**POWERSTOCK CE VA PRIMARY SCHOOL**

**Minutes of the Full Governing Body Meeting held via Microsoft Teams at 6.30pm on Thursday 25 March 2021**

**Present:** Joanna Moss JM (Chair), David Jones DJ (Vice Chair), Louise Greenham (Headteacher) LG, Julia Stantiford JS, Linden Boothby LB, Gill Butler GB, Claire Kelton CK

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

Q/C = Question/Challenge

**Item 1. Welcome**

 JM welcomed all to the meeting.

**Item 2. Apologies**

These were received and accepted from Tim Connor TC, Revd Chris Grasske CG, Anna Seal AS, Kate Shelley KS and Amanda Montague AM.

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

The minutes of the FGB Meeting held on 24 February 2021 had been included in the pack. These were agreed virtually as a true record.

**Item 4. Matters Arising**

1. (4) Governors to email NG, JM and LG when they had read KCSiE - two returns were outstanding, JM would chase. ONGOING
2. (4) Governors to send updated headshot photos to LG for the website - two were outstanding. ONGOING
3. (4) Governors to complete registration on NGA Learning Link and review modules. JM would review the training record with NG. ONGOING
4. (4) CK/DJ to examine website and submit any ideas to LG - OUTSTANDING
5. (4) DJ/JM/GB to complete NSPCC Safer Recruitment Training - COMPLETED
6. (9) JM/DJ to hold a staff survey on Wellbeing. Results to be reviewed at the next FGB with a resulting action plan – COMPLETED and on Agenda.
7. (11) Governors to complete NGA modules on Finance as above in preparation for budget setting meeting. ONGOING
8. (11) Add governance themes to School Plan - OUTSTANDING and would be reviewed at the final meeting of the Summer Term.
9. (13) Update meeting schedule and circulate to governors - 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**

None.

**Item 7. Correspondence**

None.

**Item 8. Chairs Report**

JM noted that the Schools Forum would take place on 26 March 2021. The main item of concern was the High Needs Block funding, for which DC was projecting a £12.48 million overspend, adding that this was an improvement on last year and outlining some of the cost saving strategies. Tipping Point money was also noted, JM adding that the ratio was to be reduced with a view to potentially abolishing Tipping Point altogether. These matters would not affect the school presently, but could in future years. In 2018/19 there had been 3 children affected and £9600 had been received, 4 children had generated £10.5k in the following year and 2 children had resulted in £4800 in the last year. It was noted that these monies did not cover the support needed, and formed a contribution.

**Item 9. Headteacher’s Report**

LG’s report had been included in the pack and governors had raised advance questions in writing which are noted below. LG highlighted the following:

9.1 *Safeguarding* – LG reported that Guidance for Safer Working practice training had taken place in a virtual session on 22.3.21. She described Operation Encompass; an initiative spearheaded by Dorset Police to enhance school liaison in cases of domestic violence affecting any families in school. LG and Jo Cleden had been trained as the nominated staff. The Staff Handbook e-file was now on Sharepoint. There had been one referral to Social Care. The Vulnerable Children tracker had been completed and submitted to DC and LG noted that one family had been stepped down from a Child Protection Plan to Child in Need. LG noted recent training she had completed on the Safeguarding through Early Help initiative which was currently being implemented. LG said that she was fully confident with the Safeguarding culture in school and praised the My Concern tool, which formed a robust chronology. Q**/C Governors asked about anxiety in returning children.** LG said that some small incidents had been noted but that children were generally happy and very much benefiting from being with peers.

Further written questions relating to Safeguarding on the HT Report follow:

**Q/C Is there anything new that came out of the virtual GSW course that changes our approach in school to share with the FGB?** LG replied “just reiterating procedures and also making sure that information is accessible/disseminated to all staff e.g., posters in staff room and for children, pictures of DSL etc. around school”.

**Q/C Did the course (Safeguarding through Early Help) go ahead last Thursday?** LG replied that it did. **Q/C Are there any key changes to our approach or important points coming out of the course to share with the FGB?** LG replied that “just that if you don't practice Early Help you will need to provide Late Help and that's not as effective and costs Dorset £19M. Also, it reiterated about working with families in a completely transparent way, informing all the way/no secret actions etc.”

**Q/C In relation to Operation Encompass, governors said “This sounds a well overdue initiative, although I'm sure there will be great care and sensitivity required when staff are aware of such information”.** LG replied “It is, Dorset Police admit this but it is being done now.”

9.2 *Pupil Premium Review* - LG noted that the school was offering ‘bubble time’ to children in receipt of Pupil Premium to help them with communicating any anxieties post lockdown. She described the method of offering security to the child by the member of staff staying nearby. One to one zoom sessions had been offered daily to one child in receipt of Pupil Premium during lockdown, and two further had been in school throughout and were progressing well. LG would submit a comprehensive review of Pupil Premium activity to governors to the LGB on 25 May 2021. Governors noted that they recognised the current pressures on staff in terms of workload, but would like to have sight of the plan to close any gaps in relation to Pupil Premium.

9.3 *SIAMS* – LG said that she had completed training and some further work relating to this, which she outlined. LB noted that she had found recent SIAMS SEF training very helpful and gave an overview of her considerations following it. The need for the SEF to be succinct was stressed. **Q/C Governors asked about the period of notice given for SIAMS inspections.** LG said that this was 5 days.

9.4 *Full Re-opening* - LG felt that reopening had gone very well in general, and children were happy and ready to learn. CK noted how much the children had enjoyed the Super Hero day and thanked staff for making such an effort. JS said that the return had gone well for her child though he had been in school during lockdown for 3 days. **Q/C Governors asked about transition activity for Y6 and JS noted that she was hopeful that Beaminster would manage a transition day.** LG said that she expected that transition events would be arranged after 21 June 2021 if the roadmap out of lockdown went to plan.

Q/C **It would be good to discuss what the general themes are in gaps and if the teachers have observed the sense of loss Dr Carpenter describes (see HT report for detail) - how has this impacted behaviour and relationships at school? Have any children thrived during lockdown, either because they could learn quietly at home or because they benefited from more 1:1 teacher time in school?** LG replied “We are collating data through teacher assessments and tests now/before end of term.”

9.5 *Wellbeing* – with regard to the Adopt/Adapt/Abandon approach, JM asked LG to share the outputs of this at the next FGB so governors could see the adopt/adapt/abandon strategy in action.

JM thanked LG for her report. There were no further questions. It was agreed that the next HT report would be a verbal one, falling so close to the opening of school after the Easter break.

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

10.1 Health & Safety Policy – governors noted the lack of Business Continuity Planning which LG said had been removed from the model policy. DJ and JM would conduct the fire drill on 31 March 2021 as they were able to stay outdoors to do it. It was noted that hazardous substances were not held, other than those locked away in the COSHH store with appropriate data sheets. The training schedule for staff was referred to, LG had sent this to JM and it was up to date. Adoption was agreed.

10.2 Newly Qualified Teacher Policy – subject to some formatting corrections, adoption was agreed.

10.3 Staff Appraisal & Capability Policy - LG would include the HT standards in the policy. Subject to this, adoption was agreed.

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

11.1 *Finance update* – JM reported that Janet Hallbery (JH) was working on the budget and the finance subgroup would meet shortly to look at scenarios before bringing to the FGB in April. There were fewer pupils on roll but the sparsity factor had increased in addition to the per pupil grant, which negated the drop in numbers. JM noted that the GB had agreed in principle to protect TA hours and this would form a key part of discussions at the next meeting. JM urged all governors to complete the recommended finance training on the NGA Learning Link.

11.2 *Public Relations* – JM noted that this was highlighted in the recent SWOT. **Q/C She noted the children who had come from Hooke Court and asked about liaison with them.** LG said that Angela Oxenbury was planning to do this around the beginning of July. Governors noted that the school needed a strategy for in-year enrolments as well as for Reception, though LG sounded a note of caution on attracting children from other schools. Governors added that families moving into the area were a consideration and LG said that estate agents were a key point for liaison. There was a discussion around some local misconceptions which could affect attracting families. CK, JM, LB would form a working party to look at this is in more detail.

11.3 *Clerk’s Briefing update* *–* NG gave a brief overview of her note in the pack, highlighting the need for questions and challenge, with the option to provide an impact statement in the minutes. There was a discission on measuring progress in relation to inspections. Governors noted their role in ensuring that LG had a Covid-19 Catch Up plan and in measuring the expected impact from the related funding.

11.4 *Governor Training Review* – NG thanked governors for informing her of recent training. This had now been recorded on the master Governor Overview document in the Governance folder on Sharepoint.

11.5 *Succession Planning -* JM noted that there had beenthree applications to date for the Clerk role. TC was returning to his governor role after a period of illness and was completing the renewal process.

11.6 *Staff Wellbeing Survey Results* – JM noted that these were confidential responses and were broadly positive. Governors noted the pressure staff were currently feeling and how important it was for governors to ensure that they retained a high level of support. They needed to play the role of a critical friend in a very positive way, whilst being aware of what staff needed from governors in terms of their wellbeing. Governors pointed out that in the general workplace staff expectations on employers in terms of their wellbeing had increased, and discussed some thoughts around this. It was noted that this was priority which was on the Development Plan and was likely to remain so. **Q/C Governors expressed a need for the GB to identify exactly what was meant by wellbeing at the school.**  Following the meeting, DJ offered to do some work on this and bring it to the FGB.

11.7 *Treasurer’s Report of Governor’s Fund* was tabled, noting a balance of £1736.05. NG subsequently placed a copy of the report in the Governance folder in Sharepoint.

11.8 *Meetings Schedule for 2021/22* - JM mentioned the trial year of dropping the committee structure in favour of more regular FGBs, and invited views on this. Most governors and indeed LG as HT preferred the committee approach and JM would draft a proposal of meeting dates for 2021/22 and would send to governors for feedback and comment. NG noted that the recruitment of the new Clerk would be a consideration in relation to this.

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

None.

**Item 13. Date of Next Meeting**

There being no further business the meeting closed at 8.40pm

The next meeting would take place on Tuesday 27 April 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 | Governors to send updated headshot photos to LG for the website | All | ASAP |
| 4 | Governors to complete registration on NGA Learning Link and review modules. JM to review training record with NG.  | ALL | ASAP |
| 4 | CK/DJ to examine website and submit any ideas to LG | CK/DJ | ASAP |
| 4 (11) | Governors to complete NGA modules on Finance as above in preparation for budget setting meeting.  | ALL | By next FGB  |
| 4 (11) | Add governance themes to School Plan  | LG/JM  | By final FGB of Summer Term |
| 9.2 | Pupil Premium Review on Agenda | NG  | May 2021 FGB |
| 9.3 | Adopt/Adapt/Abandon strategy on Agenda  | NG | April 2021 FGB  |
| 10.3  | Conduct Fire Drill  | JM/DJ | 31 March 2021 |
| 11.2 | JM, CK and LB to form Public Relations working party and report to FGB | JM, CK. LB | In due course |
| 11.6 | Complete work on what is meant by Wellbeing in school and present to GB.  | DJ | By next FGB |