

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 21st January 2021
at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Rachal Daniels, Helen Emerson, Martyn Giddens (Headteacher), Lydia Majic, Juliet McCaffery, Katharine Winks, Emily Winslade, Mark Dally (Associate Member), Sarah Miller (Associate Member), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Stuart Cager, Hasan Kara, Adrian Strange.

Absent: N/a.

1. Opening remarks

LM opened the meeting.

2. Quoracy of meeting

The meeting was quorate.

3. Apologies/ attendance list

Apologies and attendance were noted as above.

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of interest

There were none.

6. Minutes of previous meeting(s)

a) Minutes of EFGB meeting held on Thursday 12th November 2020

The draft minutes had been circulated in advance.

b) Minutes of EFGB meeting held on Thursday 7th January 2021

The draft minutes had been circulated in advance.

c) Approval of minutes

Both sets of minutes were **agreed** subject to amending the name of the school to "Bevendean Primary School and Nursery".

7. Minutes of Committees

a) Curriculum, Standards and Welfare – 26th November

The draft minutes were noted.

d) Finance, Personnel and Premises – 22nd October and 10th December

The draft minutes were noted.

8. Headteacher's Report

MG made reference to the written report circulated in advance. The following matters were highlighted:

- A parents' survey had been undertaken regarding remote Learning. The response had been largely positive. Further detail was set out in the report. There had been requests for more interaction with teachers.
- The core school offer was being updated to ensure more consistency and transparency. This was being launched on 1st February 2021. Work packs had been designed and there would be an online Learning and teacher presence (including videos). Staff training was planned. Parent comments had been taken on board.
- Covid lateral flow testing was being introduced, which staff could carry out at home. A meeting of support staff had been held and a meeting of teachers was planned. All associated documentation had been issued to staff and test kits had been delivered. Other protective measures would continue.

Thanks were expressed to MG and school staff for arranging Covid testing. It was noted that implementation would be complex.

The following questions were asked:

- **Would staff with a positive result from a Covid lateral flow test receive a "full" PCR test?** Yes. This had a greater level of accuracy.
- **Noting the figure of 61% of parents supporting pupils with Learning, what were the reasons for the shortfall?** The survey had been anonymous. The figure of 61% was the number supporting pupils "from start to finish" which was positive. Other levels of support were shown at 21% and 50% respectively. Most children were therefore getting good support. The percentage figures were high. The school was keeping track of uncollected packs and online log-ons. Packs were being marked and gaps identified.

MG remarked on a question regarding wellbeing which had been included in the parents' survey. Pupils had scored 3.7 out of 5; and parents and carers 3.1 out of 5. Pupils' wellbeing was therefore higher.

MG also remarked that there were a lot of pupils who were not engaging.

The following questions were asked:

- **How were free school meal children being fed?** Until recently there were £25 Local Authority vouchers from "Huggg". Children and adults in school were currently being given a hot meal. From the following week, the national scheme supplying either vouchers or meals would apply.
- **Were there any issues for the school in the above regard?** There were no known issues. The local/ Huggg scheme was more user-friendly. The only concern was that the offer kept changing. However everything had been fairly smooth. Some families had been struggling even though children were in school. In these cases the school was offering as much support as possible, including referral to food banks.

9. Collaboration Agreement

Reference was made to the proposed agreement, circulated in advance.

The following questions were asked:

- **Was an arrangement already in place and the agreement a formality?** The agreement was there as an additional mechanism for Governors if there was a need for external panel members etc. It had been agreed by Local Authority HR.

- **Would the agreement lead to new collaboration opportunities?** [Noted/ see above].

The collaboration agreement was **agreed**.

10. Link Governors

a) Reports

Health & Safety

The report from AS circulated in advance was noted.

Safeguarding

The report from RD circulated in advance was noted. It was **noted** that LM would transfer the report to the standard template in order to ensure all necessary information was captured.

b) Programme of visits

LM reported that she was reviewing processes including protocols around physical and virtual visits. She would share matters with MG.

The proposed programme of visits document, circulated in advance was noted. This was an amalgamation of previous documents.

The following question was asked:

- **Would MG liaise with staff leads to facilitate and encourage visits?** This had not been taken forward due to the Covid lockdown but would be addressed.

It was agreed that priority visits at a frequency of one per each of the Spring and Summer terms would be established in respect of Safeguarding; H&S; Teaching & Learning; and Pupil Premium. Launchpad may also be a consideration.

Further areas needing visits would be highlighted at the July FGB.

Finally, at least one visit for each other area would be encouraged.

ACTION 1 – LM/ MG/ AT

11. Governors' Visit – Thursday 25th March

Not discussed.

12. Governing Body issues

a) *Declarations of interest*

There were some returns outstanding from members of the Governing Body. It was **agreed** that these should be completed as soon as possible.

b) *Safeguarding declarations*

There were some returns outstanding from members of the Governing Body. It was **agreed** that these should be completed as soon as possible.

c) *Skills Audit*

There were some returns outstanding from members of the Governing Body. It was **agreed** that these should be completed as soon as possible.

d) *Terms of Reference*

Revised Terms of Reference for the Governing Body and Committees had been circulated in advance. These were **agreed**.

e) *Current membership of Governing Body / vacancy filling*

It was reported that Daniel Hewitt's membership of the Governing Body had now formally lapsed due to non-attendance. It had been established that there were no wellbeing issues involved.

Consequently there were now three Co-Opted Governor vacancies. There were additional parent and staff governor vacancies pending, which would require election processes. AT was dealing with this as required.

f) Website profiles

It was reported that the Governors' pages had been updated. However Governors' profiles were still to be added. It was **agreed** that LM would co-ordinate this.

13. Chair's correspondence

Nothing to report.

14. Clerk's matters

AT requested that Governors submit the three returns as discussed under Item 12.

15. A.O.B:

a) Items notified in advance (5 days' notice required)

Governor training

HE reported that she had attended:

- A Local Authority Governors' briefing which had covered Headteacher wellbeing and Covid catch-up funding.
- Governor monitoring re: Covid, in respect of which it was noted that the school was doing everything necessary; and that Governor Visits should continue.
- The Local Authority Governors' Conference, which had highlighted the need to prioritise and address work/ life balance given the Covid situation.

Governors were encouraged to attend training, which was currently more flexible being a hybrid online/ advance reading exercise. AT would be highlighting training opportunities at the start of each term. It was positive for Governors to undergo ongoing training.

SFVS

This needed Governing Body approval. EJW was leading this work and liaising with the school Business Manager accordingly. Documentation was awaited from the Local Authority. The deadline for return was 31st March.

Given that there would be no FGB meeting in the interim, it was **agreed** that the SFVS would be discussed at the next meeting of the FPP; agreed by Chair's action; and endorsed at the subsequent FGB meeting in May.

ACTION 2 – HE/ LM/ AS/ AT

Single Central Record (SCR) check

It was **agreed** that RD would liaise with the Business Manager on processes in this area, noting the need to adopt a remote approach.

Meeting schedule

It was **agreed** that the schedules for signing off the SFVS and budget would be taken into account when setting the meeting programme for the following year.

Budget

It was noted that the budget had been scheduled for discussion at the May FPP and FGB meetings, which was a positive approach consistent with the required timetable.

Commented [LM1]: Can you put the full title - I don't know what this is?

The following question was asked:

- ***Would the budget also be discussed at the March FPP meeting?*** Yes, a draft would be discussed at that meeting.

Safer recruitment training

There was a 4-hour online training package available, which could be undertaken at any time. Governors needed to have completed this in order to take part in staff recruitment. Volunteers were needed.

EJW reported that she had completed the training in the previous year.

HE, RD and LM were already booked on. There was one more space available. JM volunteered and it was **agreed** that she should also be booked on.

b) Emergency items (requiring advance discussion with the Chair)

There were none.

16. Review of Action Points

The Action Point(s) was/ were reviewed and noted for recording in the minutes.

17. Date of Next Meeting

The next scheduled meeting was on Thursday 27th May.

18. Close of meeting

All present were thanked for their attendance and participation.

There being no further business, the meeting was closed.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 21st January 2021

Action	By	Person responsible
1. Take forward Governor Visits as per Item 10b of the minutes of the FGB meeting on 21 st January 2021 [Item 10b].	Ongoing	LM/ MG/ AT
SFVS to be discussed at the next meeting of the FPP; agreed by Chair's action; and endorsed at FGB meeting in May.	March FPP; May FGB	HE/ LM/ AS/ AT