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 16 NOVEMBER 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 Helen Evans (arrived at 8 pm), Mrs Emma Limburn, Mrs Nina Robinson, Mr Matthew Smith, Mr Ashley Smith, Mrs Carol Rosser (Clerk),

APOLOGIES: Mrs Natalie Elliott, Rev P Francis, (Mrs S Haslam – approved but not yet appointed Foundation Governor)

Item no		Action
01.11.20	Mrs Pemberton opened the meeting with a prayer. **Apologies**: Apologies were received from Mrs Elliott and Rev Francis; these were accepted.	
02.11.20	**Minutes of last meeting:** Mrs Robinson proposed that the minutes from the meeting held on 14 September 2020 were accepted as a true record. This was seconded by Mrs Limburn. The Chair duly signed the minutes.	
03.11.20	**Matters arising:** Regarding item 06.09.20, Mrs Bull commented that it was disappointing that she could not have been elected as Co-Chair rather than Vice Chair, as this would have given her a greater understanding of the role. She understood that this had not been possible. The Chair commented that Mrs Bull could act as Co-Chair in all but name in order that she could prepare for the role, should she wish to stand next year. She could also attend a training course for Chairs. Regarding item 08.09.20, catch-up funding, a Governor asked if the October census number would be used for any of the instalments. The HT thought that the third instalment would be based on the October census, but said that no funding had yet been received and that information was very sparse. Regarding item 08.09.20, Ofsted visits, a Governor asked the HT if she knew of any schools that had received a visit. The HT explained that Ofsted have released a report about their experience of going into schools. They have been visiting all categories of school and their emphasis has been on finding out what has been difficult for schools. Since Lockdown 2.0, their visits have been remote. The HT agreed to share the report with Governors. Regarding item 08.09.20, parental feedback about remote learning, a Governor asked the HT what feedback had been received. The HT reported that there had been an on-line questionnaire and that varied and useful responses had been received. Some parents had thought it was amazing, some thought it was different depending on what class their child was in and some felt it did not get	**HT**

	going quickly enough, for example.	
04.11.20	**Conflicts of Interest/Safeguarding/SCR check:** **Conflicts of interest**: None were reported. **Safeguarding:** No issues were raised. **SCR:** Mrs Robinson reported that Mrs Smith, Finance Officer, had had a remote catch up training session and had had very good feedback on her record keeping. Mrs Robinson explained the SCR to Mr Ashley Smith, the new LA Governor.	
05.11.20	**Appointment of LA Governor:** Following his nomination by the Local Authority, Mrs Bull proposed that Mr Ashley Smith be appointed as the new LA Governor; this was seconded by Mrs Pemberton and all Governors agreed. The Chair welcomed Mr A Smith to the Governing Body. She reminded everybody about the need for confidentiality regarding what was discussed at meetings.	**All Govs**
06.11.20	**Head Teacher's Report:** The Chair thanked the HT for her report which had been circulated to all Governors prior to the meeting, along with other supporting documents.	
07.11.20	**Governor Questions on HT's Report:** A Governor asked about PPA cover and whether the HT was having to do any cover. The HT replied that she would not normally be doing PPA cover. A Governor asked why MDSA staff were not included in the staffing structure. The HT apologized for not including the five MDSAs and said that they were all doing a very good job at lunchtimes which are more difficult than normal due to each MDSA working with a bubble; this meant that they were working on their own. A Governor asked about the appointment of the new Administrator, as Mrs Davis was still included in the table. The HT said that Mrs Natalie Abrams is the new Administrator and that she was settling in well. Her working hours are every morning until 12.30 pm and two full days. GQ: Regarding pupils who receive free school meals, have you had any contact from the GCC with regarding to how these will be covered during the school holiday period? The HT said that she had not yet heard, but that during the summer holidays, Caterlink had supplied hampers which the HT had delivered to the children. She said that she had been happy to do it and had welcomed the chance to keep in face to face contact with the children and their families. She would be willing to do this again over the Christmas holidays. GQ: Regarding the £80 per pupil catch-up funding, is this enough and how useful will it be? The HT replied that it is very useful. So far £2,000 has been spent on 8 new iPads, which all children will benefit from. The school now has 17 iPads, as well as 15 brand new laptops. This is a big stride forward and will be very useful also for one to one intervention. The school has invested in a new whole school Maths online resource called Mangahigh, which is proving very helpful with the catch-up process and will also be very useful for remote learning at home, if needed. Parent Governors	

	confirmed that their children were very enthusiastic about this resource. The Staff Governor explained that it is very popular with the children. The HT said that the school has also invested in a new phonics scheme called Monster Phonics using catch up funding. In addition, new reading books have been bought using a generous donation of £600 from Woodchester Village Shop. GQ: Regarding the extra small group support, will this be used mainly for lower ability children who are catching up, or for children who are not making the expected progress? The HT said that it had been decided it would be best first to support the Year 6 children who are off track. The Staff Governor said that there are 3 or 4 children off track and also some lower attainers, so about 10 children in Year 6 will benefit from 2 extra afternoons of maths support from November to December. GQ: If a teacher becomes ill, what plans are in place? The HT said that she is very mindful that there is a member of staff who is clinically very vulnerable, but who is keen to be in school. However, it is possible that she may be advised not to continue to teach in school. Preparations have been made and Teams will be important in terms of working remotely. Children have been trained how to log on, how to send emails, etc, but this is more difficult with younger children. The staff have had training from IT support and are ready to go, if necessary. GQ: Do the parents of children in the class with the teacher who is clinically very vulnerable know about the situation? The HT said that they have not been specifically told, but that the teacher is very open to the children in her class about it; eg, she is wearing a mask and has explained the reason why to her class. The HT commented that attendance is excellent at the moment and that on the day of the meeting, three classes had 100% attendance. GQ: From the attendance data in your report, attendance is slightly lower for the children entitled to free school meals and for the Pupil Premium children. Is that normal? The HT said that it was normal. There are very small numbers of children involved and there are very specific reasons why some children have not attended school; work has been sent home for them.	
08.11.20	**Teachers' Assessment and Catch-up spending:** This had been mainly covered under the previous agenda item. Questions included: GQ: Have the teachers' assessments uncovered anything of note? The HT said that there had been no major surprises. The biggest area of need is in Key Stage 2. Hawthorn have extra adults in class already, so can do catch-up work with the existing staff. *Mrs Helen Evans joined the meeting at 8 pm.* GQ: Have you missed not having data from the SATS assessments? The HT said that it had been strange. The Y1 phonics test did not take place, but will take place this term. Y2 children have to be tested and the data given to the LA before the end of this term. There should have been a new baseline test for Reception children, but this has been put back. Mrs Holmes will be doing an assessment of Reception children. This is called the Early Adopters Scheme. It is much easier doing the assessments using the new iPads. The HT said that she is	

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	expecting SATS to go ahead in May 2021 as normal, as well as the Y4 times table test.	
09.11.20	**Governor Roles and Responsibilities/Subject Leader meetings and Virtual Monitoring:** Regarding Roles and Responsibilities, it was agreed that Mr A Smith would join the three main committees. He would also be a link Governor for Beech Class. Regarding Curriculum areas, Mr A Smith would be the link Governor for PSHE, with Mrs Evans taking over Computing from Mrs Bijkerk. The Clerk agreed to update the list and email it out to the Governors. Regarding Subject Leader meetings, Mrs Bull said that she had sent out a pro forma to Governors. She will also send this out to Mr A Smith. The HT suggested that Governors contact their Subject Leader by email and arrange a meeting using Teams or Zoom. Mrs Bull asked if it would be helpful if she devised a schedule for the year. The HT and Staff Governor said that this would be a good idea and Mrs Bull agreed to produce a schedule.	**Clerk** **SB** **All Govs** **SB**
10.11.20	**Reports from the Finance & Resources and Ethos Committees:** **Finance & Resources:** Minutes of the Committee meeting held on 13 October 2020 had been circulated to all Governors. Please see minutes for full details. An agreement on the Teachers' Pay Award had been required by 31 October. Prior to the Committee meeting, the Finance Officer had provided Governors with details of the four options and additional information on the impact each would have on the school budget. These four options were discussed by Governors at the Committee meeting. The Chair had subsequently circulated these options to all Governors and they had agreed to accept Option 2. **Ethos:** Minutes of the Committee meeting held on 12 October 2020 had been circulated to all Governors. Please see minutes for full details. Mrs Pemberton reported that Rev Francis had phoned her that afternoon to apologize for not being able to attend the FGB meeting. He asked her to mention the Focus Week that is to be to organized after Christmas to explore the Bible verse from Corinthians that the school vision is based on. Other areas discussed at the Committee meeting had included preparation for SIAMS, reflection areas, wider links to the community and globally, and the need for a whole school Spirituality Policy.	
11.11.20	**Building project update:** The HT explained that just before half term she had spoken with the surveyor and had agreed that, if possible, it would be good to start work just after SATS have been completed in May 2021 in order to minimize any disruption to Y6. Work would be started outside first, with inside work taking place during the summer holidays. The Diocese and Governors have agreed to this schedule.	
12.11.20	**Governor training and Newsletter:** **Training**: The Chair suggested to Mr A Smith that he might like to sign up for a New Governor training course and he agreed. The HT offered to help with this process. The Chair asked Mrs Bull, Vice Chair, if she would like to sign up for a Chair training course; Mrs Bull agreed this would be useful. It was also agreed that it would be beneficial at some stage for a Governor to attend an SEND training course.	**AS** **SB**

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	Newsletter: The Chair said that she and Mrs Bull will meet to discuss this. Governors were asked to send through their updated biographies and photographs. The aim will be to have the newsletter ready by Christmas. Mrs Limburn offered to help and was thanked by the Chair.	**TP/SB** **All Govs** **EL**
13.11.20	**Policies:** Prior to the meeting, the Admissions 2022-23 and Attendance policies had been sent to Governors. The HT confirmed no further changes had been made to the Admissions Policy after those made in July 2020. Mrs Pemberton proposed that the policy was ratified; this was seconded by Mr A Smith and all Governors agreed. Regarding the Attendance policy, the HT said that there had been no changes. Mrs Robinson proposed that the policy was accepted; this was seconded by Mr A Smith.	
14.11.20	**Foundation Governor:** The Chair reported that Sarah Haslam, the new curate, had been approved by the PCC and that her forms were now with Linda Rolfe at the Diocese, so hopefully the appointment would be confirmed shortly. In the meantime, Mrs Haslam will be able to attend Governing Body meetings as an observer.	
15.11.20	**GDPR:** Mrs Robinson reported that she had had contact from Integra regarding the use of Microsoft Teams and Zoom. She has some templates and will be speaking to Mrs Loomes.	
16.11.20	**AOB:** Regarding future Ethos meetings, Mrs Evans noted that the last meeting took place on a Monday and asked whether it was possible for future meetings to take place on a Tuesday, as in the recent past. Another Governor commented that she was not available on a Tuesday. Mrs Pemberton agreed to check with Rev Francis and Mrs Haslam which days would suit them best, as it would be difficult to find a day that would suit everybody.	**Chair**
17.11.20	**Dates of Next Meetings:** **Ethos** – 18 January 2021 at 9.45 am **Curriculum, Standards & Comm** – 26 January 2021 at 9.30 am **Finance & Resources** – 2 February 2021 at 1.30 pm **FGB** – 8 February 2021 at 7.00 pm **The Meeting closed at 8.25 pm**	

Signed as a true record …….

Dated …….