

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 12th November 2020
at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Eugene Arnold, Stuart Cager [from Item 7], Rachal Daniels, Helen Emerson, Martyn Giddens (Headteacher), Hasan Kara, Lydia Majic, Adrian Strange, Katharine Winks, Sarah Miller (Associate Member), Andy Thomas (Clerk).

Apologies: Emily Winslade, Mark Dally (Associate Member).

Absent: Daniel Hewitt, Juliet McCaffery.

1. Opening remarks

HE opened the meeting, which was focussed on making decisions on key issues.

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 FGB meeting held on Thursday 16th July 2020

The draft minutes had been held over from the 24th September meeting, which had not been quorate.

b) Minutes of FGB meeting held on Thursday 24th September 2020

The draft minutes of the previous meeting had been circulated in advance.

c) Approval of minutes

The minutes of both meetings were approved as a true record, subject to amending the 24th September minutes to read that that the Behaviour Policy was to be “agreed” at the next meeting.

7. Co-Chair split

This item had been held over from the previous meeting, which had not been quorate.

It was agreed that the proposals tabled should be a working document, updated on an ongoing basis.

It was noted that LM would lead on general complaints, and HE on whistleblowing complaints.

It was felt that HE and LM were working well together as Co-Chairs and feedback was requested from other Governors. If one or other could not be contacted, Governors were invited to contact the other.

It was noted that a proposed collaboration agreement had been scheduled for discussion at the January FGB meeting.

The Co-Chair document was **agreed**.

8. Committee membership and Link Governors

It was noted that all Governors had been allocated an area of responsibility.

It was confirmed that, due to Covid, no physical Governor Visits should take place until January except possibly Health & Safety and Safeguarding if required.

AS reported that he had recently undertaken a H&S Visit and that a report would be submitted. It was **agreed** that this would be tabled at the January FGB meeting.

LM reported that she was working on Governor Visit guidance.

Visits from January should in any case be virtual for the time being.

MG reported that he would issue staff allocations after Christmas.

It was stated that the key issue was that Governors should know the school better and support it.

The Committee and Link Governors allocations were **agreed** subject to the outcome of the discussion on the Headteacher appraisal panel [Item 9].

9. Panel for Headteacher appraisal

The panel had not yet met, and should do so in early September in future. Equally the Committee and Link Governor allocations would continue to be agreed at the July FGB meeting going forward.

It was **agreed** that the Headteacher appraisal panel would consist of LM, HE, AS and EA – with three of these four to attend panel meetings.

Notice of the panel meeting would be given as soon as possible. An external advisor would also attend. This was normally the school SPA, however it was **agreed** that external SPA Jan Abrahams would be involved.

A report from the external SPA would be circulated shortly.

It was stated that getting the Headteacher appraisal process right was a “work in progress” and that the aim was to finalise this for the following year.

10. Terms of Reference

EA reported that he had spoken to AT following discussions with HE and LM. An email to the Governing Body had been prepared.

It was recommended that a special FGB meeting be held in early January, two weeks prior to the scheduled meeting on the 21st of that month, to discuss proposals which would then be endorsed at the subsequent meeting. It was **agreed** that this would be held at 5pm on Thursday 7th January. **ACTION 1 – EA/ AT**

11. Code of Conduct

It was stated that the Code of Conduct would facilitate conversations about roles and responsibilities. Noting that the role was voluntary, the aim would be to ensure that future Governors were aware of what they were signing up to.

Existing Governors were invited to speak to HE or LM about any concerns they might have concerning their role.

The Code of Conduct was **agreed** subject to the addition of a reference to the Governor role being a voluntary one.

12. Policies from last FGB

a) Behaviour

This had been held over from the previous meeting, which was inquorate. The policy required Governing Body approval.

The following question was asked:

- ***What were the differences between the two versions (standard and Covid variation) of the policies tabled?*** There were subtle differences relating to Covid “bubbles”.

Both versions of the policy were **agreed**.

b) RSE

It was **agreed** that this would be deferred to the January FGB.

13. A.O.B:

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

Following discussion, it was **agreed** that FGB meetings should be held at 5pm going forward, with a “hybrid” real-world/ virtual approach being taken on a long-term post-Covid basis. **ACTION 2 – HE/ LM/ AT**

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

There were no items.

14. Review of Action Points

HE reviewed the Action Points, which for were noted for recording in the minutes. There were two in total, relating to a January EFGB meeting and the timing of FGB meetings going forward.

15. Date of Next Meeting

The next meetings were on 7th January (EFGB) and 21st January (scheduled FGB).

16. Close of meeting

Best wishes were expressed to all and it was hoped that everyone would have a good Christmas.

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 12th November 2020

Action	By	Person responsible
1. Discuss TOR proposals at EFGB on 7 th January [Item 10].	7 th January	EA/ AT
2. Hold FGBs at 5pm going forward, with a “hybrid” platform approach being taken [Item 13a].	Ongoing	HE/ LM/ AT