

Bevendean Primary School and Nursery

Heath Hill Avenue

Full Governing Body Meeting

Minutes of the meeting on Thursday 7th July 2022

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

Present: Eugene Arnold, Mary Carmichael, Lydia Majic, Danielle Sherlock, Adrian Strange, Michael Stroud, Katharine Winks, Mark Dally (Associate Member and Acting Headteacher) [to Item 20], Sarah Miller (Associate Member and Acting Deputy Headteacher) [to Item 20], Mary Crowley (DSL) [Item 10a only], Andy Thomas (Clerk).

Apologies: Stuart Cager, Rachal Daniels, Martyn Giddens (Headteacher), Shahima Mohammed.

Absent: Emily Winslade.

1. Opening remarks

LM opened the meeting and welcomed those present.

2. Apologies and consideration

Apologies and attendance were noted as above.

3. Quoracy of meeting

The meeting was quorate.

4. Declarations of interest

It was noted that MD and SM had a conflict of interest in respect of Item 21 (Headteacher recruitment) and that they would be asked to leave before this was discussed.

5. Minutes of previous meeting

a) *Approval of minutes of FGB meeting held on Thursday 26th May 2022*

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

b) *Action Points/ matters arising*

The Action Points were reviewed. It was noted that the majority had been completed or were covered by the agenda. The following were addressed:

- *AP2 (H&S visit: policy folder and HS2&3 forms)* This would be followed up but was also an ongoing issue. **ACTION 1 - AS**
- *AP3 (Link Governor visit programme)* Visits would be arranged by the Governor Links and staff leads, but a defined advance programme would not be established.
- *AP7 (Establish new Parent Governor)* The elected Parent Governor had subsequently resigned. The vacancy was due to be addressed in September 2022.
- *AP8 (Submit profiles for school website)* Most had been submitted and published. Those outstanding would be followed up and other dates/ information on the website refreshed as required. **ACTION 2 - AT**
- *AP9 (Governors to complete Safeguarding training)* This was ongoing. LM had arranged to meet with the school and AT would liaise regarding the dispatch of information. **ACTION 3 – LM/ AT**

- *AP12 (June PAN meeting)* The Local Authority had no firm plans in this area. There was ongoing discussion with schools. The position was being monitored on an ongoing basis.
- *AP14 (Confirm/ refute membership of Headteacher recruitment panel)* This was ongoing and was subject to the completion of required training.
- *AP19 (SMo to attend 23rd June Curriculum Committee as an observer)* It was agreed that Governing Body members should declare which Committees they wished to be on. **ACTION 4 – Govs**

6. Committee reports – urgent issues or meetings

a) Curriculum, Standards and Welfare

It was noted that the Committee was due to meet in the following week (14th July).

b) Finance, Personnel and Premises

It was reported that:

- A Link Governor visit report from AS (H&S) was pending. **ACTION 5 - AS**
- A Link Governor visit report from LM (Attendance) was pending **ACTION 6 - LM**

It was noted that Visit Reports would be included on FGB agendas.

7. Policies

a) Policy review schedule

MD reported that this was a work in progress. He and LM were looking at the statutory policies and updating these. Formal reviews would be timetabled over the coming period.

b) Policy review mechanism/ SchoolBus/ Working Group

Work to introduce the SchoolBus policy management tool was being developed. A decision on implementation would be made soon.

A good start had been made on this and the aim was to implement, from September 2022, a system incorporating levels of approval.

8. Conducting meetings

a) Virtual attendance policy/ approach

See below.

b) Timing of FGB and Committee meetings from September 2022

All meetings would now be at 5pm. FGBs would be “real world”; Curriculum Committee meetings would be virtual; and FPP meetings would be a “hybrid” of real world/ virtual. The Virtual Attendance Policy would be updated accordingly. **ACTION 8 - AT**

9. Approval of Governing Body documents

a) Instrument of Government

This was **agreed**.

b) Scheme of Delegation

This was **agreed** [however this was not included in the papers issued in advance of the meeting].

c) Terms of Reference for FGB and Committees for the year 2022/23

These were all **agreed**.

d) Adopt Code of Conduct for Governing Body for the year 2022/23

This was unchanged. It was noted that changes may be proposed in the following year.

The Code of Conduct was **agreed**.

10. Headteacher’s report

It was remarked that the aim going forward would be for the Governing Body Co-Chairs, or Committee Chairs as appropriate, to meet with MD and AT at least 2 weeks before meetings in order to agree agendas and papers etc.

a) Written report

MD made reference to the written report circulated in advance. Some historical statistics had not been included, but this was being addressed for future reports.

MD reported that the KS2 SATS results were as follows:

- Reading 82%
- Maths 88%
- Spelling, punctuation and grammar 88%
- Writing (teacher assessment) 59%

Writing was an area to work on and would be highlighted in the SDP for the following year.

Thanks were expressed to all staff for their hard work. A lot of schooling had been missed due to Covid and a catch-up process was now in place.

The following questions were asked:

- ***There had been a decline in all areas – was this due to Covid?*** Yes, this was linked to Covid. There had been severe disruption and inconsistencies in Teaching & Learning. This picture had been replicated in other schools. New mechanisms to address the situation had been put in place.
- ***Could interaction between the Governing Body and the SPA be arranged?*** There was no reason why not. The SPA was part of the Headteacher appraisal process so there was already an interface with the Governors involved. The SPA would undertake three visits per year and one more would be added for the interim Headteacher. The SPA would be linked with the Governing Body.

With regard to the above, it was stated that the SPA wrote a report which would come to the Governing Body. Depending on the subject of the visit (e.g. Leadership), specific Governors would be invited to take part.

MD asked whether Governors had any fundamental ideas regarding the content of the Headteacher's report. It was **agreed** that the format, content and length were good. MD was thanked accordingly.

The following question was asked:

- ***In respect of wellbeing, where was the outside furniture located?*** This was in the wild garden area.

MD stated that the next report at the start of term would feature less content and represent more of a "look ahead".

b) Safeguarding

MCR referred to the three documents included in the meeting papers and highlighted the following:

- The last Safeguarding Audit had identified that work was needed on the Behaviour policy. This was being launched in September.
- CPOMs was being updated accordingly.
- A further report at the start of the next academic year would reflect the above and contain clearer figures.
- In respect of the next Safeguarding Audit, the school was awaiting to hear about the process for the following year.
- The Safeguarding Audit would be the basis of an Action Plan.
- The school was thorough with what it did on Safeguarding.
- There would be a CPOMs procedure document for staff.

The following question was asked:

- **What was CPOMS?** This was the Child Protection Online Monitoring System. It was a database on which was logged anything linked to Safeguarding. All records were kept in one place. This enabled the school to look at the whole picture for that child.

It was noted that MCr had undertaken significant work in providing excellent responses to questions from Governors. Thanks were expressed to her for this.

It was reported that LM and RD would be meeting with MCr soon to address Governors' requirements and Safeguarding training.

Changes to the Keeping Children Safe In Education (KCSIE) guidance were pending. There was an event on 14th July which Governors were encouraged to book onto. Details would be issued. **ACTION 10 – LM**

It was remarked that work next year between the Governing Body and school on Safeguarding, including the Audit, was positively anticipated.

This was a very positive area of work and thanks were expressed to MCr.

c) School Development Plan (SDP)

MD reported that areas of focus had been discussed during the Governors' Visit. Priorities were being looked at and work on this would be taken forward over the Summer.

The SDP would be presented to the FGB or Curriculum Committee in September.
ACTION 11 – MD/ AT/ LM/ AS

Thanks were expressed to MD and SM regarding the Governors' Visit, including the groups that were held and the discussion on SDP priorities.

A similar approach would be taken to the June 2023 Governor Visit.

11. Appointments and membership

It was remarked that it was regrettable that all members of the Governing Body were not present for this item.

a) Agree Membership of FPP and Curriculum

The following assignments were agreed:

- FPP: AS, EA, MS, LM, SM and MD
- Curriculum: KW, MC, DS, LM, EA and MD
- Pay Committee: [not discussed]

It was also agreed that the preferences of those not present would be ascertained.

ACTION 14 – AT

It was further agreed that Link Governor roles would be fed into the relevant Committees.

b) Panels (Complaints/ Exclusions, HT's Appraisal, HT Appraisal Officer

The following assignments were agreed:

- Complaints/ Exclusions: EA, RD, LM and AS. There was one vacancy – MC would consider this. **ACTION 16 – MC/ AT**
- Headteacher appraisal: EA, LM and AS. One back-up was required and DS was appointed to this role subject to completing training. **ACTION 17 – DS**
- Headteacher Appraisal Officer: It was noted that the Headteacher would lodge any complaint to this Officer. MS was appointed.

c) Governing Body Chair

LM and AS were re-elected unopposed as Co-Chairs.

d) Governing Body Vice Chair

DS and EW had been nominated for this role. Both nominations had been/ were accepted.

There was some discussion about the option of establishing Co-Vice Chairs. However, this was considered to be undesirable and consequently it was agreed that a vote should take place.

Prior to the meeting, DS had submitted a statement in support of her candidature.

At this point, DS was asked to temporarily leave the meeting.

It was noted that EW was not present, but would have been aware of the opportunity to submit a statement. It was agreed that DS would not be asked to speak to supplement her own written statement.

DS was asked to return to the meeting.

A secret ballot took place and DS was duly elected as Governing Body Vice-Chair.

e) Chair of FPP

MS was elected unopposed.

f) Chair of Curriculum

EA was elected unopposed.

g) Link Governor Roles and Allocations 2022/23

LM made reference to the paper circulated in advance. The recommended roles therein were agreed.

Two visits per year were proposed. It was agreed that Link Governors should contact staff leads in September to arrange these.

MD would add staff leads to the document. **ACTION 25 – MD/ AT**

The process to be followed for Visits was set out in the paper, including the requirement to complete a report. An updated report template would be produced. **ACTION 26 – LM/ MD**

Visits would be monitored.

12. Current membership of Governing Body and Vacancy filling

a) Parent Governor vacancy

A call for nominations had been scheduled for September.

b) Local Authority Governor vacancy

Contact from the Local Authority was awaited.

c) Terms of office ending in 2022/23

It was agreed that any further vacancies arising would be anticipated/ diarised for advance action. **ACTION 28 – AT**

13. Link Governor visits

a) Programme of visits for 2022-23

As above.

b) Visit reports

As above.

It was remarked that LM's and AS's forthcoming reports [see above] would give others a steer on content/ format.

14. Governor training

It was agreed that training would be monitored, in particular that associated with Safeguarding and Link Governor roles. **ACTION 29 – AT**

15. Chair's correspondence

a) Sussex Kids' Hub

LM made reference to an email from the Sussex Kids' Hub that had given positive feedback to MG and the school.

16. Clerk's matters

a) Declaration of Interest Returns from Governors and Associated Members

This had been issued for completion.

b) Website Profiles

As above.

17. AOB

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

(i) Thanks to SLT

Thanks were expressed to MD and SM for their efforts over the recent period. Reciprocal thanks were expressed to Governors for their support.

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

There were none.

18. Programme of meetings/ visits 2022/23

A proposed schedule had been issued in advance of the meeting.

It was noted that AT was not available on three of the dates due to other pre-existing Clerking commitments. It was agreed that LM, AS, MD and AT would meet to discuss alternative dates. **ACTION 30 – LM/ AS/ MD/ AT**

19. Date of Next Meeting

See above.

20. Review of Action Points

These would be reviewed in the context of the draft minutes.

At this point, MD and SM left the meeting [see above].

21. Headteacher recruitment

a) Panel

It was reported that there had been a number of expressions of interest in membership of the recruitment panel.

b) Training

It was emphasised that prospective panel members would need to have completed the three prescribed sets of training by the September FGB in order to be considered.

ACTION 31 – Govs

c) Working Party

It was agreed that the eligibility of KW (as Staff Governor) to be on the Working Party would be checked. **ACTION 32 – AT**

22. Close of meeting

AS thanked LM for all her hard work. LM acknowledged this and expressed reciprocal thanks.

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 7th July 2022

| Action | By | Person responsible |
|--|----------------------------|--------------------|
| 1. H&S visit - policy folder and HS2&3 forms [Item 5b]. | As required | AS |
| 2. Chase up outstanding Governor website profiles and refresh other dates/ information on the website as required [Item 5b]. | September 2022 | AT |
| 3. Meet with the school on safeguarding and follow-up regarding the dispatch of information [Item 5b]. | In due course | LM/ AT |
| 4. Declare Committee membership preferences [Item 5b]. | ASAP | Govs |
| 5. Submit H&S Link Governor visit report [Item 6b]. | ASAP | AS |
| 6. Submit Attendance Link Governor visit report [Item 6b]. | ASAP | LM |
| UNUSED | | |
| 8. Implement new meeting arrangements and update the Virtual Attendance policy to reflect this [Item 8b]. | September 2022 | AT |
| UNUSED | | |
| 10. Send out details of 14 th July KCSIE event [Item 10b]. | 14 th July 2022 | LM |
| 11. Present SDP to September FGB or Curriculum Committee [Item 10c]. | *September 2022 FGB | MD |
| UNUSED | | |
| UNUSED | | |
| 14. Ascertain Committee membership preferences for those not present at the meeting [Item 11a]. | September 2022 | AT |
| UNUSED | | |
| 16. Consider Complaints Panel membership [Item 11b]. | September 2022 | MC |

| | | |
|--|-----------------------|-----------------------|
| 17. Complete training to be confirmed as back-up for HT appraisal panel [Item 11b]. | In due course | DS |
| UNUSED | | |
| UNUSED | | |
| UNUSED | | |
| UNUSED | | |
| UNUSED | | |
| UNUSED | | |
| UNUSED | | |
| 25. Add staff lead details to the Link Governor roles paper [Item 11g]. | ASAP | MD |
| 26. Produce updated Link Governor Visit report template [Item 11g]. | September 2022 | LM/ MD |
| UNUSED | | |
| 28. Anticipate/ diarise any further Governing Body vacancies arising in 2022-23 [Item 12c]. | September 2022 | AT |
| 29. Monitor Governor training (esp. Safeguarding/ Link Governor role) [Item 14]. | Ongoing | AT |
| 30. Meet to discuss alternative dates for 3 Governing Body meetings for which the Clerk is unavailable [Item 18]. | ASAP | LM/ AS/ MD/ AT |
| 31. Complete 3 sets of training in order to be considered for Headteacher recruitment panel membership [Item 21b]. | September 2022 FGB | Govs |
| 32. Check the eligibility of KW (as Staff Governor) to be on the Headteacher recruitment Working Party [Item 21c]. | ASAP | AT |

*To be timetabled for future meetings.

