

# Bevendean Primary School and Nursery

Heath Hill Avenue

## Full Governing Body Meeting (business meeting)

Minutes of the meeting on Thursday 15<sup>th</sup> July 2021

at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

**Present:** Eugene Arnold, Stuart Cager, Mary Carmichael, Helen Emerson, Martyn Giddens (Headteacher), Hasan Kara, Lydia Majic, Shahima Mohammed, Danielle Sherlock, Adrian Strange, Michael Stroud, Katharine Winks, Emily Winslade, Mark Dally (Associate Member), Sarah Miller (Associate Member), Andy Thomas (Clerk) [to Item 23].

**Apologies:** Rachal Daniels.

**Absent:** N/a.

### 1. Opening remarks

LM opened the meeting and welcomed those present, including three new Governor applicants DS, SMO and MS. Introductions were conducted.

It was confirmed that HE had given notice of her resignation from the Governing Body with effect from the end of the current academic year. Thanks were expressed to HE. It was noted that LM and HE had worked well together as Co-Chairs. HE stated that she was sorry to be leaving and that it had been good to work with everyone.

LM expressed the Governing Body's thanks to MG, the SLT and all staff. A letter of thanks from the Governing Body to all staff had been prepared for issue.

### 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. Governors' Interests register

The annual declaration of interests form and guidance had been issued to members of the Governing Body. Those who had not yet returned their declaration were urged to do so.

### 6. Declarations of interest

There were none.

### 7. Minutes of previous meeting

#### ***a) Approval minutes of FGB meeting held on Thursday 27<sup>th</sup> May 2021***

The draft minutes had been circulated in advance. They were **agreed** as a true record.

#### ***b) Action points/ matters arising***

The Action Points were reviewed as follows:

- AP1 Governor visit options/ plan. It was agreed that a strategy would be put in place for the next academic year. **ACTION – MG/ LM**

- AP2 Governing Body vacancies. Being addressed and noted that three new Governor applications were being considered at this meeting.
- AP3 Microsoft Forms for Governing Body business. Noted that this was in place.

It was also reported that information on Governors' participation in Safer Recruitment training had been issued. Eight Governors had expressed an interest. MG would follow-up as required.

## 8. Minutes of Sub-Committees

### **a) Curriculum, Standards and Welfare – Thursday 24<sup>th</sup> June**

The minutes had been made available in advance and were noted.

### **c) Finance, Personnel and Premises – Thursday 13<sup>th</sup> May**

The minutes had been made available in advance and were noted.

## 9. Policy review/ adoption

### **a) Virtual Attendance**

There was a discussion on what approach should be adopted for Governing Body meetings from September. It was noted that Covid cases in the City were currently on the increase and that the Local Authority had issued advice to schools.

It was **agreed** that meetings should continue on a virtual basis for the Autumn term, subject to review.

### **b) Staff Code of Conduct**

The policy had been circulated in advance. Governors had reviewed the document and there were no questions. The document was **agreed**.

It was noted that the policy was not due for review until January 2022, as per the policy review schedule.

### **c) Respect and Dignity at Work**

The policy had been circulated in advance. It was **agreed** that this should be adopted. It was noted that the policy was non-statutory.

The following question was asked:

- **Where would the policy document be kept and what training would be given to staff?** MG and AT would meet to create a shared folder. Training would given via an INSET day.

### **d) Grievance Policy**

It was noted that this was a statutory policy. This would be deferred to the September FGB meeting. **ACTION – MG/ AT**

Again training would be delivered via an INSET day.

### **e) Health & Safety**

It was reported that the policy review was scheduled for July 2021 but that it would be more practical to defer to the September FGB. This was agreed. **ACTION – MG/ AT**

#### ***f) Instrument of Government***

The existing document was **agreed** without amendment.

### **10. Policy review schedule – adoption and timetable**

Reference was made to the policy review schedule circulated in advance. AT and MG were thanked for the work that they had done on this. It was confirmed that the Governing Body would approve the schedule in due course, including approval levels; the approach to non-statutory policies; and where policy documents were kept.

As the next step working group would be set up to take this work forward and an invitation would be issued accordingly. **ACTION - LM**

### **11. Annual agenda planner**

It was reported that this work was in progress and that a planner would be in place for September. This would enable Governors to see what was planned for all meetings across the academic year.

### **12. Review of complaints/ complaints feedback**

Reference was made to the document from MG which had been circulated in advance.

The following questions were asked:

- ***Did the document represent a summary of school complaints from September 2020 to present?*** Yes, it covered the current academic year.
- ***Why had a particular panel complaint not been included?*** This had been lodged in the previous academic year.

There was a discussion, following which it was agreed that the date on which a complaint was closed should be used for reporting purposes. The document was therefore be amended accordingly in relation to the case in question. MG and AT would check dates accordingly. The complaint report would be amended and circulated within 5 working days. **ACTION – MG/ AT**

### **13. SPA appointment**

It was noted that the SPA was an advisor for Governors and provided support in relation to Headteacher appraisal. The question was whether to appoint the Local Authority SPA or an external one.

It was **agreed** that the Local Authority SPA should be appointed.

### **14. Headteacher's Report**

Reference was made to the report circulated in advance.

The following question was asked:

- ***With regard to wellbeing, what was being done to address the mental health of staff?*** From September 2021, the Local Authority would not be providing sick leave insurance cover. Quotes were being obtained for alternative provision. There would be a significant package for staff, including a wellbeing portal and self-referral to occupational health. This would be available to all staff from September.

Reference was made to incidents of staff being abused, with which the school was dealing.

The following question was asked:

- ***Had a representative of the Governing Body been invited to attend the memorial for Jenny Essex?*** No, apologies, this was an oversight. The memorial was taking place the following day and any Governors who knew Jenny were welcome to attend. Covid “bubbles” would be managed accordingly.

MG gave further details of the memorial and remarked that it was likely to be an emotional occasion. Photos would be shared with Governors.

The following question was asked:

- ***Were exit interviews conducted with those staff leaving the school and would data be fed back to the Governing Body?*** No, these were not normally conducted. Staff tended to leave for personal reasons or new career opportunities.

It was noted that two new TAs had been appointed.

The following question was asked:

- ***Was it not the case that exit interviews would be good to have and potentially positive for the school?*** [Noted].

It was reported that attendance was stable and that staff were to be congratulated for this. It was noted that staff turnover was low, which was positive.

The following questions were asked:

- ***Would the Sports Premium be in place for the next academic year?*** Yes, this had now been confirmed. This was good news. Spending options were being considered.
- ***Would posters be put up around the school in respect of poor/ rude behaviour by parents?*** Some had already been put up.

It was acknowledged that there had been concerns regarding the behaviour (including swearing) of parents and pupils. This would be monitored over the following academic year. It was reported that the school had done a significant amount of work in this area with pupils. This had had an impact but further work with parents would be needed.

The following question was asked:

- ***Should something from the Governing Body be issued?*** Yes, something related to valuing staff would be useful.

It was also agreed that SC would approach the Local Authority regarding community signage around the school.

## **15. School advisor report**

Not discussed.

## **16. Safeguarding**

Noted.

## **17. Finance update**

### ***a) Outturn reports on OneDrive***

It was noted that monthly reports continued to be made available to Governors. The FPP Chair would consider how best to use these.

### ***b) Scheme of Delegation approval***

There had been no changes. It was noted that it was not in any case a statutory requirement to review the document on an annual basis. The current document was **endorsed**.

## **18. Adopt Code of Practice for Governing Body for the year 2021-2022**

This was **agreed**. New Governors would have access in due course.

## **19. Agree Terms of Reference for Full Governing Body and sub-committees**

These were **agreed**.

## **20. Current membership of Governing Body / vacancy filling**

### ***a) Endorsement of KW as elected Staff Governor***

KW's appointment as Staff Governor, following a parent election process, was **endorsed**.

### ***b) Re-appointment of AS and EA as Co-Opted Governors***

It was confirmed that AS' and EA's terms of office were due to end on 16<sup>th</sup> July. It was **agreed** that they should both be re-appointed with effect from 17<sup>th</sup> July.

### ***c) Other Co-Opted Governor vacancies/ applications***

Reference was made to three applications received from SM, DS and MS. Each of them spoke in support of their application and were then asked to leave the meeting.

In discussion it was noted that all applicants had relevant and valuable skills and it was **agreed** that all three should be appointed.

SM, DS and MS were invited to return to the meeting and were congratulated on their appointments.

### ***d) Associate Member appointment(s)***

Not discussed.

## 21. Link Governors

### *a) Allocations 2021-22*

Current allocations had been circulated. It was **agreed** that this would be circulated to the three new Governors with a view to then shadowing existing Link Governors. It was also **agreed** that new Governors would also be asked to complete a Skills Audit form. **ACTION**  
- LM

### *b) Wellbeing Link*

Not discussed.

### *c) Programme of visits 2021-22*

There was a discussion about the collective "Governor Visit Day(s)", which was a work in progress. It was **agreed** that the dates proposed in the meeting schedule [see below] should remain in place. Governors would familiarise themselves with these dates.

There was also some discussion about the start time of Governing Body meetings, including the possibility of moving Committee meetings from 3.30pm to 5.00pm. There would be further discussion on this.

### *d) Visits – reporting arrangements*

Not discussed.

## 22. Appointment of Chair(s) and Vice Chair(s)

Both LM and AS had been nominated for the position of Governing Body Chair, and had accepted on the basis that they would act as Co-Chairs. There were no other nominations. LM and AS were **elected** as Governing Body Co-Chairs.

EW had been nominated as Governing Body Vice Chair. There were no other nominations. EW was **elected** as Governing Body Vice Chair.

At this point, AT left the meeting [at 18.37] to attend an FGB meeting [at 19.00] at another school.

## 23. Sub-Committees

### *a) Agree membership*

Governors would let the clerk know what Committees they would like to join or if they are unable to attend.

### *b) Appointment of Committee chairs*

AS was **appointed** Chair of FPP. EA was **appointed** Chair of the Curriculum Committee.

It was suggested that, because of the skills brought by new Governors, they may consider taking this role on in the next year once they have some experience and have settled in.

It was discussed that some Governors were currently unable to attend Committee meetings because they were held at 3:30pm. This clashed with work and also with child care needs.

There were further discussions about moving meetings to 5pm or later. School staff did express that this would increase the length of their school day. It was also noted that meeting times in terms of quoracy was not being affected, however some Governors expressed the view that this could change if meetings went back to face-to-face.

After some discussion it was decided that this would be **reviewed** at Christmas. **ACTION – LM/ AS**

## **24. Annual Report**

This was a work in progress and something that would be worked on in the coming year - perhaps with a report issued in the new term.

## **25. School Development Plan – for approval**

The SDP was noted.

MG gave comment that, at this time of year, he would be reviewing the year and celebrating achievements against the current SDP. It was felt that, as the meeting had run over, it would be better and a positive start to the year to look at this plan in more detail in September and for the SLT to join Governors at this meeting. **ACTION – MG/ AT**

## **26. Chair's correspondence**

Nothing to report.

## **27. Clerk's matters**

Nothing to report.

## **28. A.O.B:**

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

#### ***(i) Nurse's Quote***

This had been approved via email.

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

There were none.

**29. Programme of meetings/ visits 2021-22**

Not discussed [but already made available].

**30. Review of Action Points**

LM and AT would discuss following the meeting.

**31. Date of Next Meeting**

The next meeting was due to take place on 23<sup>rd</sup> September.

**32. Close of meeting**

All present were thanked for their attendance and participation. MG expressed gratitude for HE's support in her time as Chair.

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 15<sup>th</sup> July 2021

Action	By	Person responsible
1. Put strategy in place for Governor visits for the next academic year [Item 7b].	September 2021	<b>MG/ LM</b>
2. Defer Grievance Policy to September FGB [Item 9d].	September 2021 FGB	<b>MG/ AT</b>
3. Defer H&S policy to September FGB [Item 9e].	September 2021 FGB	<b>MG/ AT</b>
4. Establish working group to take forward the policy review schedule [Item 10].	In due course	<b>LM</b>
5. Amend complaints report to include case closed in current academic year and circulate within 5 working days [Item 12].	In due course	<b>MG/ AT</b>
6. Arrange Link Governor shadowing and skills audits for new Governors [Item 21a].	In due course.	<b>LM</b>
7. Review timing of Committee meetings [Item 23b].	Christmas 2021.	<b>LM/ AS</b>
8. Defer SDP to September FGB and invite SLT [Item 25].	September 2021 FGB.	<b>MG/ AT</b>