

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 20th January 2022
at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Eugene Arnold, Stuart Cager, Mary Carmichael, 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).

Apologies: Rachal Daniels.

Absent: N/a.

1. Opening remarks

AS opened the meeting and welcomed those present.

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 13th January 2022

The draft minutes had been circulated in advance.

b) Approval of minutes

The minutes were **agreed** as a true record.

c) Matters arising/ Action Points from meetings on 15th July on 2021 and 13th January 2022

The Action Points from the 15th July 2021 meeting were reviewed as follows:

- AP1 (*Governor visits*) Delayed due to Covid but covered by the agenda.
- AP2 (*Grievance policy*) Covered by the agenda.
- AP3 (*H&S policy*) Covered by the agenda.
- AP4 (*Policy schedule working group*) This had not been taken forward. It was covered by the agenda and would also be followed up. **ACTION 1 – LM**
- AP5 (*Amend complaints report*) To be followed up. **ACTION 2 – MG/ AT**
- AP6 (*New Governors – shadowing/ skills audit*) To be followed up. **ACTION 3 – LM**
- AP7 (*Timing of Committees*) Timetable for July 2022 FGB. **ACTION 4 – AT**

- *AP8 (SDP)* Covered in the Headteacher's report to this meeting. Also to be covered in the March Governors' Visit [see below].

The Action Points from the 13th January 2022 meeting were noted.

7. Update on PAN report published by BHCC on 21st January 2021

The report had not been published as scheduled. The Local Authority would be contacted the next day for an update. **ACTION 5 – AS**

For the benefit of those that had not been present, AS outlined the discussion which had taken place at the EFGB meeting on 13th January.

It was **agreed** that confidentiality was paramount until the report was published and the way forward was clear.

8. Committee reports – urgent issues and meetings

It was noted that the Committees had not met as planned during the current academic year. Meetings were currently scheduled as follows:

- *Curriculum on 24th February*
- *FPP on 10th March*

It was agreed that Committee memberships and meetings dates should be re-circulated to the Governing Body. **ACTION 6 – AT**

It was also agreed that a discussion and decision on real world vs virtual meetings would take place at a future meeting. **ACTION 7 – AT**

a) Curriculum, Standards and Welfare

See above.

b) Finance, Personnel and Premises

See above.

9. Policy reviews

MG stated that a number of policies had been reviewed for sign-off at the September 2021 FGB meeting, which had subsequently been cancelled.

a) Child Protection

There were no questions. The policy was **agreed**.

b) Grievance

The following questions were asked:

- ***Could more detail be added regarding contact points in section 7?*** The Local Authority would need to be consulted.
- ***Should the Governing Body Co-Chairs be notified about grievances?*** The Local Authority would need to be consulted.
- ***Should the Governing Body be notified of grievances as a contingency?*** The Local Authority would need to be consulted.
- ***In section 8.2 was 5 working days insufficient in which to lodge an appeal?*** The Local Authority would need to be consulted.

- **Was there a team of Governors established to act as panel members?** A panel would be put together according to the issue involved.
- **Should today's date be the review date on the document?** Yes.
- **At 2.1 what were the separate procedures for dealing with Governor issues and school complaints?** Model policies were in place. Governors may wish to follow-up.
- **Why was there no reference to anonymity?** This was a model policy from the Local Authority. Advice from the LA would be needed.
- **Was there a collective disputes procedure in place as referenced in section 2.1 of the policy?** This was a model policy from the Local Authority. Advice from the LA would be needed.
- **Section 3.8 referred to collective grievances. Did this conflict with section 2.1 [see above]?** This was a model policy from the Local Authority. Advice from the LA would be needed.
- **How were staff trained and able to access the policy?** All staff had access.
- **Would the Local Authority legal team need to review any changes?** Yes. The Unions may also need to be consulted.
- **Would Union consultation take place with the local representative(s) or at LA level?** Local reps.

MG and MS would liaise and consult the Local Authority as necessary regarding the questions raised, keeping LM and AS informed. **ACTION 8 – MG/ MS.**

c) H&S

The following questions were asked:

- **Was the wellbeing guide referred to available; and should a reference to occupational health be added?** This was a model policy. The points would be looked into. **ACTION 9 – MG**
- **Was the use of the HS3 form for incidents of abuse/ violence reported to Governors?** There had been two instances in six years. A report would be made to the Local Authority in respect of severe verbal abuse. Otherwise cases were rare.
- **How were wellbeing issues (linked to grievances) reported to Governors?** The HS3 form was to report to the relevant Local Authority departments.
- **Was wellbeing the responsibility of the Headteacher or Business Manager?** This was the responsibility of the Headteacher and/ or Business Manager and/ or others involved.
- **Was there a clear way for staff to access policies?** All staff understood that policies were in the INSET folder. This was general knowledge at the school.
- **Should a reference to the above be added to the policy document?** All staff knew where to access policies. These were on the "T" Drive. A reference would be added to the staff signature sheet to the effect that they knew the location and an email reminder would be issued. **ACTION 10 – MG**
- **Was there a school Intranet that could be used?** No.

It was agreed that the INSET policy folder, and both the HS2 and HS3 forms, would be covered on the next H&S walkaround. **ACTION 11 – AS**

The following questions were asked:

- ***Should there be a move to an online platform?*** This was in process with respect to policies. A proposal to utilise SchoolBus for this purpose was being made [see below]. This covered the point raised.
- ***How were data and reports on H&S matters submitted to the Governing Body for consideration?*** The Governing Body hadn't requested anything above what was currently reported. This would be implemented and included in Headteacher and/ or Business Manager reports. H&S visits/ walkarounds were detailed and would be covered in future reports. **ACTION 12 – MG**
- ***Was data broken down into general H&S and wellbeing?*** [Noted].
- ***Was the school able to see that staff had accessed policy documents?*** No, these were stored on the school Drive. The position regarding the SchoolBus platform would be checked. **ACTION 13 – MG**

d) Medicine and Supporting Pupils with Medical Conditions

The following question was asked:

- ***Re: references to non-prescription medicine only being administered when non-detrimental to the child, who made this decision?*** This was a model policy. The matter would be looked into. **ACTION 14 – MG**

e) Review schedule – SchoolBus operational process

Governors were asked for views on the policy review process. A possibility was that Governors could be more involved via panels to look at policies. It was noted that some history/ context with regard to how policies had changed might be useful.

MG reported that investigations had been made into using the SchoolBus “policy manager” tool to operationally manage policy reviews going forward. This would allow for updates to be notified and for the tracking/ signing off of policies. This would also link to the school website. Policy review dates would be tracked. It could also potentially be used to track whether staff had read policies.

It was proposed that two sets of teams should be established - “approval” and “reading”. These would include staff and Governors with strengths in specific areas. All Governors could be included in the “reading” team. The “approval” team could include both staff and Governors. Policies would then go to the Governing Body for formal sign-off.

AT remarked that the proposed system would pro-actively involve Governors in the scrutiny of policies; ensure compliance with DfE requirements on review frequencies and sign-off levels; and automate processes currently carried out manually.

The following questions were asked:

- ***Did the platform supply model policies?*** It did. However the school could continue to use the Local Authority model policies.
- ***Which other schools used the SchoolBus platform?*** This would be looked into. **ACTION 15 – EW**
- ***What would the platform cost?*** The cost was not significant.
- ***What would be the staff time/ resources saving?*** A degree of time would be saved but the main benefit would be establishing an improved process. The process would create Governor “champions” and provide better scrutiny.
- ***Could a demonstration of the SchoolBus process be arranged prior to implementation?*** This would be looked into. **ACTION 16 – MG**

- ***Should the process involve a wider group of Governors, not just “champions”?*** The process had to be manageable. Smaller numbers promoted empowerment and established ownership. Matters would not in any case be devolved to only one Governor.
- ***Was there an additional cost for model policies?*** There would be a small additional cost for the platform, via which the model policies would be available.
- ***Was the school subscribed to “The Key”?*** No. The SchoolBus platform was already used for various purposes.
- ***Would policy documents still be available to staff outside the SchoolBus platform and therefore access not tracked?*** [Noted].

In conclusion, it was agreed that LM, AS and MG would meet to discuss the matter further.

ACTION 17 – LM/ AS/ MG

10. Headteacher’s Report

MG reported as follows:

- *COVID / Staffing*

- The school had had an extremely busy week; all planned meetings, jobs etc. had been postponed due to staff absences. Tuesday 12/ Wednesday 15 / Thursday 18: sickness absence, long-term sickness, leave and COVID.
- Absences: SLT, Teachers / Support staff in class / Facilities / Admin.
- The day was being micro-managed to ensure the health and safety of staff / pupils; rescheduling planned events / making adjustments around reduced capacity.
- Arranging cover was taking 1.5 – 2 hours at the end / beginning of each day (combined) and last minute adjustments were having to be made throughout the day.
- Staff had been incredible with supporting / covering to get through the day / week; some overtime had been offered.
- COVID: changes from 10 to 7 to 5 days isolating was not helping get staff back into school earlier; many staff were really feeling poorly and were still testing positive so having to complete the full 10 days.
- Current numbers isolating: 8 adults and 4 children.
- Staff were exhausted.
- CO2 Monitors – there were ½ dozen across the school; MG / CG were making 2x weekly checks.
- The school was continuing to have a large supply of LFD test kits available for staff.

- *General*

- Nine teachers trainees had started; induction 19.01.2022, starting Monday 24th. There was significant income for curriculum in the next financial year.
- Pupil premium Strategy Report was completed and published; there was a combined pupil premium and COVID Recovery Grant.
- School Led Tutoring: Recruited internally, started Wednesday 5th January, 2022.

- After-School Child Care Provision: Three companies had been contacted and proposals were awaited.
- Phonics Scheme was a big issue and there had been good results; Phonics screening Year 2 – 79.
- East Sussex County Council – ICT Health Check / Audit completed. The school server was out of warranty so would need replacing.
- iPads: all teaching staff had an iPad for their work (reception 2 each); 50 iPads in groups of 10; another 31 – so 80 iPads for teachers to book.
- Two interactive TVs had been placed in The Essex Hub / Year 1 Shared Area (interventions / Pre-teaching etc.).
- Pupil Numbers: 341 going to 343 at the end of January.
 - *Governor Visit 25th March 9am – 12,00pm*
- Learning Walk – staff / Captains / Vice Captains
- Bespoke
- Phonics
- Pupil Voice

KW expressed thanks to MG and the SLT.

The following question was asked:

- ***Was there a risk of the school closing due to short staff?*** Things were difficult but it was hoped that this would be ok.

11. Link Governors

a) Reports

There were no reports.

b) Programme of visits

To be confirmed. **ACTION 18 – LM/ AS/ MG**

12. Governors' Visit – Thursday 25th March

Governors were asked to confirm attendance. **ACTION 19 – Govs.**

It was suggested that there be an open forum for Governors in the afternoon; a lunch with staff; and a gift of chocolates from Governors to staff. These options would be looked at further. **ACTION 20 – LM/ AS/ MG**

The following question was asked:

- **Could pupil representatives, rather than House Captains, be available on the day?** House Captains would be deployed on a walk and other reps would be looked at with respect to pupil voice. Details would be provided to Governors. **ACTION 21 – LM/ AS/ MG**

13. Governing Body issues

a) LA Governor vacancy - current

A vacancy had arisen due to the resignation of the previous incumbent from the Governing Body. Further contact was awaited by the Local Authority regarding possible candidates. It was also noted that potential candidates could be suggested to the LA.

b) Parent Governor vacancy – 1st February 2022

HK's term of office was due to end on 31st January. It was agreed that nomination forms should be issued before the end of the month. **ACTION 22 – AT/ MG**

14. Chair's correspondence

LM reported that during one of the PAN visits with Cllr Amanda Grimshaw she asked if the school would be interested in planting an Oak Tree for the Queen's Jubilee and Cllr Grimshaw is looking into this.

15. Clerk's matters

Nothing to report.

16. A.O.B:

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

There were none.

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

There were none.

17. Review of Action Points

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

18. Date of Next Meeting

The next scheduled meeting was at 5pm on Thursday 26th May.

19. 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 20th January 2022

Action	By	Person responsible
1. Take forward policy schedule working group [Item 6c].	As required	LM
2. Amend complaints report as per the minutes of the 15 th July 2021 FGB minutes [Item 6c].	ASAP	MG/ AT
3. Address skills audits and Link Governor shadowing for new Governors [Item 6c].	In due course	LM
4. Timetable discussion on the timing of Committee meetings for the July 2022 FGB meeting [Item 6c].	July 2022	AT
5. Contact Local Authority for an update on PAN report status [Item 7].	21 st January	AS
6. Re-circulate Committee memberships and Governing Body meetings dates [Item 8].	ASAP	AT
7. Timetable discussion/ decision on real world/ virtual meetings [Item 8].	Future FGB	AT
8. Consult LA re: questions regarding the Grievance policy as outlined [Item 9b].	Next meeting	MG/ MS
9. Re: H&S policy, look into wellbeing guide and addition of occupational health reference [Item 9c].	Next meeting	MG
10. Re: policies, add reference to staff signature sheet regarding the location documents; and issue an email reminder [Item 9c].	As required	MG
11. Cover INSET policy folder, and both the HS2 and HS3 forms, on the next H&S walkaround [Item 9c].	Next H&S walkaround	AS
12. Include additional H&S reports and data, including visits/ walkarounds information, in Headteacher and/ or Business Manager reports [Item 9c].	Next meeting	MG
13. Check whether SchoolBus tracked staff accessing policy documents [9c].	In due course	MG

14. Re: references in the Medicine policy to non-prescription medicine only being administered when non-detrimental to the child, confirm responsibility for making the decision [9d].	Next meeting	MG
15. Check which other schools use the SchoolBus platform [Item 9e].	ASAP	EW
16. Look into SchoolBus policy tracker demo for Governors prior to implementation [9e].	In due course	MG
17. Meet to discuss policy review process/ SchoolBus platform proposal further [9e].	Next meeting	LM/ AS/ MG
18. Confirm Link Governor visit programme [Item 11b].	ASAP	LM/ AS/ MG
19. Confirm attendance at 25 th March Governors' Visit [Item 12].	ASAP	Govs.
20. Look at additional options for the 25 th March Governors' visit - open forum for Governors in the afternoon; a lunch with staff; and a gift of chocolates from Governors to staff [Item 12].	ASAP	LM/ AS/ MG
21. Provide details to Governors of House Captain and pupil voice reps for 25 th March Governors' Visit [Item 12].	25 th March	MG
22. Issue Parent Governor nomination forms to parents and carers [Item 13b].	31 st January	AT/ MG