POWERSTOCK CE VA PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held via Microsoft Teams at 6.30pm on Tuesday 22 September 2020

**Present:** Lauren Goringe LMG (Chair), Joanna Moss JM (Vice Chair), Amanda Montague AM, Louise Greenham (Headteacher) LG, Julia Stantiford JS, David Jones DJ, Anna Seal AS, Gill Butler GB

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

Q/C = Question/Challenge

**Item 1. Welcome**

 LMG welcomed all to the meeting.

**Item 2. Apologies**

These were received and accepted from Kate Shelley KS, Revd Chris Grasske CG and Tim Connor TC.

**Item 3. Minutes of the last FGB and disbanded committees**

The minutes of the FGB Meeting held on 24 June 2020, EFGB on 14 July 2020, Curriculum & Staff on 10.3.20 and Finance, Environment & Pay on 24.6.20 had been included in the pack.

The minutes of the above meetings were agreed as a true record.

**Item 4. Matters Arising**

1. *LG to report on Extinguishment of Footpath issue with DC (from FGB 24.6.20)* - LG reported that the footpath had now been extinguished. COMPLETED
2. *LG would seek comparable figures with other schools from DC and would look at electric heating options (from Finance, Environment & Pay 24.6.20)* - LG reported that she had examined the DC dashboard and liaised with DC about it. The school was already on an ‘off peak’ deal and LG had changed the timings of when the immersion heater was on to save energy. LG had also arranged for a 7-day timer to be fitted to the immersion heater.

She noted feedback from DC that the school was doing really well considering electricity powered the heating as well as lighting and other usage. The figures showed that electrical costs were steady and only slightly above the norm. DC had recommended that a time clock was fitted to the immersion heater to ensure full efficiency and had confirmed that the tank was well insulated; this had now been actioned. Governors noted the likelihood of using more energy this year to keep the school warm due to keeping keep doors and windows open to ventilate the classrooms in line with Covid-19 measures. LG had also spoken to Dolmans the Diocesan Surveyor about roof brackets for solar panel fitting. Confirmation had been received that no planning permission was in place and Dolmans had advised that this was not likely to be granted due to the listed building status. COMPLETED

1. *LG/LMG to meet with Julian Payne (JP) to discuss exclusive use of Hut (from Finance, Environment & Pay 24.6.20)* - DJ and LMG had met with JP to discuss and matter now resolved. COMPLETED
2. *JM, DJ and LG to work on completion of the Governors Skills Audit for SFVS (from Finance, Environment & Pay 24.6.20)* - JM noted that there was a need to agree roles and responsibilities after which time this would be completed. ONGOING
3. *Behaviour Policy and Home School Agreement to be reviewed and adopted (from EFGB 14.7.20)* - on AGENDA noting that the Behaviour Policy Addendum had been shared with parents.
4. *NG to include Treasurer’s Report on Meeting Planner for March 2021 (from EFGB 14.7.20)*. 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 Interests and annual review**

Governors were requested to review their record in the pack and report any changes to the Clerk by the end of September 2020, after which time an updated summary would be published on the school website.

**Item 7. Correspondence**

LG noted that there was a letter from a parent cc’ing the Chair of Governors for the Chair’s attention. LG had dealt with the matter to hand.

**Item 8. Chair and Vice Chair Election**

LMG resigned the Chair and had previously announced that she would be leaving the GB following the meeting. The Clerk then assumed the Chair and announced that JM had offered to stand as Chair for 2020/21. JM was duly elected as Chair of Governors and assumed the Chair.

DJ had offered to stand as Vice Chair and was duly elected.

**Item 9. Chairs Report**

9.1 JM expressed a huge thank you to LMG for her years of service as a governor and as the Chair and LMG confirmed that she would be happy to help in a supportive role. LG and NG supported this and LG described LMG as a ‘rock’ during her Chairship. JM had presented LMG with a thank you gift from Governors which LMG had very much appreciated.

9.2 JM noted that staff and pupil wellbeing was at the top of the GB’s agenda, particularly in the current virtual world and asked LG to express the GB’s gratitude to the staff for the calm and organised approach they had displayed during full school re-opening.

9.3 JM informed governors that she had applied for a place on Governor Space, a DFE funded programme on governor leadership which would involve mentoring. She would update governors on progress.

**Item 10. Headteacher’s Report**

This had been included in the pack and governors had raised the following questions on the report and during the meeting, which LG highlighted:

**Q/C Governors asked about increased costs due to Covid-19 and LG noted the cost of additional cleaning, both in the Hut and weekly deeply cleaning in school added £2.5k more to these costs on the budget.** LG confirmed that this was manageable and not a concern budget wise. **Q/C Governors asked if there was any spending not covered yet**. Not at present said LG.

*Number on roll* was 52. LG said that 4 children had left, 2 children due to the bus issue as both parents worked and were unable to drop the children at the bus stop at the new time, one was being home schooled and one had left to attend another school. Further children were joining in November and other families were looking round.

**Q/C Governors asked what sort of issues had involved children leaving the school and should we react to this?** LG notedFacebook problems (parents celebrating golden tickets when her child didn't receive one that week). Several embarrassing events that made Zoom difficult for the parent. The child had difficulties making friends widely and had a clash with a child who has had behavioural issues.

**Q/C With regard to the child being removed to home school, governors asked which year group and was this a long-term plan or would the child return to school at some point during 2021?** LG replied that the child was in Year 1 and was expected to return when the family considered society to be Covid-19 safe.

**Q/C Governors asked what was the national average for SEND vs our register of 30%?** This was 14.9%

**Q/C Governors asked for an update on hot school lunches. LG described some issues which were requiring some input to manage but were now resolved. Q/C Governors asked about the take up on hot lunches - LG said most children had a packed lunch.**

*Staffing* - LG said new TA Miss Wells had settled in well. There had been a resignation from TA Mrs Reeves.

LG reported that the school had finalised the approach to assessment and had a plan going forward.

*Safeguarding* – NG noted that the new Keeping Children Safe in Education guidance part 1 should be read by governors who should sign to say they had read it. **Q/C Governors asked if they could learn more about the MyConcern tool and understand how it was working at the next FGB**. LG said that she would send links to the website and could demonstrate how the system worked.

*Wellbeing* – LG noted that the school was conducting a Teacher assessment of all pupils from the Education Endowment Fund which covered: Emotional, Pro-social, cognitive and motivational aspects of children’s wellbeing. **Q/C Governors asked what the plan in terms of when the results were available, what were the next steps and what support did we have as a school for this?** LG referred governors to the new Teaching & Learning section on her report which detailed the process.

**Item 11.** **Policy Review**

* Behaviour Policy Addendum
* Home School Agreement – LG confirmed that this would go out parents.
* Code of Conduct for Governors
* Remote Learning Policy - JM noted the pressure on teaching staff if 50% of a class was isolating for any reason and 50% were in school. LG said that if such a situation arose then she would take advice from Public Health England. Families isolating would have work provided and this was covered by the policy. LG would publish the policy shortly and reiterate this point to parents.
* Visitor Protocol

These had been circulated and adoption was agreed.

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

*12.1 Governor Training Arrangements* – NG explained that with the exception of Chairs and Clerk’s Briefings, all training from Governor Services had now ceased and virtual training was available through the National Governance Association (NGA) Learning Link. She had registered all governors as members and encouraged them to self-register for the Learning Link using the guide shared in the meeting pack. She had also included the module list in the pack. Chairs and Clerks Briefings would be virtual for the time being and NG said that she expected these to be in local groups.

*12.2 Succession Planning* – JM noted that there was one existing Foundation Governor vacancy and one further created by LMG’s resignation. She noted the Foundation Governor nominee whose application was currently in progress and gave governors an overview of her and her Kenya based charity. NG suggested that the PCC Clerk be alerted to the application coming from outside the parish. JM said that she was considering standing as a Foundation Governor and would speak to the SDBE Advisor Dan Roberts about this. This would create a Parent Governor vacancy and it was noted that some canvassing of suitable parents would be advisable before commencing an election process. NG said that if JM decided to apply for a Foundation Governor role it would be advisable to complete this before conducting a Parent Governor election, as JM’s tenure would need to be seamless.

*12.3 Governor Visits & Monitoring Activity, agree link roles and reporting*

JM asked LG her views on monitoring at present and LG felt that this was possible via Zoom, video and written reports and could be developed. JM said that she was keen to avoid additional work for teaching staff whilst ensuring that governors were still able to conduct monitoring. LG said that she would be happy to facilitate this.

Link Roles were agreed as follows:

* Maths – JS
* Complaints Coordinator would move to the Clerk as was standard in other schools. LG would amend the Complaints Policy to reflect and this would be presented for adoption at the next FGB.
* Literacy - AM
* SEND – Associate Member, Zoe Carey
* H&S – AS
* Safeguarding – GB
* RE/Collective Worship – CB
* SIAMS – DJ
* Finance & Pupil Premium - DJ/JM
* PE – JM
* Wellbeing & Forest School - KS
* Arts & Humanities – TC (subject to confirmation)
* GDPR – GB
* Esafety – JM
* Attendance – JM

*12.4 Approve GB Standing Orders*

These were approved.

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

AS reported that she had piloted a Maths pre-teaching project last year which was very successful and followed up work with the Jurassic Maths Hub. As part of her NPQH certification, she was now rolling out the class-based pilot across the school. She said that this helped children to have a more positive experience of Maths by working on beliefs about Maths in the form of Pre-Teaching. It assigns competence to children by giving them information before the lesson to give them a more positive experience of learning Maths. AS described the methodology which gives good results and builds the child’s competency within the class by enhancing the social and learning status in school. AS would be looking at how to manage the project within Covid-19 restrictions. She invited governors to get involved later on in the term and governors asked for an update at the next meeting.

**Item 14. Clerk’s Notices**

No report

**Item 15. Any Other Urgent Business as declared at start of meeting**

None

**Item 15. Date of Next Meeting**

There being no further business the meeting closed at 7.55pm

The next meeting would take place on Thursday 19 November 2020 6.30pm

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| Item No  | Action | By Whom  | Date  |
| 4 | JM, DJ and LG to work on completion of the Governors Skills Audit for SFVS | LG/DJ/JM |  ASAP |
| 10 | Send links to MyConcern and demonstrate tool at next FGB  | LG | Next FGB  |
| 10 | Send KCSiE to governors.  | LG | ASAP |
| 12 | JM to Speak to SDBE Foundation Governor Advisor Dan Roberts about eligibility | JM | ASAP |
| 12 | LG to update Complaints Policy to include NG as Complaints Coordinator and present for adoption | LG | By next FGB  |
| 12 | JM to confirm link governor roles with absent governors  | JM  | ASAP  |
| 13 | Update on Maths Pre-teaching roll out | AS  | At next meeting  |