



## Minutes – Full Governing Body (FGB) meeting (via zoom)

Wednesday 8 July 2020 at 1pm

**Start time: 1pm**

Papers issued before the meeting: Extraordinary Heads Report, updated Learning Improvement Plan (LIP) - 2019/2020 and draft Equality Information and Objectives Policy.

### **Attendees:**

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

Clerk: Janet Ellis (JE)

### **1. Apologies:**

Hanene McPhail (HMCP) and accepted.

### **2. Declaration of interests**

No interests were declared.

### **3. Chairs Actions**

There were no Chairs actions to report; however, Dr Clements took the opportunity to thank Mrs McPhail who has tendered her resignation to the Board. Mrs Nightingale suggested using the Class DoJo app as part of the recruitment for new parent Governors.

#### **Action**

RC Email Mrs McPhail thanks from the FGB

End July

### **4. Approval of minutes**

The minutes from 19 May 2020 and 1 June 2020 were approved, they will be signed at the next face to face meeting.

### **5. Matters Arising from the minutes**

Parent questionnaire – item carried forward to September 2020.

Website review – this has been completed by Mrs Ferguson; Mr Poultney has suggested Ms Ellis help with the task of updating the website, this was agreed. Mrs Ferguson will therefore forward the review to Ms Ellis.

Governance review – Mr Poultney updated that he believed the review would be carried out by Carole Gregory and should not be chargeable; he is awaiting further details from Mrs Gregory.

Governor monitoring training – this item will be carried forward to the next academic year

#### Actions

FGB	Consider parent questionnaire	Sept FGB
JF	Forward website review to JE	10 July
JE	Website amends follow review	Summer

## 6. Extraordinary Heads Report

Mr Poultney took Governors through the report, highlighting that the Year 5 day had been very successful and teachers were currently using footage from the day to create a DVD for leavers. He noted that all staff had been in school since June and some Zoom sessions had taken place for children as teachers could safely deliver these from school premises; Mrs Nightingale reported that attendance at these sessions had understandably dwindled over the last couple of weeks.

In terms of school opening in September 2020, Mr Poultney commented that he was working on updating the Risk Assessment (RA) at the moment and it was agreed by the GB that he would consult with the Chair and Vice Chair on this as appropriate and they would have the authority to approve the document. The logistical issues raised by full reopening, including drop off and collection issues were briefly discussed.

Mr Poultney informed the GB that the first two weeks of the new term would include rigorous assessment of pupils so that pupils could get back on track as quickly as possible; he also noted that subject leaders had produced their action plans for September 2020.

#### Actions

LP	Work with RC and JF to approve the Risk Assessment	Summer
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## 7. Finance and Premises Committee

Mrs Ferguson informed FGB that the budget was in a positive position at the moment and that the nursery was making a good contribution to the school income. She updated that the committee had discussed possible capital projects and had agreed that door security and the development of a library area within Classroom 2 were priority areas. Mr Poultney stated that further to the meeting he had spoken to PR Associates who had advised that a development in Classroom 2 may take four weeks to deliver so therefore it could not now take place until Summer 2021; a tender process around December 2020 had therefore been advised.

## 8. General Data Protection Regulations (GDPR) Update

Mr Poultney noted that there had been no breaches this year and reminded Governors that Mrs Nightingale was the named Data Protection Officer (DPO). The GB then discussed the possibility of having an external DPO; however, there were concerns about the value for

money of this approach. Therefore, the GB decided it may be prudent for the school to have a full GDPR audit and it was agreed that Mr Poultny would investigate the cost of this option.

Action

LP Investigate cost of GDPR audit

Sept 20

## 9. Policies

Equality Information and Objectives Policy – this was agreed by the GB without further amends, therefore it could be posted on the website.

Action

JE Post up final policy on school website

Completed

## 10. School strategy

Mr Poultny took the GB through the updated 2019/20 LIP and highlighted that Mrs Nightingale had gained her Special Educational Needs and disabilities Coordinator (SENDCO) qualification; over the last few months the cluster group had worked well together and the curriculum 'intent' was now complete so the focus was now around implementation.

Ms Ells noted that the section on Governor training and monitoring had been rated 'red', due to the lack of opportunity for the GB to monitor this year, rather than training, which had in fact increased. However, the GB acknowledged that more training and experience around monitoring was required and Dr Clements suggested she meet separately with Mrs Ferguson in the first instance to discuss this.

The GB discussed the possible areas of crossover from this update to the new 2020/21 draft plan and Dr Reading raised the issue of perhaps including disadvantaged children in the LIP as this would be a focus for Ofsted over the coming year, Mr Poultny commented that this area was covered within the Pupil Premium strategy. It was also noted that normal Ofsted inspections wouldn't resume until January 2021.

Mr Poultny stated that although the planned meeting with the School Improvement Advisor to discuss the new 2020/21 LIP had been postponed, he had received initial positive feedback from them on the plan; the GB agreed to review the draft and provide feedback.

Actions

RC/JF Meet to discuss Governor monitoring

Summer

JE Issue draft LIP for comments

10 July

## 11. Confidential item

## 12. Youth Club

Mr Poultney informed the GB that he had been asked to provide views on a new youth club being built but had not been provided with specific details as yet, therefore the GB agreed not to submit any view until they could review the specifics of the proposal. It was suggested that Mr Poultney contact the parish council via Mrs Beasley to obtain some further information on this project.

### Action

LP Email Mr Beasley re youth club plans

Summer

## 13. AOB

Communication to parents – Mr Poultney suggested Dr Clements write an update to parents, which she agreed to do.

Governments vision on academisation – Dr Reading noted that there may be changes ahead in this regards due to ministerial changes.

### Action

RC Write an update to parents

17 July

**Meeting closed 2.25pm**