noted that the Level 2 update had been completed at a twilight staff meeting on 12.10.20. The Staff handbook had been circulated for all staff to read and sign, and included: Safeguarding documents, Child Protection Policy, Staff Code of Conduct, Safer Working Practice and Health and Safety documents. **Q/C Governors asked if all staff had now signed the handbook and was it available for governors to read?** LG said that it would ready for governors to view shortly. L

LG noted that Myconcern, the Safeguarding reporting system, had been rolled out to all staff. Several low-level concerns had been made to date but no referrals to CHAD (Children’s Advice and Duty Service) had been made. She noted the link below for Myconcern: <https://www.capita-sims.co.uk/products-and-services/myconcern>

This included a short introductory video of the application which was shown to governors in the meeting. AM added how useful she found the tool in her role as a teacher, describing it as centralised and immediate.

LG noted that the Vulnerable children tracker was uploaded each week and submitted to DC. There was currently one family with a Child Protection plan in place. **Q/C Governors asked if the school had seen an improvement in attendance and focus in class (if that was an issue before) for the child in the protection plan since this process started? How did the school and social services measure success for this family and child?** LG replied that **t**he child concerned was very able and doing well when in school. Attendance had been an issue and was a pattern with siblings. She had been in touch with Beaminster School regarding this and the case was being escalated there because of an incident at school that day. Attendance for the child in question at Powerstock had improved, with three weeks running at 100%.

9.3 The School Plan had been included in the pack and LG gave an overview of format. JM said that she wanted to see a governor’s section on the plan, aligned to key GB objectives. JM and LG would discuss this following the meeting.

9.4 Collaboration Report – LG noted that the group met fortnightly and had begun virtual meetings for all the schools’ year group leaders to meet to share good practice and support each other in light of the restrictions and guidance around Covid-19. Communication among HTs was very good for support and supervision with the added emergence of a more formal group voice for relations with DC, which LG was leading on. This would include issues relating to attendance, locality teams, safeguarding, child protection and school improvement where the group was seen as a self-improving body. **Q/C Governors asked if other schools in the Collaboration were following similar approaches to a reduced school day and focusing on small group interventions. Was Powerstock leading the way in its particular focus on outdoor activity as there was a sense that nationally, PE had suffered due to Covid-19.** LG replied that the school was in line with other schools' interventions and Catch-up process, though was possibly tailoring sessions more. She was not aware precisely of what other schools were doing but SEP discussions earlier that week indicated that the school "certainly had the wellbeing/outdoors approach mastered". The general teaching and learning approach in that respect was considered to have been a win currently. PE was as good if not better than before - with archery, and excellent netball sessions with all classes. Class teachers were also running complimentary and separate sessions without fail each week. Daily Mile was completed by each class daily, so the allocation of PE was high, at least 3 hours a week.

9.5 The new website was noted and LG requested governor input and feedback. She added that sharing on the PSA Facebook page may be helpful. LG requested head shot photographs from governors for the school website.

9.6 The recent Parents Evening had run well virtually and was considered more inclusive.

9.7 Attendance – LG noted that this was 94.81% for the period 7.9.20 to 6.11.20, and 95.95% for the same period with self-isolation periods removed.

Raw data:

Burton Class 96.14%

Cogden Class 93.03%

Seatown Class 94.33%

9.8 Staff Wellbeing – it was noted that JM and DJ had examined the draft Whole School Wellbeing Policy. Wellbeing was a daily focus in school and LG gave some information which was detailed in her report, noting that timings of the school day had been adjusted to ensure that staff get a proper lunch break. The school day had also been slightly reduced to allow for cleaning and planning for support staff. **Q/C Governors asked if any parents had given feedback about the reduced school day or new process, noting their observations that parents had accepted it and understood why the school had to do this, but had LG been approached by anyone expressing concerns.**  LG responded that she had not, but was aware of a need for a review and was looking at other schools' timetables/daily hours to plan ahead. JM reiterated what a safe happy place school was from a parent perspective. Other governors who were parents concurred. **Q/C Governors asked how the school planned to ensure sustainability in terms of burnout over the winter months.** LG noted that teaching was tricky in a Covid safe set up and sustaining this could be challenging. Taking a calculated risk daily and the need to keep up hygiene standards could take their toll, and staff were exhausted at the end of the week. Open dialogue, teachers getting outside, good humour and mutual care were all seen as very important. AS noted the need for staff to be reminded of personal safety as putting children first was second nature. JM added that the GB wanted to support staff as much as they could and would look to provide an expression of appreciation at Christmas. DJ added that governors were available for staff to talk to. LG noted the appointment of a new member of staff who had very much lightened the load in school, and thanked governors for ratifying the appointment. CG also offered his chaplaincy services if needed. JM noted the need to seek approval to use the Governor’s fund to cover the costs of a Christmas lunch for staff.

9.9 Staffing changes were noted, with LG adding that Staffing remained the same structurally.

9.10 The School Council was currently on hold but the pupil voice was still being gathered.

9.11 SEND pupils made up 36% of the number on roll. LG noted the challenges in teaching SEND pupils in a Covid-19 world. The school was working as efficiently as possible and now settling into more of a routine with the one-way system. **Q/C Governors asked if there were any guidelines about ventilation and cold temperatures.** LG was not aware of these, but added that the school tried to maintain a through draft and open windows and everyone in school dressed accordingly. **Q/C governors asked about the possibility of forming one bubble and whether this would be considered if numbers dropped in the future.** LG explained that it would be a challenging option as it would mean the entire school would have to close and so the governors supported the maintaining of the current 3 bubbles as the preferred option at this time.

9.12 Health & Safety – LG said that the Risk Assessment was being updated regularly and a review was now due which she would share with governors shortly. LG was overseeing Health & Safety with AS as the Link Governor. **Q/C Governors asked if LG had had any issues with Covid-19 communications from DC.** LG noted that some issues were outside her remit and how disheartening it was when there was cross bubble contact following school.

9.13 SIF Vulnerable Children 2022-23 - this had been included in the pack and LG explained the definition of vulnerable children.

**Item 10.** **Policy Review**

The Complaints Policy, Internet Safety Policy, Intimate Care Policy and Admissions Policy had been included in the pack. The Clerk would note Staff Code of Conduct for the next Agenda.

Adoption was agreed.

**Item 12**. **Governance Issues**

12.1 Finance Report including the November 2020 Outturn Approval - JM referred to Finance Officer Janet Halbery’s commentary and asked for any further questions, no further questions other than those detailed on the report. JM noted the impact of a decrease in pupil numbers. If the school had been in deficit, it could have applied for Covid-19 grant support but this was now not an option. Following the spending plan as set earlier in the year the school now had the benefit of an additional TA budgeted until March 2021. The school bus was currently being used by 14 children with 2 spaces left, which facilitated having empty seats near the driver, with the plan being to keep it this way for now. It was noted that there were no voluntary funds.

The Outturn was approved.

12.2 Governor Induction – a full pack and checklist had recently been set up by NG and JM and LB was undergoing the process with the support of DJ as mentor.

12.3 Governor’s Day - JM was aiming to run this in the Spring Term in school but could move this into the Summer Term if this proved challenging. Governors were encouraged to consider themes for the event and to send these to JM and LG.

12.4 SWOT Analysis – the February 2018 version had been included in the pack and JM reminded governors that having completed this had proved to be very powerful at the last Ofsted inspection. AM, JS, DJ would work on updating this and would present an update to the next FGB.

12.5 Governor Training – governors were asked to review their record and inform the Clerk of any anomalies. NG gave a presentation of the NGA Knowledge Centre and Learning Link on screen and encouraged governors to complete the e-learning modules as appropriate.

12.6 Succession Planning – JM reported that she would move category from Parent to Foundation Governor shortly, subject to her application being confirmed by the SDBE. A Parent Governor Election process would commence on 20.11.20 with a view to concluding before the end of the Autumn Term.

12.7 NG had attended the termly Clerk’s Briefing and had included a report in the pack. The key highlights were around Virtual Governance and she signposted governors to useful resources on this in the NGA Covid-19 Recovery area of the NGA Knowledge Centre.

12.8 Governor Visits & Monitoring Activity - JM had included the draft process and template in the pack and encouraged link governors to contact LG to arrange a termly zoom call with the teacher. She stressed that this was key in terms of measuring the impact of governance. LG would contact GB to cover the Safeguarding link. JM and LG would consider how best to conduct monitoring whilst managing impact on staff time.

Governors agreed the process.

**Item 13.** **NPQH Whole School Project**

AS gave a progress update on her short Maths pre-teaching sessions with a small group of children. Reading the questions in advance was helpful as some children had confidence issues around reading, and were receiving the sessions very positively. Staff were similarly enthusiastic about the work and AS was very grateful to teachers for their assistance. **Q/C Governors asked whether the work was being tracked on the holistic tracker.** AS said that it would be and that she hoped that the confidence instilled would move into other areas of the curriculum. Governors thanked AS for her report.

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**Item 14. Any Other Urgent Business as declared at start of meeting**

14.1 De-delegation of School Budget into a central fund **-** LG noted a set of Contingency monies allocated to the School Budget. DC had requested that these monies be de-delegated to the centre. This would be a beneficial move for a school of Powerstock’s size, and it fulfilled a collective responsibility to other schools in the council area.

This was agreed and LG would feed this back to the Schools Forum.

14.2 JM added that there was a need to approve a virement following payment for the extinguishment of the right of way through the school grounds. This was £3285 and an anonymous donation of £2k had been received to offset. The virement had been done between Fees Services & Expenses and SLA’s to correct spending and income in these accounts.

This was agreed.

**Item 15. Date of Next Meeting**

There being no further business the meeting closed at 8.30pm

The next meeting would take place on Thursday 21 January 2021 6.30pm

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| Item No | Action | By Whom | Date |
| 4 | Governors to email NG, JM and LG when read KCSiE | All | ASAP |
| 9 | LG to make Staff Handbook available to all governors | LG | ASAP |
| 9 | LG/JM to discuss inclusion of governor’s section on School Plan | LG/JM | ASAP |
| 9 | Governors to send updated headshot photos to LG for the website | All | ASAP |
| 10 | Clerk to note Staff Code of Conduct on next FGB Agenda | NG | For next FGB |
| 12 | Update GB SWOT | AM, JS, DJ | By next FGB |
| 12 | Governors to familiarise themselves with the new monitoring process agreed at the meeting, to read the Intent, Implementation & Impact statements for their subjects on the website and contact LG regarding a Spring monitoring visit. | ALL | By next FGB |