



Full Governing Board Meeting

Thursday 15th October, 2020, 5.00pm, Virtual

| FGB | | | | | | |
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| Date/Time | 15.10.20 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 | Initials | (anyone who is not a governor/associate) |
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| Natalie Stanbury | NS | Clerk |

| Minutes to |
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| Attendees, apologies, website |



| | <p style="text-align: center;">Being the best we can be - committed to making a difference</p> |
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| 1 | <p>Welcome and Apologies</p> <p>Welcome to our new staff governor Debbie Radley following her election by parents. Apologies were sanctioned as above.</p> <p>ACTION - NS to ensure all relevant databases are updated with new governor details including Babcock Governor Services, Get Information About Schools and the Federation website.</p> |
| 2 | <p>Declarations of interest</p> <p>Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Reminder to complete the Register of Business Interest form here</p> <p>ACTION - All governors to complete the online Register of Business Interests if not already completed by 31st October 2020</p> <p>No new declarations in addition to the published register.</p> |
| 3 | <p>Business brought forward by the Chair</p> <p>Any urgent business to report not already on this agenda.</p> <p>No new business brought forward.</p> |
| 4 | <p>Clerks Update</p> <p>Discuss a self nomination for our Co-opted vacancy</p> <p>ACTION - AI to make contact with our potential governor and discuss his experience and skillset with a view to co-option if appropriate at the next FGB.</p> <p>Training dates - please let the clerk know if you have not completed training in your specialism. New Governors training to be booked for our new Governors.</p> <p>Please complete the google form to confirm you have read and understood Keeping Children Safe in Education - full document here: KCSIE and CP and Safeguarding Policy Confirmation</p> |

5 **To receive the HT report and accompanying documents**

[HT Report - Autumn 20.docx](#)

Governors considered the report and asked questions in the following areas:

How do attendance rates compare nationally with our schools? The Heads explained that attendance nationally was being reported at around 92% - we are well above this and can still consider our attendance to be good in most year groups. Pupils who are self isolating or awaiting tests is having an effect on our attendance rates currently but attendance is good or better when taking this into consideration.

Governors asked about the return to school generally and the Heads were delighted to report that children had returned to school extremely well, behaviour and attendance has been good and children appear to be settled and happy to be back into the routine of school. Tiredness and stamina had been noted but on the whole Heads could report a very positive return to school. Governors asked the Heads about what assessments are in place to ascertain what "catch - up" plans need to be in place for children and in particular specific groups such as disadvantaged, SEND and children in care. The Heads reported that assessment is in hand with details of engagement during lockdown, anecdotal evidence from the classroom. The adoption of the new literacy curriculum has already acted as a springboard for our children. Class teachers continue to assess where children are and make plans for any "catch-up" to be made. At the current stage, heads had not noticed any specific bias in groups with regards to either experience in lock down or catch up needs within specific groups of children., Our SEND team continue to adapt and work with children as the need arises. Governors noted the completion of the SEND Information Report by our SENCO, Lucy Jones. This has been published to the website in line with our statutory duties.

ACTION - CG to make contact with the SEND team to monitor our SEND provision and needs and report at the next FGB.

Have we considered the effect of the potential for more pupils to be isolating as a result of presenting symptoms. How are we distinguishing between common colds and symptoms of COVID going forward? How is planning for the provision for home schooling coming along with this in mind? The Heads explained that staff are currently abiding by guidance from the Local authority regarding whether a child needs to be at home. Staff are making sure, as far as possible that children are isolating for the right reasons. Planning for virtual schooling continues to take place. Google Classroom continues to be populated with resources in the event of individual children having to isolate. If full bubbles have to isolate teaching will continue online. Care has to be taken to maintain a work life balance for teachers and as such, planning continues to be completed across the Federation team to minimise work load for staff. Moving to the specialist curriculum has meant that teachers need only have to concentrate on English, maths and their specialist subject.

[The Write Stuff Action Plan -Updated September 2020.pdf](#)

Governors asked about any early impact of the new literacy curriculum. The heads were pleased to report that all staff have seen a huge impact as a result of implementing the new literacy curriculum. Staff were anticipating

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| | <p>and planning for the loss of writing and stamina skills over lock down but the new writing plan has meant children have been able to maintain these skills. In addition, anecdotally, this is in contrast to what other local schools are seeing in the classroom. Children appear to be engaged in the new plan and are keen to celebrate their work.</p> <p>School Improvement Priorities poster 2020 21.pdf</p> <p>Governors commented the wording within this poster could be further tweaked to rationalise the priorities. Heads agreed and this was already in hand.</p> <p>Governors asked about staff well being on the return to school. The Heads reported that while we continue to work under added pressures due to restrictions under COVID19, staff report they feel well supported and although work is particularly pressured presently, it is not due to anything the senior leadership team are asking or not providing for. Time to plan and complete youtube classroom tasks continues to be on the wish list for staff and the Heads are aware of this and accommodating requests on an on going basis. CPD continues - many providers have moved to delivering virtually. Teaching staff appraisals are being conducted this half term and despite the current restrictions in place, our planned progress update reports required of all teaching staff will continue and it is hoped this will continue to keep staff focused and on track to meet targets. Many staff, to their credit, completed training virtually in the last half term and there continues to be a focussed approach to continuous improvement throughout the Federation.</p> <p>Governors asked whether there were plans in place for the CCSP to meet? Head to head support has been happening, with a meeting earlier this term and plans for virtual moderation are in place.</p> <p>ACTION - Pay & Performance Committee to continue to monitor the appraisal process in the second half of the Autumn Term.</p> |
| 6 | <p>To discuss and agree the SDP and agree monitoring points</p> <p>School Development Plan 2020/2021 (SDP)</p> <p>Governors thanked the Heads for the clear format of the SDP under the headings: Reading, writing, maths, specialist curriculum, community cohesion and wellbeing and SEND and mental health.</p> <p>The SDP was agreed by governors.</p> <p>ACTION - CT and DW to make a curriculum and school improvement visit, where possible to meet children, but at least key members of staff to discuss and monitor plans in place. To be reported by the next FGB.</p> |
| 7 | <p>To discuss and agree the most recent budget monitors</p> <p>Cover Page</p> <p>School Budget Share</p> |

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| | <p>Capital Budget</p> <p>Extended Schools Budget</p> <p>DS provided an overview of school finance for our new governors and how we set and manage school budgets. Staffing continues to be our most significant cost. DS reported he had met with Louise Richards and discussed and monitored the budget this half term and there were no significant issues to report in terms of variances to the set budget. Breakfast and after school club is currently able to continue under the restrictions and this continues to be monitored closely to ensure the provision is viable and does not create a burden on school finances. DS reported a request for funding had been made to the COVID19 additional spending fund and we await further notification on this. Governors asked about plans for the government funded catch up fund. The heads reported this has been set at £80/pupil and is due to be delivered in two installments to schools. It is currently too early to plan for allocation of this fund but plans would be made and reported at the next FGB meeting.</p> |
| 8 | <p>Safeguarding</p> <p>To discuss the most recent safeguarding audit and agree any actions To receive the termly safeguarding report and agree any actions Discuss how Governors complete L2 training</p> <p>Berrynarbor Review.pdf</p> <p>Termly Safeguarding Data</p> <p>Governors discussed and noted the lead governor report on safeguarding from David Richardson. David could report that systems continue to be robust and thorough. The single central record has been reviewed by DR and a few changes and updates have been made but this continues to be maintained well by Jo Williams. Referrals and escalations continue to be at a low level and this is testament to early interventions put in place for children and families across the Federation. Evidence of awareness of safeguarding processes appears high and continues to be a priority. Staff well being was discussed and measures being taken to mitigate emotional stress upon staff and this corroborates the information given in the HT report above.</p> <p>The DSL discussed the need for governors to complete Level 2 safeguarding training. The option of completing virtual training was discussed and NS to action an enquiry.</p> <p>ACTION - NS to investigate further the possibility of virtual L2 Safeguarding training.</p> |
| 9 | <p>Health and safety</p> <p>Note the HSE visit happening on 16.10.20 and discuss if governors can support this visit</p> <p>Note any changes or updates to the risk assessment</p> |

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| | <p>AI agreed to be available for the duration of the HSE visit on 16.10.20. It was not anticipated that governor involvement would be needed on the day. Heads to report any pertinent actions to Governors following the visit.</p> |
| 10 | <p>Agree the minutes of the meeting held on 26.03.20, 16.07.20, 26.08.20 and 10.09.20</p> <p>Governors agreed the above minutes as an accurate and true record. These will be signed at the next face to face meeting.</p> |
| 11 | <p>How have we ensured and assured we are fulfilling our 3 core roles?</p> <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Receiving the SEND Information Report, discussion of recruitment - ensuring it is skills based Adoption of SDP, Safeguarding report made and evidence given of the strong safeguarding ethos in schools Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Questions and discussion of the HT report in all aspects, agreeing monitoring activities against our SDP objectives, plans made to monitor the appraisal process under the Pay & Performance Committee, safeguarding audit noted and further corroborates our strong leadership and operational planning in this area. Overseeing the financial performance of the organisation and making sure its money is well spent. Lead governor report made and all budgets discussed and challenged, plans made to discuss the use of catch up premium - ensuring it has a positive effect on pupil progress. |

ACTION - NS to ensure all relevant databases are updated with new governor details including Babcock Governor Services, Get Information About Schools and the Federation website.

ACTION - All governors to complete the online Register of Business Interests if not already completed by 31st October 2020

ACTION - AI to make contact with our potential governor and discuss his experience and skillset with a view to co-option if appropriate at the next FGB.

ACTION - Pay & Performance Committee to continue to monitor the appraisal process in the second half of the Autumn Term.

ACTION - CG to make contact with the SEND team to monitor our SEND provision and needs and report at the next FGB.

ACTION - NS to investigate further the possibility of virtual L2 Safeguarding training.

