



**Minutes of the Full Governing Board Meeting
Summer Term – held on 18th June 2020 at 6pm.**

The expectation is that all Governors will come to each meeting having read all relevant documents/papers and be prepared to challenge/question and enter into discussions and any decision-making process.

Governors Present:		
Mrs J Kirkham	Chair	
Mr K Caveen	Vice - Chair	
Mr S Russell	HT	
Mrs A Barnes	Staff Governor	
Mr J Elbro	Governor	

Others in Attendance:		
Mrs J Smith	Chair of Trust Board	
Mrs V Blundell	Trustee	
Mr T Hand	DELT	
Amanda Prosser-Davies	Clerk	

Notes
<p>The LGB meeting commenced at 6pm. The meeting was quorate.</p> <p>Papers had been circulated to Governors 14 days before the meeting. Papers tabled at the meeting included.</p> <ul style="list-style-type: none"> • Head Teachers Report

Agenda Item	Topic - Apologies and Attendance
1.	<p>Attendees were welcomed to the meeting by the Chair. Mrs Barnes had advised that she was running late and that she would join the meeting asap.</p> <p>No further apologies were received.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - Governing Board Matters
2.	<p>(a) Membership. The Chair advised Mrs C Hopkins had resigned as a parent governor. This had left a vacancy for a parent governor. The Chair advised that the term of office for the other governors expired on 1st October 2020. Governor agreed to carry on in the role of Governor and they would be formally reappointed in the meeting in the Autumn Term.</p> <p>Governors noted that the LGB was short of Governors. Mrs Blundell advised that the Trust were reviewing governor recruitment and governor vacancies.</p> <p>(b) Confidentiality.</p>

	<p>Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.</p> <p>(c) Register of Business Interests. Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website. Governors confirmed that they had notified the school of any Business Interests.</p> <p>(d) Declaration of Interest Business and Pecuniary. No declarations of interest were made by Governors in respect of any items appearing on the agenda.</p> <p>(e) Code of Conduct. Governors were advised that they should adhere to the code of conduct that is in place.</p>
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Actions.
None.

Decision.
None.

Agenda Item	Topic - Minutes of the previous meeting – 14th November 2019
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3.	<p>Discussion.</p> <p>Governors reviewed the minutes of the previous meeting held on 14th November 2019; the following amendments were identified:</p> <p>Mrs E Price is no longer a Governor – Remove</p> <p>Governors agreed that the minutes were a true and accurate record of the meeting.</p> <p>The Clerk will ensure that the minutes are signed when it is safe to do so.</p>
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Actions.
None.

Decision.
That the Minutes of the Governing Board meeting held on 14th November 2019 be approved.

Agenda Item	Topic - Matters Arising from the previous meeting – 14th November 2019
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4.	Meeting Date	Minute Number	Action	Owner	Date Due	Discharged
		2.	1.The Parent Governor vacancy be advertised in the Spring Term.	HT	Spring Term	Ongoing due to Covid 19
		7.	1.The Clerk will add the raising of funds to the Governance Forum agenda to establish if other schools have an approach that works. 2.The HT would ask other schools within the Trust if they had any resources that they could provide. 3.Additional resources will be added to the Summer Term agenda for Governors to discuss this further.	Clerk HT Clerk	Next Meeting	Ongoing Completed Completed
		11.	1.The Clerk to include the SIP as an agenda item at the next meeting.	Clerk	Next Meeting	Completed

Agenda Item	Topic - Chairs and Vice-Chair's Actions.						
5.	<p>Discussion.</p> <p>The Chair advised Governors that she had used her her power to act to approve the polices relating to Covid 19.</p> <p>The following policies had been circulated to Governors for ratification:</p> <ul style="list-style-type: none"> • Safeguarding amended policy • Health & Safety amended policy • Online Learning policy. <p>Governors advised that they had reviewed the policies and agreed to approve the policies. n updated on the Safeguarding systems that were in place during the partial lockdown.</p> <p>The Vice-Chair advised that he had not used his power to act.</p>						
<p>Actions.</p> <p>None.</p>							
<p>Decision.</p> <ul style="list-style-type: none"> • Governors approved the Safeguarding amended policy, Health & Safety amended policy, Online Learning policy. 							
Agenda Item	Topic – Head Teachers Report						
6.	<p>The Head Teacher had produced a report for Governors that focused on the following headings. The report had been circulated to Governors prior to the meeting. The additional verbal update was given by the Head Teacher and questions asked by Governors.</p> <p>a) Numbers of pupils in school.</p> <ul style="list-style-type: none"> • Numbers of children in school varies. • Numbers growing each week and bubbles growing to reflect demand. • 8th bubble will be created when key worker numbers increase. This is the maximum allowed based on the RA. <p>Governors enquired whether other children were to be invited into school if the number allow. The Head Teacher advised it had been a consideration to grow the Y5, but children will be invited on a first come, first serve basis.</p> <p>b) Current staffing levels.</p> <ul style="list-style-type: none"> • Staff are working 3 days per week in school on a rota basis. • Staff numbers in school will grow towards the end of the Term. • A staff member is shielding. <p>Governors asked if staff were working from home when not in school. The Head Teacher confirmed that this was the case.</p> <p>c) Vulnerable children update.</p> <ul style="list-style-type: none"> • Vulnerable children had all been contacted. • Concerns had been logged and noted. • Families linked to a child protection plan were still supported by agencies. 						

	<ul style="list-style-type: none"> • Safeguarding patterns are logged and dealt with accordingly. <p>Governors enquired to whether teachers speak to the children as well as parents. The Head Teacher confirmed that they do speak to the children.</p> <p>d) Safeguarding update.</p> <ul style="list-style-type: none"> • Five concerns in total that are being monitored. • The support work continues to visit on Wednesdays. <p>e) Response to home learning</p> <ul style="list-style-type: none"> • Paper packs are sent to children with no internet access. • The web page is being used to promote celebrations, blogs. • An inbox has been set up for connectivity with children. Mr McDonald provided the support. <p>Governors commented that to was lovely to see the children’s work on the website and the teacher video.</p> <p>f) Return to school.</p> <ul style="list-style-type: none"> • All Year groups have returned to school. • A recovery curriculum will be taught. • Learning packs have been sent to children who are not in school. • Y2,3,5 is accessing BBC bitesize. <p>Governors noted that children will be tracked and assessed when they return to school in September and support identified accordingly.</p> <p>g) Parental feedback.</p> <ul style="list-style-type: none"> • Parental questionnaire sent to parents. • Positive feedback received. <p>Governors noted the feedback from the questionnaire and advised that the Head Teacher and staff should be proud of the comments received.</p> <p>h) Staff well-being.</p> <ul style="list-style-type: none"> • Staff concerns were related to safety upon the return to school. • RA in place and staff have been supported. <p>Governors noted concerns relating to the Head Teachers well-being and that he had not had a break since the pandemic had started. Governors asked how they could support the Head Teacher. The Head Teacher advised that he was passionate about his role and the staff and children. He advised that he was supported by the ELT and Head Teachers were working together to support each other.</p> <p>Governors thanked the Head Teacher for his comprehensive report.</p> <p>Governors noted the information contained in the Head Teachers report and the information relating to Covid 19.</p>
<p>Actions. None.</p>	
<p>Decision.</p>	<p>Governors noted the information in the Head Teachers report.</p>
<p>Agenda Item</p>	<p>Topic – Staffing Update including changes known for September.</p>

7.	<p>The Head Teacher advised of the following staffing changes:</p> <ul style="list-style-type: none"> • Staff and children informed of the 20/21 class/teacher allocation. • Using a “Hub” model in Reception & Y1. This will allow teachers to work closely in areas such as TfW and Maths. • R/Y1 will be three groups. • Y2 – Mr McDonald will move into Y2 and will retain his IT lead. • Y3 - Mrs Price will move to Y3. • Y4 – Mrs Porter and Mrs Lockwood will be in Y4 • Y5 – Mr Russell, Mrs Lockwood and Mrs Walker. • Y6 - Mr Fitzpatrick and Mrs Barnes will carry on with her FFT and SEND role.
<p>Actions. None.</p>	
<p>Decision. Governors thanked the Head Teacher for their update.</p>	
Agenda Item	Topic – Preparation for Children returning to school
8.	<p>The Head Teacher gave the following verbal report:</p> <ul style="list-style-type: none"> • Recovery Curriculum is to be taught. • September will be focused on children settling back to school and introducing them to teachers. • The Curriculum plans have been updated and are in place for staff. • Assessments will be carried out after the October Half Term. • Interventions will be put in place accordingly. <p>The DELT advised that the Trust had identified the need for support to be given to children following the return to school to address the learning loss suffered. He advised that the Trust will be funding extra support and interventions for children who are identified by the teachers. He also advised that it had been released that the government were going to allocate funding to schools, but the details are not known yet.</p>
<p>Actions. None.</p>	
<p>Decision. None.</p>	
Agenda Item	Topic - PAN for 2021/22
9.	The Governing Body discussed the PAN for 2021/22 and agreed that would remain the same at 30 admission places.
<p>Actions. None.</p>	
<p>Decision. The PAN for 2021/22 will remain at 30.</p>	
Agenda Item	Topic – Admissions 2022/23
10.	Governors reviewed the Admissions for 2022/23 and agreed for the policy to remain the same.
<p>Actions.</p>	

None.	
Decision. Governors agreed for the Admission policy to remain the same for 2022/23.	
Agenda Item	Topic – Next steps – Autumn Term
11.	<p>This agenda item had been covered under other agenda items.</p> <p>The Head Teacher advised that emotional support will be put in place for children and support will continue for SEND children via HOPE sessions and Ankermoor Angels. He advised that it was important that children establish a routine and are allowed to adapt to the new environment.</p>
Action. None.	
Decision. None.	
Agenda Item	Topic – Premises/Site update.
12.	<p>The Head Teacher advised that all necessary checks are continuing.</p> <p>The Head Teacher updated Governors on a solution to the issues with the opening and closing of the school site. He advised that it was hoped that support could be provided by Wilnecote Junior School going forwards.</p> <p>Governors noted that a resolution was critical to protect the well-being of the Head Teacher who was currently undertaking this role.</p>
Actions. None.	
Decision. Governors noted the update provided by the Head Teacher.	
Agenda Item	Topic – Confidential items
13.	<p>Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.</p> <p>Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes. Governors confirmed that there were no confidential items identified.</p>
Action. None.	
Decision. None.	
Agenda Item	Topic – Date of the next meeting
14.	<p>The Chair of the Trust thanked staff and governors for the contribution that they had made during the pandemic. She advised that she had been updated daily by the CEO and was aware of the challenges that staff faced. She advised that members of the Trust Board were available for Governors to discuss any issues with them to ensure that any concerns were dealt with.</p>

	<p>The meeting closed at 18:53pm</p> <p>The next meeting was confirmed to be on the 26th November 2020 at 6pm and will take place via Teams.</p>
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Action Table					
Meeting Date	Minute Number	Action	Owner	Date Due	Discharged
180620	2.	Governor/Parent Governor recruitment to commence asap.	HT	Autumn Term	