**POWERSTOCK CE VA PRIMARY SCHOOL**

**Minutes of the Full Governing Body Meeting held in school at 6.30pm on Wednesday 30 June 2021**

**Present:** Joanna Moss JM (Chair), David Jones DJ (Vice Chair), Louise Greenham (Headteacher) LG, Julia Stantiford JS, Linden Boothby LB, Gill Butler GB, Revd Chris Grasske CG, Anna Seal AS, Laura Lloyd LL

**In Attendance:** Natalie Green NG (Clerk), John Alexander JA (new Clerk appointee)

Q/C = Question/Challenge

**Item 1. Welcome**

JM welcomed all to the meeting, particularly new Parent Governor LL and Clerk appointee JA. Both gave a brief overview of their backgrounds.

**Item 2. Apologies**

Apologies were received and accepted from Claire Kelton CK, Amanda Montague AM and Kate Shelley KS.

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

The minutes of the FGB Meeting held on 27 April 2021 had been included in the pack. These were agreed as a true record.

**Item 4. Matters Arising**

1. (4) JM to email the relevant governors to remind them to read KCSiE – COMPLETED except for LL who would do this shortly.
2. (4) Governors to complete registration on NGA Learning Link and review modules. JM to review training record with NG. JM reminded governors to ensure that they had completed the core subjects, and would remind governors of these. COMPLETED
3. (4) Governors to send updated headshot photos to LG for the website – LL to complete this. ONGOING
4. (4) CK/DJ to examine website and submit any ideas to LG - ONGOING
5. (4 (11)) Governors to complete NGA modules on Finance as above in preparation for budget setting meeting - CLOSED
6. (4 (11)) Add governance themes to School Plan - COMPLETED

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

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

DJ declared that he was now a member of the Parish Council. NG noted that this would need to be included on DJ’s Declaration of Business Interests form when these were reviewed in September 2021.

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

Governor’s Award.

**Item 7. Correspondence**

JM had received a letter from previous Chair of Governors Trevor Ware requesting that governors sell raffle tickets in aid of church funds, noting the attractive prizes. JM asked any governors who sold any tickets to return monies and any unsold tickets to the school office by 21.7.21.

**Item 8. Chairs Report**

JM reported that she had attended a Managing Allegations course run by the pan Dorset Safeguarding leads. She noted a key message taken from the course in terms of maintaining awareness and the need to consider the unthinkable about others. It had been a worthwhile course. She added that the Chair would need to be involved if any allegations were made against the HT, hence the training need. She also noted the need to involve the Local Authority Designated Officer to ensure that the correct process was followed.

JM had attended the virtual Chair’s Briefing and noted input from new Director of Education and Learning, Vik Verma. The Professional Advice Helpline currently available to HTs would be extended to governors and parents from September 2021. The Sports Premium funding would continue into next year. The pressure for maintained schools to join Multi Academy Trusts (MATs) was noted and JM added the region in particular was being targeted. The West Dorset Collaboration HTs would meet with the Regional Schools Commissioner shortly to discuss. **Q/C JM gave some background in response to governor questions about academisation, noting vulnerable schools defined by budget issues, performance, HT change etc**. LG noted that all Collaboration schools were keen to stay independent.

**Item 9. Headteacher’s Report**

LG referred to her report, and the School Development Plan, which had been included in the pack. Some questions and answers had been raised in writing on the report, which are in bold below. She highlighted the following:

9.1 *Staff performance reviews* – these had been completed and were all favourable. LG noted what a pleasing process this had been. One support staff member was still to go through the process. **Q/C Governors asked if staff wellbeing was being reviewed as part of the process.** LG confirmed that this had been part of the conversations which had taken place and a survey had been carried out a month before.

9.2 *Safeguarding* – whole school training at Level 2 was booked for September 2021 and Jo Cleden, AS and LG would undertake DSL training in December. Courses on Safeguarding had been completed during lockdown. AS was now Deputy DSL and had completed training. My Concern was noted as an online Safeguarding recording tool, and LG noted that concerns could be transferred to the LA and to other schools if necessary. **Q/C Governors asked if this was also used as a review tool.** LG confirmed this, and also noted ongoing vigilance around small issues which could develop into a concern. GB noted that she would look at the Single Central Record as some new staff members and governors had joined recently. LG noted that a meeting was planned for 6.7.21.

9.3 *School Development Plan*

Governors raised the following questions:

**Q/C What changes were likely on the new SDP.** LG said that she would review over the summer when data was available to take into consideration.

**Q/C On parent support for children undergoing transition.** LG would set Top Three Tips, and a Reading Challenge was offered by Dorset Libraries over the Summer.

**Q/C On ‘worry boxes’**. LG noted that this was a useful mental exercise for children but highlighted that the Good News Book, which was fuller than the worry box. This was pleasing.

**Q/C on ELSA time started by Mrs Patten for 4 children and how this was slotted into the day for the children concerned.** **Was this timetabled or 'as and when?** LG confirmed that this took place on a Thursday when the PE coach was in school.

9.4 *Pupil Premium Update* – LG noted the case study in the pack with examples showing the actions put in place to address gaps. She also referred to the Zoom sessions during lockdown, and the national tutoring service. **Q/C Governors asked what this looked like in terms of differences to what was offered in school.** LG described a targeted approach which was very discrete to the particular child. She added that it was making a difference. The case study included a comparison with other child in same year who was hitting all standards they should be.

9.5 The *SEND* Section showed the background of the school against national levels.

9.6 *SIAMS* – LG noted that she and LB had been working on this, and were looking at the refection area and the quiet garden. Assemblies were now whole school and outside in the playground. Re-instating these had shown how they were very much missed previously and demonstrated the value of coming together as a school. Spirituality work was being done, noting the language around it. LG said that this had really taken off and confidence levels for the staff had very much increased. Mindfulness and wellbeing work with children had added to this. AS described Cogden Class questioning skills which were really high quality and showed a deeper awareness. Prayer had been recognised as an area of development so was a current focus, and examples were given. There would be a prayer day on 9.7.21.

9.7 *Leadership & Management* – LG was working with DJ on Wellbeing, which aimed at helping people ask the right kind of questions. DJ would upload the outputs to the Sharepoint shortly.

9.8 *Staffing* movements were noted. Finance Officer Janet Hallbery had now left and her replacement Natalie Newcombe (NN) had settled in well.

9.9 *Attendance* was reported as 96.4% which was very pleasing. **Q/C Governors noted press coverage concerning absences due to bubble isolation and asked what plans were in place should the school need to do this.** LG noted that the school would switch to the previous model which was very successful and learning would be seamless. **Q/C Governors asked if the remote learning plans would be distinct or would they be a continuation of what was being taught in class at the present time.**  LG and AS explained that it would be a continuation with a blend of live Zoom classes and work to be completed at home.

9.10 *School Council* – this was going well and LG noted that the members were very enthusiastic.

9.10 *Quality of Education* – LG tabled a new system called Insight Tracking, showing governors the chart presentation of data. **Q/C Governors asked about benchmarking and whether governors could be shown triangulated data.**  LG confirmed that the results would be benchmarked against national data and this would be shared with governors in the Autumn term.

Written questions on the HT Report, and LG’s responses:

**Q/C On the Wellbeing section, governors asked if it was the plan to continue the one day off per term next year.**  LG said that this was not part of the plan going forward.

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

**10.1** *Financial Procedures Policy* – The policy was adopted.

10.2 *SEND Policy* – JM referred to the need to identify a SEND Link Governor and the name would need to be added to the policy once agreed. **Q/C Governors asked how long documents relating to children were kept. LG would look into this. Q/C Governors asked about the SEND review – LG said that this had taken place in 2020**. This was adopted

10.3 *Supporting Pupils with Medical Conditions* – JM noted that she had visited school to view the log book. No medicines had been issued but a child with type 1 diabetes carried their own medication via pump and the school has back up medication in the event of any failure of the pump. JM had also viewed the insurance document referred to in the policy, which was adopted.

10.4 *Children with Health Needs who Cannot Attend School* – **Q/C Governors asked what the school would put in place if there were children with chronic illness who could not attend for periods of time.** LG responded that a remote learning plan would be put in place though it depended on the particular condition child was suffering from. The policy was adopted.

The Early Years Policy would be reviewed at the next meeting.

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

11.1 *Finance Report*: *Financial Risk & Control Checklist* – there were no questions and this was approved; *Finance staff skills audit* – it was noted that an updated version had been completed; *Approve Outturn* - JM noted the declaration showed a deficit of -£2173 at the end of this financial year, but this did not correlate with the Income & Expenditure report which showed a fully balanced budget. The declaration also differed from the surplus budgets forecast for 22-23 and 23-24. JM would need to speak to NN before signing off, and governors agreed to delegate Outturn approval to JM. Following the meeting, NN had liaised with SAFSO who explained how the declaration needed to be updated and the correct declaration was signed by JM and LG on 1st July 2021; *CFR* – this had been submitted and would be updated in September 2021. SAFSO had amended an area identified by JM concerning interest receivable.

(AS left the meeting).

11.2 *Staff update including pay scale discussion* - LG recommended approval of an uplift to the UPS for a staff member which was unanimously approved. A special weighting for the SENCO was recommended and agreed. These amendments were already reflected in the budget plan. The backdated and future allowance of £18 p/m for the Nominated First Aider was also approved. This First Aid allowance was not included in the budget and would be reflected in the next Outturn.

(AS returned to the meeting).

11.3 *Succession Planning* – vacancies for Authority Governor, NG described the appointment process for when a suitable candidate was identified, and Foundation Governor – JM noted that a potential candidate had been approached who had spoken to CG and was seriously considering the role: Appointment of Tim Connor as Associate Member – this was approved.

11.4 *Meetings schedule for 2021/22* - there was a discussion about start time for meetings and the options for hybrid virtual meetings to enable greater engagement from governors. Staff needs also needed to be taken into consideration in terms of long hours and wellbeing. It was agreed that the times would be considered further with the following dates set:

* September 2021 - Governors Day and FGB Business Meeting 21.9.21
* November 2021 – Curriculum & Wellbeing 9.11.21; Finance, Pay & Environment – 16.11.21, with FGB a week later on 23.11.21.
* February 2022 – Curriculum & Wellbeing 1.2.22; Finance, Pay & Environment 8.2.22; FGB 15.2.22
* April 2022 – Finance, Pay & Environment – 5.4.22 followed by FGB 5.4.22 (Budget ratification meeting)
* June 2022 – Curriculum & Wellbeing 14.6.22; Finance, Pay & Environment 21.6.22; FGB 28.6.22

11.5 *Agree Link |Governors and Committees –* JM put forward a suggested committee Chair, committee membership and link role structure. JM would liaise with CK and AM who were not present regarding their proposed link roles. Subject to this, the proposal was agreed. A final version was uploaded to the Governance folder in the Sharepoint.

11.6 *Notice of Chair and Vice Chair Elections 2021*- An election for Chair and Vice Chair would take place in September 2021 and governors were invited to email the Clerk with offers to stand within a week of the meeting on 21.9.21.

11.7 *Attendance Report* – NG reminded governors that she would shortly complete the legally required report on governor attendance at meetings. She would send this to governors to check before arranging publication on the school website.

11.8 *Farewell to Clerk and Governors* - JS and NG had served the school as Parent Governor and Clerk respectively for a number of years and JM thanked them and presented them with gifts, wishing them well for the future. KS has also tendered her resignation as Authority Governor but was not present.

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

JM raised the idea of a Governor’s Award to be presented to a child/group and asked for considerations from governors. AS noted some reservations on the part of staff and noted that awards could present difficulties for children. After some discussion, governors settled on the idea of a Governor Challenge. They would consider the matter and it would be discussed at the next meeting.

**Item 13. Date of Next Meeting**

There being no further business the meeting closed at 8.30pm.

The next meeting would take place on Tuesday 21 September 2021 time TBC.

|  |  |  |  |
| --- | --- | --- | --- |
| Item No | Action | By Whom | Date |
| 4 | LL to read KCSiE. | LL | ASAP |
| 4 | LL to send updated headshot photos to LG for the website | LL | ASAP |
| 4 | CK/DJ to examine website and submit any ideas to LG | CK/DJ | ASAP |
| 5 | DJ to update Register of Business Interests ref membership of Parish Council | DJ/Clerk | September 2021 |
| 9 | Include report on Insight Tracking in Autumn Term | LG | Autumn Term |
| 10 | Identify SEND Link Governor | JM | ASAP |
| 10/12 | Early Years Policy and Governor Awards on Agenda for next meeting. | Clerk | By next meeting |

**Notes from Governors Workshop Meeting 24.5.21**

This informal meeting had taken place outdoors at school on and the following notes were recorded, and are attached as an Addendum to these minutes for information:

**Governors tour of classrooms and observing examples of pupils’ work**

**Comments from the Governors on things we noticed during our school tour:**

Improved quality of writing vs 2 years ago

Evidence of more emphasis on mindfulness

Visual stimulus and reflections around classrooms to capture feelings

The way the work is celebrated

How children are enjoying school – best example was where one pupil had written he missed school as much as KFC!

Feels safe but still a fun place to learn together

Feels like procedures in place are settled and working well

Q/CHow are the staff feeling especially with regards to Covid?

LG: Due to the well-established covid protocols and because most staff are vaccinated, the staff have less fear of catching Covid. They are also no longer frightened of getting it wrong in school.

Q/C Is the hut still being used as a classroom?

LG: No, it was being dismantled and cleared out that week.

Q/C: Do the children have lunch in the hut?

LG: Only Burton as a bubble.

**Pupil premium**

Louise shared the outputs of assessments of all the children in receipt of pupil premium to see where they sat with regard to ARE. The governors noted the ups and downs in attainment in reading, writing and maths during the past year and how periods of lockdown impacted some of the children.

Q/C How do these children compare to the overall assessment results in their respective cohorts?

LG: The majority of the children in receipt of pupil premium are similar to others within their cohort, but one child is falling behind and is consistently below ARE despite all the measures taken by the school, and so this child will receive tutoring as part of the government’s National Tutoring Programme.

Q/C: What is the cost?

LG: The school will pay 25% of the cost and the government fund the remaining 75% as part of the Covid Catch up programme. The school will use Pupil Premium money to pay for this.

Q/C: Do children continue to receive pupil premium funding as they progress to secondary school?

Kate Shelley was tasked to find the answer to this (I will chase her).

1. **Wellbeing**

DJ updated the governors on his one page document which he has been working on with Louise to capture what we mean by wellbeing for the school. DJ explained safeguarding principles will be included and his aim is to use a traffic light system to enable us to see where there are amber or red areas to focus on to help support and find solutions to improve wellbeing. DJ explained it is too easy to say “ We are doing fine,” and that we need to delve deeper.

Q/C How often will this be updated?

DJ: The aim would be for this to become a standing item on each FGB agenda.

1. **Risk assessment**

LG outlined the following changes to the risk assessment to be put into practise for the second half of the term:

Cogden and Seatown to play together outside (no mixing of the bubbles inside) as this will make it much easier operationally with regard to break and lunch cover.

Parents no longer asked to wear masks at drop off and pick up – can use their own discretion

Hand sanitiser at the gates to be removed as all children wash their hands as soon as they come into school

Q/C Will staggered starts continue?

LG: Staggered starts to remain until the end of the year, but the aim is to return to same starts from September.

Q/C Will parents be permitted in the playground again?

LG: To be decided as not having parents in the playground is beneficial to children gaining independence as some parents were taking children into class, putting coats on hooks etc. Also, some parents lingered to chat on site after the bell rang which presented issues.

Governors suggested using the security gate being locked as the cue for parents to leave.

Q/C: Will collective worship in church resume in September?

LG: Collective worship to resume in church after half term.