



Full Governing Board Meeting

Thursday 21st January 2021, 2020, 5.00pm, Virtual

| FGB | | | | | | |
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| Date | 21.01.21 5pm | Location | | Virtual via Google Meetings | | |
| Governor name | Initials | | | Present | Absent With apology (sanctioned) | Absent without apology (not sanctioned) |
| Su Carey | SC | Co-Head | | Y | | |
| Faye Poynter | FP | Co-Head | | Y | | |
| Warren Thornton | WT | Staff | | | Y | |
| Chris Townsend | CT | Co-Opted | | Y | | |
| Chris Galloway | CG | Co-Opted | | | Y | |
| Donna Wright | DW | Co-Opted | | Y | | |
| VACANT | - | Co-Opted | - | - | - | - |
| VACANT | - | Co-Opted | - | - | - | - |
| David Spelman | DS | Foundation | | | Y | |
| Caroline Raby | CR | Foundation | | Y | | |
| David Richardson | DR | LA | | Y | | |
| Andy Isaac | AI | Parent | Chair | Y | | |
| Debbie Radley | DR | Parent | | Y | | |
| In attendance: | | | | | | |
| Natalie Stanbury | NS | Clerk | | Y | | |

| Being the best we can be - committed to making a difference | |
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| 1 | <p>Welcome and Apologies Apologies were sanctioned as above.</p> |
| | <p>Declarations of interest Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Current declarations are here. No new declarations.</p> |
| 3 | <p>Co-Option</p> <p>Consider the co-option of Michael Hunt to the board.</p> <p>The clerk reported this was ongoing pending receiving a contact from the establishment where Michael previously governed.</p> <p>ACTION AI/NS - to continue the process of recruitment in line with the latest advice from Governors Services.</p> |
| 4 | <p>Matters arising:</p> <p>ACTION - NS to forward the terms of reference and details about the work of the committee to CT. Complete</p> <p>ACTION - NS to seek permission for the supply of references from Michael Hunt. Complete</p> <p>ACTION - NS to seek further information regarding the 106 monies owed to the school from DCC. Complete</p> <p>ACTION - NS to forward a template for documenting Catch Up to Heads for completion. Complete.</p> <p>ACTION - NS to forward the relevant personnel and finance policies to DW and DS for review. Ongoing.</p> |
| 5 | <p>Business brought forward by the Chair Any urgent business to report not already on this agenda.</p> <p>No new business to report.</p> |
| 6 | <p>Verbal HT Report and contextual update (in line with guidance from the National Governance Association): NGA COVID Monitoring priorities for Governors</p> <ul style="list-style-type: none"> ● Risk Management and Safeguarding Governors asked if the current risk assessment reflected the current circumstances and is updated and published to the website. The Heads confirmed the most recent Risk Assessment from Devon County Council has been updated and personalised for our circumstances and is published to the website here: Risk Assessment |

In addition, risk assessments have been conducted for vulnerable and high risk staff and appropriate actions taken. Governors considered the risk assessment to be thorough and robust. These include allowing any vulnerable staff to work at home where required. Governors asked what adjustments have been made to safeguarding policy? SC, as Designated Safeguarding Lead (DSL) confirmed the Safeguarding Policy Appendix 3 had been reviewed and updated to reflect our circumstances and is due to be considered under item 8 of the agenda. Governors asked about safeguarding our remote learners and the steps put in place to keep our children learning at home safe. Heads reported a Remote Learning Policy was in place and this is reviewed regularly. There is a record for staff having read and understood the policy and this continues to be an area that is reinforced. The expectation is that children are appropriately dressed and talking part in meetings in an appropriate area of their home. This information has been relayed to parents via newsletters and updates and continues to be reinforced during online sessions. We continue to progress our GDPR policies in line with guidelines with respect to remote learning. Concerns are addressed via the route in the Safeguarding Policy and Appendix.

ACTION: Report on GDPR to be in place for the next meeting. Clerk to liaise with Jo Williams.

Governors asked about staffing arrangements and whether the Federation had enough staffing to cover the partial opening of schools to vulnerable and key worker children? What steps are in place should we reach the maximum numbers we can safely accommodate. The Heads explained that numbers in school are manageable currently but staffing would begin to become problematic with the advent of lateral flow testing (with the possibility of positive tests and the need for staff to isolate). Heads are managing to attend both sites for the majority of the week to provide strategic leadership. Some changes to the staffing structure would be required due to long term sickness of a member of the teaching staff and a recent support staff resignation on the pastoral team. DW, lead for personnel, confirmed this had been discussed and monitored and a plan was in place to cover these positions. A report of the visit will be placed on the shared drive with the minutes of this meeting. She was confident there was current capacity to cover the positions and this would of course be kept under review. Governors asked about the effectiveness of internal support and pastoral systems - the pastoral coordinator has been re-deployed in class to support specific children and continues with her work within the pastoral care role 2 days a week. This provision continues to cater for those children and families in need.

There is still a need for some families to use transport facilities and these are operated under guidelines for social distancing.

ACTION - NS to place the recent personnel monitoring report on the shared drive for Governors.

ACTION
NS

- **Wellbeing Across the School Community**

Governors asked a number of questions under this heading and were assured there continues to be a culture of trust and support within our federation family. Heads particularly praised the staff team for the way they are continuing to provide for our children and each other, despite the circumstances and the fact that many of the support staff have been deployed in school to enable the teaching staff to plan and deliver lessons. There was an acknowledgement that communication could be improved between senior leadership and the support staff in school and this is being re-examined and improved. Governors asked heads to explain how we continue to reassure and communicate with parents? Heads answered there had been a number of newsletters and online updates sent to parents and carers to which governors had also received. Updates and tutorials are constantly being uploaded to the website in response to frequently asked questions; for example how to use various aspects of the Google Classroom. These were also published to the school website alongside details of our remote learning provision in line with the new requirement from the DfE.

- **Providing remote education**

Governors asked about our remote education provision and learned this was being constantly reviewed and did satisfy minimum learning requirements (more than minimum learning requirements). All the evidence would suggest that the Federation are somewhat ahead of the game in terms of what we are including in the offer based on evidence from other local schools and heads. This is to be congratulated and Heads cited the lockdown in November which acted as test run for the provision. We were able to switch quickly to remote learning and this was aided by the fact that pupils in KS2 each have their own Chromebook to work from meaning they were used to working from the Google Classroom and school had the capacity to lend Chromebooks to those who needed them to learn effectively at home. When asked, the Heads explained there was no particular bias in families requiring extra support in terms of devices or other support. Pupil Premium children already have a device provided and those considered vulnerable learners are in school. This is ahead of the curve nationally, with a shortage of Chromebooks, the decision to invest in the technology was a sound one and has contributed to our remote learning provision being developed faster. Remote provision in school mirrors that of home learning. Progress and assessment is currently being assessed and advice being followed as to a sustainable system that works for both staff and children. This will be reported at the next meeting.

Governors asked specifically about children with SEND - how has the Federation adapted the provision to cater for specific needs? The SENDco and Heads have planned provision for any specific children that were considered to need it and support has been put in place to cater for their needs. This could be supported learning 1:1 with a member of staff working

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| | <p>from home or other targeted support. The provision will be reviewed regularly with a view to reporting progress at the next meeting.</p> <ul style="list-style-type: none"> ● Maintaining the curriculum and continuity of learning for all pupils Pupils continue to receive a broad and balanced curriculum. The timetable has been adjusted to ensure teachers are not overloaded (KS2 currently learn foundation subjects together across the federation and literacy lessons are taught online following “Mrs. C” - a format the children are already used to). KS1 follow literacy with Mrs C sessions (supported by a member of staff, maths in the morning with a choice of foundation sessions of one subject per day over a rolling timetable of two weeks. Community sessions are proving popular with good engagement to the energy boost sessions and the register session in the morning. Further information can be found on the federation website. Early indications are that the newly adjusted timetable is achievable for children and parents are able to support it. Pupils are uploading work and the number of pupils doing this is increasing. ● Support to reduce the impact of lockdown on disadvantaged pupils Plans for the catch up premium are arranged and tis continues to be monitored and reported. PP children were discussed above and the provision is detailed in that discussion. ● Resource allocation and management - budget monitor included below ● Details of any asymptomatic COVID19 testing (if required) Schools were in receipt of the lateral flow tests and staff would be conducting these on a twice weekly basis. It was anticipated staff absence may increase as a result testing positive. This would be monitored and adjustments made as discussed above. <p>SIAMS inspection was also discussed and governors agreed to continue monitoring virtually and plans would be put in place to action this by the next meeting.</p> <p>Governors were also keen to understand how we are continuing to prioritise areas within our school development plan - the Heads explained that work continues and we are making progress towards our priorities.</p> <p>ACTION - CT/DW Virtual meetings to be planned to include pupil and staff voice.</p> | <p>ACTION - CT/DW</p> |
| <p>7</p> | <p>To discuss and agree the most recent budget monitor</p> <p>To note the new date for Financial Audit - 26.04.21</p> <p>Cover Page</p> <p>School Budget Share</p> | |

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| | <p>Extended Schools Capital Recovery plan 20-21</p> <p>Governors discussed the most recent budget monitor in detail. Notable areas for concern were the shortfall in income caused by reducing the wrap around care facility in both schools. Governors asked for further information on this. The Heads explained that staff had been flexibly furloughed but there would be a 20% salary shortfall to cover as a result of this (the furlough scheme would only cover 80%). A recovery plan for this had been submitted.</p> <p>Governors asked what the view of our external finance adviser was on our current situation? The Heads explained that time had been taken to benchmark our individual finances with other schools and as we know our staffing costs are high when compared with the number of pupils and this is largely down to the fact we have an experienced team in place who need to be remunerated accordingly. Similarly, actual building space at Berrynarbor is at a premium and this means we cannot increase pupil numbers to compensate for this. We know that resources are well managed from previous exercises taken in CFR financial benchmarking and regular budget monitors and this has been confirmed by our finance officer. Governors asked how we move forward strategically in terms of creating more space to ensure we are sustainable? How do we manage finances effectively and continue to balance good outcomes for children? We know that Heads are not prepared to compromise our offer to balance books and this point has been raised frequently. The question of sustainability remains an important one, however, and would be raised at the Financial Intervention Panel meeting when discussing our recovery plan for our current deficit in year three from now. Governors highlighted the need for talks to progress on a strategic level with Devon County Council to try to ensure there is a plan in place to improve our buildings at Berrynarbor.</p> <p>Governors agreed the current budget monitor</p> <p>Governors agreed the current recovery plan and noted we will continue to hold a deficit budget in year 3. We await a response from the FIPS panel on this.</p> <p>ACTION - NS to ensure outcome of FIPS decision is noted and actioned where necessary.</p> | <p>ACTION NS</p> |
| <p>8</p> | <p>To note policies adopted/ to be adopted</p> <p>COVID19 Safeguarding Policy Annex 3 West Down</p> <p>COVID19 Safeguarding Policy Annex 3 Berrynarbor</p> <p>Governors agreed the above policies and noted it had been modified to reflect our circumstances</p> | |

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| | and context. ACTION: NS to place the CP and Safeguarding policy Appendix onto the website | ACTION NS |
| 10 | Agree the minutes of the previous meeting 26.11.20 Governors agreed the minutes of the previous meeting as an accurate and true record. They will be signed at the next face to face meeting. | |
| 11 | How have we ensured and assured we are fulfilling our 3 core roles? <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Approval of the Safeguarding Policy, discussions on recruitment and governor role, discussions around SIAMS and the need for monitoring and continuing to move forward Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Discussions on staff structure monitoring, remote learning provision, wellbeing of staff and pupils, HT wellbeing, engagement in the curriculum, effectiveness of the provision and meeting of statutory requirements for the website. Overseeing the financial performance of the organisation and making sure its money is well spent. Full budget monitor and budget plan reviewed, discussed and agreed. Strategic discussions around future resource management and long term building plans with a view to how we improve our buildings going forward. <p>The meeting closed at 6.45pm Date of next meeting: 25th March 2021, 5pm</p> | |

ACTION - NS to forward the relevant personnel and finance policies to DW and DS for review.

ACTION AI/NS - to continue the process of recruitment in line with the latest advice from Governors Services.

ACTION - NS to place the recent personnel monitoring report on the shared drive for Governors

ACTION: NS to place the CP and Safeguarding policy Appendix onto the website

ACTION - NS to ensure outcome of FIPS decision is noted and actioned where necessary.

ACTION - CT/DW Virtual meetings to be planned to include pupil and staff voice.

