



Minutes – Full Governing Body (FGB) meeting

Thursday 17 September 2020 at 4pm

Start time: 4.10pm

Attendees:

Governors: Lee Poultney (LP), Rachel Clements (RC), Jackie Ferguson (JF), Joan Reading (JR), Diana Franks (DF) and Louise Nightingale (LN)

Clerk: Janet Ellis (JE)

1. Apologies:

None

2. Declaration of interests

No interests were declared.

3. Governing Board Matters

Election of new Chair of Governors – Ms Ellis reminded the FGB that previously Mrs Ferguson had self-nominated for the role, she then asked whether there were any further nominations, when none were forthcoming Mrs Ferguson left the meeting and the FGB voted on her appointment which was unanimously agreed.

Election of Vice Chair – Mrs Ferguson asked for any volunteers for the role, Dr Clements put herself forward and this was unanimously agreed by the FGB.

New Co-opted Governor – Mrs Ferguson informed the FGB that following the article in the village newsletter Miss Lesley-Anne Avis had written an excellent application for the position, which she then read out to the Board. The FGB voted unanimously to co-opt Miss Avis onto the Board with immediate effect for the normal four-year term.

Parent Governors – the FGB discussed the best approach to take to recruit for the two vacancies on the Board, it was agreed that a short video message from the Chair may help recruitment, which could be uploaded to the private YouTube space the school had and then the link could be shared by the Class Dojo app. This approach was agreed and Mrs Ferguson volunteered to draft a script for the FGB to consider. It was agreed that the election process should ideally be started before the end of term.

Actions

JF Script text for video and share with FGB

30 Sept

4. Approval of minutes from the previous meeting

The normal and confidential minutes from the meeting on 8 July 2020 were approved by FGB.

5. Matters Arising from the minutes

Parent questionnaire – It was agreed that this was now a priority and the basis of the questionnaire should be the ‘Parent view’ questions used by Ofsted with some school specific questions added. It was further agreed that a paper version of the questionnaire would be utilised as that may encourage more responses from parents/carers. Mr Poultney volunteered to take this action forward.

Website review – Ms Ellis stated that the majority of the amends requested were actioned before the Summer break; some longer-term items (e.g. new photos) were still outstanding as required extra resources. It was decided that the topic of website would be discussed by Mr Poultney, Mrs Ferguson and Ms Ellis in the coming weeks.

Governor monitoring training – Dr Clements informed the FGB that she had spoken to Carole Gregory regarding FGB training and was awaiting confirmation of dates.

General Data Protection Regulations (GDPR) audit – Mr Poultney informed FGB that the likely cost was around £300 - £500. The Board agreed that staff and Governors should all participate in new training and Mr Poultney stated that he would look at available online courses.

Youth Club – Mr Poultney informed the FGB that no plans regarding development from the Youth club had been received; Mrs Ferguson stated that she would contact Mrs Eyre to try and clarify the situation.

Confidential item

Actions

LP	Draft of parent questionnaire	25 Sept
LP/JF/JE	Discuss further website changes	16 Oct
LP	Source GDPR course	16 Oct
JF	Contact Mrs Eyre re youth club	30 Sept

6. Committee membership and Link roles

After discussion, the following committee structure and Link roles were agreed.

Quality committee

Dr Reading (Chair), members – Mrs Franks, Mr Poultney and Mrs Ferguson

Finance and premises committee

Dr Clements (Chair), members – Mrs Ferguson, Mr Poultney, Mrs Esrich and Mr Jon Freaney (Associate member)

Pay Committee

Mrs Franks, Mrs Ferguson and Dr Clements

Special committees – it was agreed these would be convened as and when required.

Link roles

After discussion, the following was agreed:

Special Educational Needs and Disability (SENd) and Pupil Premium – Dr Clements

Safeguarding, Prevent and e-safety – Dr Reading

Health and safety and website – Mrs Ferguson

7. Learning Improvement Plan (LIP) / Project Board meeting

Dr Clements raised the concern that milestones were at the end of the term but Governors required evidence mid-way through where possible. It was noted that this was quite difficult as the milestones were 'RAG' rated at the end of the term; it was agreed however that qualitative reviews could take place mid-way through a term.

Dr Clement enquired where the school expected to be after half term, due to the break in education for many pupils. Mr Poultney stated that by 18 September they will have identified the major gaps in core areas so by the half term, objectives will be able to be confirmed.

It was noted that initial training had taken place and the new phonics system was in operation.

Mr Poultney informed the FGB that a 'Project Board' meeting had taken place with the current School Improvement Advisor, Kathy England and Gill Ellis, but it was yet unclear as to whether a further meeting was happening; he would liaise with Gill Ellis regarding next steps.

Governance Audit / skills – it was agreed that the NGA's skills audit would be completed by the FGB in order to establish skills and further training needs and Ms Ellis agreed to administer this on their behalf. Dr Clements clarified that the training by Carole Gregory would hopefully be on 'questioning' this term and monitoring the following term.

Actions

LP	Notify FGB of outcome of Project Board via weekly Governor update	ASAP
JE	Administer skills audit	30 Sept

8. Governor Monitoring

The FGB agreed that monitoring should ideally take place two weeks after the half term break and after discussion, the following Governors were allocated to specific areas:

Subject	Teacher	Governor
English	Mrs Nightingale	Dr Reading
Maths	Mr Poultney	Mrs Franks
French	Mr Poultney	Mrs Franks
Science	Mrs Fielder	Mrs Ferguson
Early Years	Mrs Fielder	Mrs Ferguson
PE	Miss Poole	Dr Clements
Art and DT	Miss Poole	Dr Clements
Geography and History	Mrs McCorrie	Mrs Avis
Computing / Music	Miss Pearson	Mrs Franks
RE	Mrs Dudfield / (Mr Poultney)	Dr Clements
SMSC*	Mrs Dudfield	Dr Clements

*Spiritual, moral, social and cultural development

Action

JF Talk to Miss Avis re subject allocation in monitoring Oct

9. Policies

e-safety policy – it was noted that there were a few formatting issues on this document; Mr Poultney agreed to look at these when he finalised the document with the Link Governor details (Dr Reading).

Visitor policy – this new policy was agreed by the FGB and it was noted that Governors only needed to complete it once.

10. Safeguarding

Safeguarding policy – Dr Clements noted that section 5.15 required the school name inserting and there were issues with the pagination on pages 39/40; the policy was agreed subject to these amendments and Mr Poultney agreed to make the final amends and add Mrs Fergusons name to the document as the new Chair.

The FGB also agreed the new 'Safe touch' policy and Mrs Ferguson signed the safeguarding letter from county on behalf of the FGB.

It was noted that Dr Reading would be in contact with Mrs Dudfield to rearrange their postponed meeting on the 'Section 175' safeguarding audit and she would also arrange to check the Single Central Record (SCR).

Mr Poultney said he was pleased to report that Mrs Dudfield was now the safeguarding lead as well as the pastoral support for the school.

Actions

LP	e-safety policy amends	30 Sept
LP	Make amends to safeguarding policy	30 Sept
JF	Sign Safeguarding policy once finalised	TBC
JR	Contact Mrs Dudfield to rearrange S175 meeting	25 Sept
JR	Organise visit to check the SCR	Oct 2020

11. AOB

SENd – Mrs Nightingale highlighted her concerns regarding costs for evaluations and resources for SENd pupils; informing the FGB that on average the cost was £500 per assessment. She stated that pupils will still be provided with support but there was a likely impact to the school budget this year.

Dr Clements – Mrs Ferguson gave thanks from the Board and from her personally to Dr Clements who has been the Chair of Governors for the past five years.

Actions

LN	Meet with RC regarding SENd	Oct 2020
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Meeting closed 6pm