Woodchester Endowed Church of England (VA) Primary School

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.

MINUTES OF FULL GOVERNING BODY MEETING HELD ON
MONDAY 14 SEPTEMBER 2020 @ 7.00 PM
VIA VIDEO CONFERENCING DUE TO COVID-19 PANDEMIC

PRESENT: Mrs Tessa Pemberton (Chair), Mrs Lynn Pennington (Head teacher), Mrs Ann Bijkerk, Mrs Natalie Elliott, Mrs Emma Limburn, Mrs Nina Robinson, Mr Matthew Smith, Mrs Carol Rosser (Clerk), Mr Ashley Smith (observer)

APOLOGIES: Mrs Sally Bull, Mrs Helen Evans, Rev Peter Francis

Item no		Action
01.09.20	Mrs Pemberton opened the meeting with a prayer. **Apologies**: Apologies were received from Rev Francis, Mrs Bull and Mrs Evans; these were accepted. The Chair introduced Mr Ashley Smith to the meeting and explained that he was interested in the role of Local Authority Governor. Mr Smith then spoke about his experience and why he wanted to be a governor. The Chair asked if he would like to remain for the rest of the meeting and he agreed to this. The Chair reminded the Governors about the need for confidentiality regarding what was discussed. Mr Smith agreed to withdraw at any time that this was thought appropriate. The Chair welcomed Mr Matthew Smith, Deputy HT, to the meeting and explained that Mr Smith had been elected as the new Staff Governor, following the retirement of Mrs Witts.	
02.09.20	**Minutes of last meeting:** Mrs Bijkerk proposed that the minutes from the meeting held on 6 July 2020 were accepted as a true record. This was seconded by Mrs Limburn. The Chair duly signed the minutes.	
03.09.20	**Matters arising:** There were no matters arising.	
04.09.20	**Declaration of Interest forms:** Prior to the meeting the Clerk had emailed out Declaration of Interest forms for the Governors to complete and return for her to upload onto the Governor section of the school website. The Clerk confirmed that she had received back all of these, apart from Rev Francis.	**PF**
05.09.20	**Code of Conduct/Conflicts of Interest/Safeguarding/SCR check:** **Code of Conduct**: Prior to the meeting the Clerk had emailed out the Code of Conduct and reminded Governors that it was good practice to re-read this document at the beginning of each academic year. **Conflicts of interest**: None were reported. **Safeguarding:** The HT said that safeguarding was covered in her report. She explained that an updated version of the Risk Assessment had been put on the	**Govs**

	school website; small changes had been made to reflect the 'buddy' system, for example. The Chair asked the HT if she thought it would still be necessary to have weekly meetings in order to review the Risk Assessment. The HT said that this was not required. She would update the document to reflect small changes, as and when needed. **SCR:** Mrs Robinson said that she had not checked this document yet this term. She would report back at the next meeting, after speaking with Mrs Smith, Finance Officer.	
06.09.20	**Election of Chair, Vice Chair, Treasurer:** Mrs Pemberton explained that discussion had taken place between her and Mrs Bull about being co-Chairs. However, this would require the election of a Vice Chair, in addition. The Governors were asked if anybody would be willing to stand as Vice Chair, but nobody stepped forward. Therefore, it was agreed that the elections would take place for Chair and Vice Chair. **Chair:** Mrs Pemberton was verbally nominated to remain as Chair. There were no other nominations. Mrs Pemberton was re-elected as Chair for a further one-year term. She explained that she would be stepping down from this role in October 2021 when her term of office as a Foundation Governor expired. **Vice Chair:** Mrs Bull, who had agreed to stand, was verbally nominated to remain as Vice-Chair. There were no other nominations. In her absence, Mrs Bull was re-elected as Vice-Chair for a further one-year term. **Treasurer:** Mrs Bijkerk agreed to continue as Treasurer for a further one-year term. She was proposed by Mrs Pemberton and seconded by Mrs Robinson. All the above appointments were unanimously agreed by the Governing Body.	
07.09.20	**Head Teacher's Report:** The Chair thanked the HT for her report which had been circulated to all Governors prior to the meeting. The HT explained that since writing the report, one pupil had left to attend another school closer to home, making the number on roll 136. Two existing pupils had been added to the Pupil Premium register.	
08.09.20	**Governor Questions on HT's Report:** GQ: Regarding the children on the SEN register and the various categories, might one child fall in more than one category? The HT said yes, they can overlap. GQ: Regarding catch-up funding, is this provided for every child? The HT said that this was the case, but that it was based on the previous census when there were fewer pupils on roll. As the funding will be paid in three instalments, it is hoped that the new census in October will be used for future instalments. There will be scrutiny of funding from Governors and from possible Ofsted visits in the Autumn term. GQ: How likely is it that Ofsted will visit and if they do, do you think they will come back for a full visit? The HT said that she did not know the answer. It was possible that Ofsted were more likely to visit schools that were in special measures. Full inspections are expected to start again in January 2021, but this has not been confirmed. GQ: Are children being assessed in the first few weeks of term? The HT said that this had already been done for maths and writing using the Star on line assessment programme. The data has been analysed and it is now known which children need extra support. The HT will be discussing with the teachers	

	how to address this. GQ: What can Governors do to help to close the gaps? The HT said that a number of children are off track and will need some one to one and small group support. Governors are now allowed to come into school and if they would be able to provide some one to one help with reading on a regular basis, that would be very helpful. The Chair reminded Governors that they would be providing this help as volunteers rather than in their Governor role and to wear the correct lanyard. GQ: What is attendance like? The HT said that term had started well, with only a small number of children absent. However, 15 children had been absent on the day of the meeting. She said that she thought this would get worse as coughs and colds become more common and will mean that children will stay at home and need to get tested. Testing is a problem and parents have reported having difficulty getting appointments. GQ: At what stage do you provide work for children to complete at home? The HT said that, ideally, children should be provided with remote learning. However, it is very difficult for the class teacher if several children are at home, but they are teaching the rest of the class. So far, children have only been off for a few days. The HT said that she needed to be mindful of staff workload. GQ: Have you noticed any issues with the children's mental wellbeing? The HT reported that the children had settled in very well and have adapted to the changes in routine. The Reception children have been brilliant and have enjoyed the 'buddy' system with Y6 pupils. The Staff Governor confirmed that the Y6 pupils were also enjoying this. He said that he had been very impressed with how well the children were coping. GQ: Regarding the catch-up funding, is that just for academic support, or can it be used to support mental wellbeing? The HT said that she was not entirely sure, but believed that if children cannot make academic progress due to mental health issues, then those issues could be supported with the funding. The Staff Governor said that funds are also available from the Sports Premium for supporting mental wellbeing. GQ: Regarding the table showing numbers of children on the SEN register, does that include gifted and talented children? The HT said that it did not. GQ: What does 'cause for concern' mean? The HT explained that this term refers to the stage before children are put on the SEN register. These children are being flagged up and measures of support are put in place, with their progress then closely monitored. Children who are currently on this list will be tracked very closely over the next few weeks. GQ: Regarding contingency planning for any future school closure, will you be seeking parental feedback regarding what did and did not work in terms of remote learning? The HT said that parental feedback would be sought when looking at what worked well and what would be changed. GQ: Are the visiting music teachers coming into school? The HT said that the drums teacher would be coming in the next day. Juniper's brass workshop is scheduled for the Spring term. A Parent Governor commented that parents she had spoken to have been very	

	positive about how well organized everything is at school and how happy their children are. The HT thanked her for this feedback. The Chair asked the HT to pass on the Governors' thanks to all the staff.	
09.09.20	**Governor Roles and Responsibilities:** This document had been updated at the previous meeting in July. Some Subject Leads had changed and the HT agreed to email an updated form to the Clerk. If Ashley Smith joins as LA Governor, the form will need to be updated again.	**Clerk**
10.09.20	**Priorities for the Finance & Resources, Ethos, and Curriculum, Standards and Communication Committees:** **Finance & Resources:** Priorities include, eg, staff pay, Recovery Plan, items that need replacing, etc. Mrs Robinson offered to do a maintenance check and make a list. The Forest School area needs some TLC after the recent gale; a parent has been very helpful and a team were due in school the following day to start the tidying process. **Ethos:** As there had not been a meeting for several months, the HT said that she needed time to consider priority areas, but this is key. **Curriculum, Standards and Communication:** The focus needs to be on catching up, how to use the funding and subject leadership work. The HT said that last year, the Subject Leader meetings worked well and she would like to reignite these.	**NR**
11.09.20	**GDPR:** Mrs Robinson said that she had received little helpful information recently. She would be meeting with Mrs Smith to work on what was needed regarding new staff.	**NR**
12.09.20	**Governor audit, training and newsletter:** **Audit**: The Chair said that she had not had all the audit forms returned and therefore had not yet completed an analysis. She asked if any Governor had not returned their form, please could they do so. The Chair will send a form to Mrs Limburn. The Chair will collate the information once she has all the forms. **Training**: The Chair explained to Mr Ashley Smith that he would be able to do a New Governor training session on line. She agreed to check with Mrs Smith to find how what is left in the budget for training. The Chair said that it would be useful for a Governor to do the SEN training course and also for a Governor to do the Exclusions course. **Newsletter**: The Chair and Vice Chair will get together to do the newsletter.	**Govs** **Chair** **Chair** **Chair/** **Vice Chair**
13.09.20	**Policies:** Prior to the meeting, the following policies had been sent to the Governors: Child Protection and Safeguarding; Allegations Management; Children Missing from Education; Send Information; First Aid; Early Years' Foundation Stage; Complaints; Managing serial and unreasonable complaints; Designated Teacher for Looked After and Previously Looked After Children; Governors' Allowances. There was some discussion about minor details. Mrs Pemberton proposed that all these policies were accepted; this was seconded by Mrs Robinson.	
14.09.20	**Governor vacancies:** The Chair said that apart from the LA Governor position, which would hopefully be filled by Ashley Smith, there was still a vacancy for a Foundation Governor. This role continued to be advertised through the Church.	

	It was also proposed that the HT might mention the position in the next newsletter. The Clerk agreed to provide her with some appropriate wording regarding the requirements of the role.	**Clerk**
15.09.20	**AOB:** • A Governor asked if there was any news on the sale of School House drive. The Chair said that there was none, but she would check on progress. • Mrs Elliott reminded the Governors that she would be going on maternity leave in October and did not expect to return until around April 2021. She confirmed that she would be available to attend the next Ethos meeting. • Mr Ashley Smith left the meeting and he was thanked by the Chair. After discussion, the Governors agreed that he should be nominated for the role of LA Governor. The Chair agreed to give his details to Governor Services, who will instigate the appointment process with the Local Authority. • **Subject Leader Meetings and Virtual Monitoring:** It was realised that inadvertently this had been missed out from item 9 on the Agenda. The Chair said that Mrs Bull was willing to produce a monitoring schedule. The HT agreed that this had worked well last year. She explained that the SDP is still a work in progress due to the Covid situation. She would like another couple of weeks to talk to the teachers about priorities. She will then come back to the Vice Chair with a suggestion on how to move forward with arranging Subject Leader Meetings and Monitoring visits. A Parent Governor asked if she could visit school just to touch base with her Subject Leader. The Staff Governor said that he was sure the Subject Leaders would be very happy to see their respective Governors.	**Chair** **Chair**
16.09.20	**Dates of Next Meetings:** **Ethos** – The Chair agreed to discuss dates with Rev Francis **Finance & Resources** – 13 October at 1.30 pm (via Zoom) **Curriculum, Standards & Comm** – 20 October at 1.30 pm (via Zoom) **FGB** – 9 November 2020 at 7.00 pm (via Zoom) **The Meeting closed at 8.45 pm**	**Chair**

Signed as a true record ……..

Dated ……..