**POWERSTOCK CE VA PRIMARY SCHOOL**

**Minutes of the Full Governing Body Meeting held via Microsoft Teams at 6.30pm on Thursday 21 January 2021**

**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, Revd Chris Grasske CG, Claire Kelton CK

**Absent:** Kate Shelley KS

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

Q/C = Question/Challenge

**Item 1. Welcome**

JM welcomed all to the meeting, particularly new Parent Governor CK, 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 19 November 2020 and the EFGB on 3 January 2021 had been included in the pack.

These were agreed virtually as a true record.

**Item 4. Matters Arising**

1. Governors to email NG, JM and LG when read KCSiE - JM encouraged governors to complete this before the next meeting and inform NG when actioned. She would set up a record. ONGOING
2. LG to make Staff Handbook available to all governors – LG noted that it was challenging to provide paper copies at present but she would complete an electronic pack in liaison with Janet Hallbery (JH) and would share with governors. ONGOING
3. LG/JM to discuss inclusion of governor’s section on School Plan - JM would raise this further on the Agenda. ONGOING
4. Governors to send updated headshot photos to LG for the website - JM asked governors to check their profile and make any amendments. ONGOING
5. Update GB SWOT – JM noted that outputs of SWOT work would link to the School Plan. ON AGENDA
6. 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. This was on hold due to lockdown. JM stressed that governors still needed to evidence some form of monitoring but the new process would come into play when school re-opened in full. ONGOING

JM noted that the actions from the EFGB had all been completed by LG. The new risk assessment had been completed and changes noted in red. Key worker parent shifts had also been noted to ensure that children only attended when necessary and the bus service was not currently running. Regarding encouraging children to wear masks, AS noted that some would wear them in the corridor but not in the classroom and the school was currently able to ensure good social distancing to this was not seen as an issue.

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 13.

**Item 7. Correspondence**

JM reported that she had received an email from Karen Smallwood of DC who would update JM further on de-delegation of funds following the Schools Forum meeting.

**Item 8. Chairs Report**

8.1 Training – JM asked any governors who had not already done so to register with the NGA Learning Link and review the modules available. She suggested that it would be efficient to spread learning across the board and proposed setting up a spreadsheet to assign governors to respective courses. The Clerk reminded governors to let her know when they had completed any training so the records could be kept up to date.

8.2 JM noted that LB was keen to undertake an RE project looking at how governors could help the school reach Outstanding and was considering short sessions for the children. She had a lot of ideas after completing her SDBE Foundation Governor training and would discuss these with CG before bringing to LG for review and implementation.

8.3 JM noted that Relationship Education needed to be taught from the Summer Term and the GB would need to be confident about the plan before it was submitted to parents. LG had already completed the policy. CK, LB, DJ and JM would form a sub group to work on this and bring it to the next FGB with a view to presenting to parents by the end of Spring Term.

8.4 JM noted that LG was under a lot of pressure with directives from government including the imminent introduction of lateral flow testing. Governors praised LG for the huge amount of work she and the staff were coping with.

**Item 9. Headteacher’s Report**

Weekly reports had been included in the pack and governors had raised questions on the Week 1 report in advance of and during the meeting, which are highlighted in bold below:

9.1 LG noted the weekly lockdown reports to governors and two had already been shared. She added that Week 3 had been busy and she had completed Safeguarding training. The school had referred a child to social care who had become a young carer for their parent. School was also aiming to ensure that each child completed an online learning session weekly. A family of children had gone to live with their grandparents as one of their parents was working on a Covid-19 ward. One family was very poorly with Covid-19 and school was in close contact to ensure that the children were okay. LG noted that everyone was looking out for one another. **Q/C Governors asked about the number of children on Free School Meals and why the figure was so low - LG said this was examined twice year and noted that the process involved a lot of disclosure for parents.**

9.2 The Week 1 report had been included in the pack and governors had raised several questions which LG answered verbally:

**Q/C With regard to the numbers of children currently in school, governors asked “Have you seen a reduction in the number of children in school as a result of your email to parents last week? Do we have any children in school all week and is this necessary?”** LG said that there had been a slight reduction noted and parents were keeping children off school when not on duty.

**Q/C Governors asked “Do we have any staff who have a family member who may be at risk because they are Extremely Clinically Vulnerable/Clinically Vulnerable?”** LG replied not as far as she was aware.

**Q/C With regard to aspects of Safeguarding in relation to remote learning, governors asked “Are we continually checking that children and staff know what to do in the case of cyber bullying?”** LG replied that this was done as a matter of course when children were using ipads but PSHE and IT curricular work would contain a unit of work which would touch on this. The school was also looking at warning signs which could lead to cyber bullying. It was noted that the chat function on Zoom was disabled so children could not send each other messages.

**Q/C With regard to remote learning, governors asked “What responses have you had from parents when they are contacted by you if their children have missed Zoom calls? Is it due to illness, poor internet or other issues? Do you have any immediate concerns about any of the children missing Zoom calls and need to escalate your concerns?”** LG replied, noting that AS had been working with a family who had been missing sessions, but had now got the children up to full sessions that week. Learning from the last lockdown had helped and attendance was now good as the school were able to hit the ground running. There was now a clear expectation that children would attend the session and do the work, and catch ups could be arranged. Long term sustainability was another issue and children were missing friends and tired of the new normal so school was ensuring that remote learning was not overdone. It was noted that sessions also included a circle time chat with children, and getting feedback on the quantity of learning. LG also noted positive feedback from parents. JM and other governors who were parents praised the remote learning and said that their children had really engaged. AS noted how well motivated the children had been. JS added that stretching additional work was also being offered.

**Q/C with regard to online learning, governors asked “Are all the children adhering to the remote learning rules for Zoom lessons you sent to parents and if not, what action has been taken?”** LG said that adherence was good.

**Q/C Governors asked if the school was still incurring costs for use of the Hut.** LG believed this to be the case but would be discussing it as a community.

LG noted that Covid-19 test packs had arrived and training completed. The website home learning page had been completed and LG requested that a governor conduct an overview of the website and submit any ideas to refresh. CK agreed to do this.

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

The Staff Code of Conduct had been included in the pack. Some changes related to the Covid situation and Safeguarding were noted. **Q/C Governors asked if the TA employed on a casual basis had completed the Prevent training.** LG noted that the TA was now cleared to continue into the Summer Term so would complete it.

Adoption was agreed.

**Item 11**. **Governance Issues**

*11.1 Finance update*

The Finance Commentary from JH had been included in the pack and JM noted that two new pupils had joined about the time of the last census. This would not have an impact in year but would affect finances positively going forward. JM noted that there was a possibility of 8 children joining Reception from September 2021 which was only 2 under PAN (Planned Admission Number) and therefore very pleasing.

Other questions had been raised on the report and JH had submitted written responses:

**Q/C “At the Nov Outturn we were waiting for the unions and government to agree the 2.75% pay increase for teaching and support staff. Has this been agreed and is it now in the budget? The number used in Access for planning was only 2%, so will have an impact this year and beyond.”** JH replied “Yes the unions agreed the increase. Not yet increased in the budget. We don't know yet what next year's budget will include.”

**Q/C “Are there any new appeal funds available for Covid-19 costs since the last FGB? Could we apply to one of those now?”** JH replied “Again we can't claim if it will increase our year end surplus.”

**Q/C Governors asked “Should we apply to the Government Laptop fund rather than using capitation monies?”** JH had replied that this could not be claimed if it would increase the year end surplus. LG added that the laptop fund was for vulnerable families only during lockdown and very limited in success as far as she could tell.

**Q/C With regard to the temporary TA employed to assist a pupil with diabetes, governors asked “Is the TA on a formal contract and if so, do we have to pay any costs to her during lockdown 3?”** JH replied that this was not applicable as the TA had been engaged on a casual contract.

**Q/C Governors asked “Are we having to contribute to any costs for Ryan Hobby (RH) or Claire Smith during lockdown 3 or will these just be pushed back to when we are able to return to full school opening?” and could RH deliver any sessions during lockdown without contravening furlough rules.** JH had replied that they were being paid 80% of what they would have claimed. There was some discussion on the latter point and LG would check.

**Q/C Governors asked “We will have an underspend in the PE Premium for the year. Should we apply to Dorset Council to allow us to retain it and combine it with next year's PE Premium to invest heavily in more expensive equipment, comprehensive swimming programme or other higher cost items?”**  JH replied “Yes we will have to apply to County with a robust plan. Thoughts are for an outside gazebo for which we would need planning permission as well.” Gazebo costs were noted as around £8k and some groundworks costs may also be necessary. Alternatively, it could be sited on a further level area, and parental help might be available to carry the work out. Planning permission considerations were also noted. DJ would visit the grounds to look at options. Swimming was also noted as a possibility. The expenditure agreed by governors.

**Q/C Further questions related to the purchase of books and any Covid-19 related items.** LG would canvas staff on this.

JM asked if governors were comfortable with the finance commentary. One governor said that they preferred the committee approach. It was noted that a small working group would meet with JH before each FGB to ensure that they were fully briefed. JM said that the GB would continue with the commentary approach and review it later in the year.

JM added that JH had completed the Inventory and that she had checked this. Write offs were noted.

JM noted the Schools Financial Value Statement (SFVS), an annual return required to check on effective resource management in school. JM asked governors to review the document noting the dashboard and the checklist and to raise any questions at the next meeting. Governors noted the impact on benchmarking with a small school as averages could be affected by small numbers.

*11.2 How we monitor remote teaching during lockdown*

JM stressed the need to ensure that observations were noted, balanced with ensuring that the workload for staff was not affected. It was decided that governors who were also parents could monitor and there was a discussion about how this could be formalised. LG would speak to staff and report back.

11.3 *Safer Recruitment training run by NSPCC*

JM suggested that she, DJ and GB attend this training using monies from the Governor’s Fund. This was agreed.

*11.4 SWOT update*

JM noted the recent SWOT and asked governors to email her with the top three items under each heading as a start point, which she would collate. DJ would lead on this and would develop a strategy using the SWOT. He gave an overview of what he wanted to achieve from the work, linked to the School Plan and SIAMS work in an interconnected way.

**Item 12. Any Other Urgent Business as declared at start of meeting**

12.1 CK alerted governors to websites which monitored available grant monies. Governors supported CK monitoring these and applying for grants as appropriate.

12.2 CK noted the importance of getting the message out to potential parents that the school was an option for their child and they did not have to automatically opt for the school in their catchment areas. She noted the potential for greater numbers of families moving into the area from London and the South East following Covid-19. Search engines and estate agents were noted and CK added that two parents were estate agents and may be able to advise. A list of words relevant to the school would be needed for search engine optimisation, and governors were encouraged to pass ideas to LG who could refer to Iain Cowper who supplied technical support to the school.

**Item 13. Date of Next Meeting**

There being no further business the meeting closed at 8.30pm

The next meeting would take place on Wednesday 24 February 2021 at 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 |
| 4 | LG to make Staff Handbook available to all governors | LG | ASAP |
| 4 | LG/JM to discuss inclusion of governor’s section on School Plan | LG/JM | ASAP |
| 4 | Governors to send updated headshot photos to LG for the website | All | ASAP |
| 4 | 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 | In due course |
| 8.1 | Governors to complete registration on NGA Learning Link and review modules. | ALL | ASAP |
| 8.3 | Subgroup to report on Relationships Education | CK, LB, DJ and JM | Next FGB |
| 9 | Examine website and submit any ideas to LG | CK/DJ | By next FGB |
| 11.1 | Consider whether Ryan Hobby could deliver any sessions without contravening furlough rules. | LG | By next FGB |
| 11.1 | Look at options for siting a new gazebo in school grounds. | DJ | ASAP |
| 11.1 | Governors to review SFVS and report back. | ALL | Next FGB |
| 11.3 | Attend NSPCC Safer Recruitment Training. | JM, DJ, GB | ASAP |
| 11.4 | Submit 3 SWOT headlines to JM | ALL | ASAP |