

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 27th May 2021
at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Stuart Cager, Mary Carmichael, Helen Emerson, Martyn Giddens (Headteacher), Hasan Kara, Lydia Majic, Emily Winslade, Mark Dally (Associate Member), Sarah Miller (Associate Member), Katharine Winks (school wellbeing lead) [from Item 8], Andy Thomas (Clerk).

Apologies: Eugene Arnold, Rachal Daniels, Adrian Strange.

Absent: N/a.

1. Opening remarks

HE opened the meeting and welcomed those present.

2. Quoracy of meeting

The meeting was quorate. Introductions were conducted.

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 21st January 2021

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 had been completed or were covered by the agenda.

7. Minutes of Committees

a) Curriculum, Standards and Welfare – 25th February

The Committee Chair was not present. The minutes had been made available in advance and were noted.

Thanks were expressed to all staff for getting the school up and running.

d) Finance, Personnel and Premises – 11th March

The Committee Chair was not present. The minutes had been made available in advance and were noted.

Thanks were expressed to MG, the school Business Manager and others involved in working on the budget.

8. Headteacher's Report

a) Written report

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

- *Covid*: It continued to be a challenging time. It was frustrating that, as the country moved through the national "road map", there had been few changes for schools so far. It was hoped that there would be some easing for schools with effect from 21st June. Staff were however now less anxious.
- *Child protection*: An update was included in the written report. There had been no significant change in caseload. However, workload had increased – including in respect of the impact of the lockdown on families' emotional health and wellbeing.
- *Wellbeing*: Lots of work was being done in this area. Pupils' health and wellbeing was being monitored with respect to 9 factors graded under 4 categories. Initial assessments had been completed in the Spring term. The second round of assessments had been completed that day. A summary document would be added to the FGB meeting papers. Physical health and self-perception were also being looked at. In addition the school was reaching out to staff about workload and wellbeing. KW had led a working party on this.

In relation to wellbeing, KW reported further as follows:

- There had been an awareness for a long time that the wellbeing of all in the school community was of paramount importance.
- The school was in the process of tracking how pupils were feeling and responding. This might go up or down.
- The aim was to determine how the school could support and improve.
- A working party had been established. This had met and established a process for staff to communicate wellbeing issues. This had been discussed by the SLT and progress had been made.
- Matters were positive and heading on the right direction.

MG said that KW had done some good work in this area. There had been some "quick fixes".

MG continued to report as follows:

- *Pupil mental health and wellbeing*: There had been a slight increase in physical health. "Daily Mile" track development was ongoing. Learning mentor capacity had been increased in relation to self-perception.
- *Parent/ teacher consultations*: These were taking place on a virtual basis during the current week. All teachers were being released for one day to call parents. There had been high scores across all classes. More parents had been reached than via physical meetings.
- *New iPads*: Fifty new devices had been introduced. These were being used on a daily basis in classes.

- *Pupil numbers*: As reported to the most recent FPP meeting, a few more new families had moved in to the area. Pupil numbers had increased since the last census, which was pleasing.

The following question was asked:

- ***If virtual parent/ teacher consultations had been successful would these continue?*** This was a good question. It was known as yet – options remained open. There were positives and negatives. A hybrid approach might be beneficial.

HE expressed thanks to MG and the SLT for all their hard work.

b) Safeguarding update / NSPCC training

See above.

c) Wellbeing update

See above.

9. Budget approval/ SFVS

HE expressed thanks to MG and the Business Manager for their work on the budget; and to LM, EW and AS for their work on the SFVS.

It was reported that the budget had been reviewed in detail at the FPP meeting on 13th May and was recommended for approval. The budget was **agreed**.

It was stated that the SFVS document was an opportunity to look at how the Governing Body could be better equipped in relation to financial oversight. It was a good document that identified areas for improvement. The SFVS document was **agreed**, and it was noted that this would continue to be revisited/ reviewed.

10. Link Governors

a) SEN Link/ FPP appointment

EA's appointments both as SEN Link Governor, and to the FPP, were **endorsed**.

b) Reports

Thanks were expressed for the following four reports which had been received and circulated: Pupil Premium March 2021; Safeguarding February 2021; Launchpad March 2021; Teaching & Learning March 2021.

AS had also completed a Health & Safety visit, in relation to which a report was awaited.

c) Programme of visits

It was confirmed that visits should go ahead if possible – if necessary via virtual means and/ or a phone call or email update as required.

MC would be assigned a Link Governor role in due course.

MG recommended that there be a focus on priority areas. Virtual meetings would be fine with due notice given.

It was noted that a template visit report form was available in the shared OneDrive folder for Governors' use.

11. Governors' Visit – Thursday 10th June

Commented [HE1]: I think MG mentioned something about moving to a TEAMS online form form governor reports for next year. If I didnt imagine that can that be added in please

Commented [AT2R1]: Covered below

MG noted that this was scheduled to take place on the first Thursday following the half-term break. Nothing had been planned as yet. Restrictions were still in place. MG asked for Governors' thoughts.

The following questions were asked:

- **Noting previous discussions, could Governor interaction on pupil voice/ experience be taken forward?** Permission slips in relation to this had been previously issued, then the Covid lockdown had taken place. Something around this could be done.
- **Could some form of Governor interaction with staff be taken forward?** Governor Visits were normally from 9am to 12pm. Most staff were class-based. It would be hard to plan ahead – only small numbers of staff could be released. Also, due to Covid “bubbles”, it would not be possible to have staff in a room at the same time.

Following a discussion, it was agreed that the scheduled visit on 10th June would be cancelled and that MG, HE, LM, MD and SM would discuss options and create a plan. Matters would not necessarily be postponed beyond 21st June [Government “road map” milestone] and a virtual and/ or face-to-face approach would be taken as required.

ACTION 1 – MG/ HE/ LM/ MD/ SM

Possible options were noted as follows:

- Attendance on staff briefings on Friday mornings.
- Attendance in classrooms.
- Interface with staff.
- Wellbeing interface supported by KW.

12. Governing Body issues

a) Parent Governor election/ appointment

It was confirmed that MC had been elected as a new Parent Governor. Her appointment was confirmed and she was welcomed onto the Governing Body.

b) Staff Governor vacancy/ election

The nomination form had been issued to staff. If an election was required, this would be conducted in advance of the next FGB meeting in July.

c) Co-Opted Governor vacancies/ appointments

EW's appointment as a Co-Opted Governor was endorsed. This left three Co-Opted Governor vacancies, in respect of which two applications had been received from Juliet McCaffery (re-appointment) and Danielle Sherlock (new applicant). There were other potential candidates, a number of which had been sent application forms.

Following discussion it was agreed that:

- Further applications would be awaited/ followed-up.

- Danielle Sherlock's application would therefore be deferred to the July FGB.
- Meetings with Danielle Sherlock and any other applicants would be held prior to the July FGB.
- Juliet McCaffery would be offered the opportunity to be appointed as an Associate Member of the Governing Body, pending possible appointment as a Co-Opted Governor following a return to face-to-face meetings. It would be positive to retain her skills and experience.

ACTION 2 – HE/ LM/ AT

13. July FGB planning

It was confirmed that the next meeting would be the Business Meeting at which the following would be undertaken:

- Appointment of Governing Body and Committee Chairs.
- Agreement of Link Governor assignments and Committee/ panel memberships.
- Annual Report, celebrating the significant amount of work done by the Governing Body.
- Declaration of interests and other required declarations.

This would mean that everything was in place for the start of the new academic year in September.

MG reported that the new School Development Plan (SDP) would be ready for the July FGB.

MG referred to discussions that he and the Clerk had had regarding the use of Microsoft Forms for Governing Body business e.g. Link Governor reports and declarations of interests. It was agreed that MG and AT would meet to develop this further and set up drafts. **ACTION 3 – MG/ AT**

14. Chair's correspondence

Nothing to report.

15. Clerk's matters

AT asked MC to submit a profile statement for the website, which she confirmed.

16. A.O.B:

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

(i) Governance

EW thanked all those involved for the improvements that had been made in relation to Governance processes and communications.

Commented [HE3]: I'm happy with this, are you Lydia?

Commented [AT4R3]: Lydia - if you're content I'll upload to July meeting folder.

Commented [HE5]: I didnt imagine it! Maybe add a 'see below' or just ignore my earlier comment...

Commented [AT6R5]: Will ignore if that's ok as this is where it came up?

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 15th July.

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 27th May 2021

Action	By	Person responsible
1. Discuss Governor Visit options and create a plan [Item 11].	As required	MG/ HE/ LM/ MD/ SM
2. Address GB vacancies as set out in paragraph 12c of the minutes of the FGB meeting on 27 th May 2021 [Item 12c].	July 2021 FGB	HE/ LM/ AT
3. Meet to develop use of Microsoft Forms for Governing Body business [Item 13].	July 2021 FGB	MG/ AT