

**Minutes of Full Governors Meeting**

Held via Zoom, due to Coronavirus restrictions on 21/10/2020 at 6.30pm

*Governing Body comprises 14 Governors, of which 13 are in post.*

*Quorum is 50% of those in post: 7*

**Present:** Anna Norden (AN) – Headteacher  
**Governors:** Colin Oakman (CO) – Chair  
Andrew Baker (AB) Tina Carminati (TC)  
Alison Fox (AF) Lynsey Fulcher (LF)  
Alyson Hart (AH) Rachel Hallam (RH)  
Diane Herrington (DH) Hannah Parish (HP)  
Lucy Parsons (LP)

The Meeting was quorate

**In Attendance:** Associate Members: Lucy Poskitt (LP) – Deputy Head

**Recorded by:** Linda Miller, Clerk

**Action**

**1. Welcome and Apologies for absence**

The Chair welcomed all to the meeting.

Apologies received and accepted from: Nathan Keen (Family reasons),  
Laura McAuley (Parents Evening), Andrew Baker (late arrival at 7pm)

**2. Declaration of interests**

None.

All Governors were reminded to complete and return Pecuniary Interests forms to the Clerk as soon as possible by pdf/email or a signed paper copy to the School Office.

**3. Adoption of Governors Code of Conduct**

Code circulated prior to meeting and adopted unan.

Governors to sign the adoption sheet and return a copy to either the school office or pdf emailed to the Clerk. These Minutes record that all Governors present adopted the Code.

**4. Minutes & Matters Arising from Meeting held on 15/07/2020**

The minutes of the Full Governing Body meeting held on 15/07/2020 were approved as an accurate record and were signed by the Chair. Signed Minutes to be passed to the School Office for filing.

**Clerk**

**Matters Arising & Action Points**

- Bloor Homes development – a question had been raised about community funding. The Clerk updated Governors on the process for S106 funding from developers to the community and that the money allocated for education improvements had already been paid to the County Council, who had spent it in advance on the recent extension work to the Primary School and Village College. No further funding is due.
- Amendments: item 7, should be AH not AF; Actions list, replace final CLA with FGB

**Action**

- Policy reviews – organisation of these is ongoing with WW and the Clerk.
- A Governors Annual Report is required for the website, CO and Committee Chairs to draft.
- Parent correspondence will be shared later in the agenda.
- Objectives are on this agenda.

The Chairman asked if agenda items could be switched around, to wait for AB to arrive before discussing items 5-7 – approved.

**9. Policies for Review**

To ratify Child Protection and Safeguarding Policy – as issued by Head Teacher via Every System last week. AN confirmed it had been viewed by a Quorum of Governors by the requested date. AN reminded Governors that it is a requirement to have read the policy, so please could those who haven't, read it as soon as they can.

CO asked how the Every system for reviews will work with the Committees. AN explained the procedure and the Clerk confirmed that the Minutes of each meeting needed to record which policies were out for review. Governor groups for review of policies are currently being input into the system. A summary report from Every was suggested be presented to each FGB meeting, so that it is formally recorded when policies are reviewed. CO asked that work on this be prioritised as much as possible now.

*AB joined the meeting*

**5. Governing Body Administration**

- The resignation of the Clerk to the Governing Body was received, with regret, however due to increasing commitments in other roles, the Clerk had decided to resign. The Chairman thanked LM for her support over recent years. LM would finish at the end of December, a replacement will be sought as soon as possible.
- To elect Chair of Governors and Vice-Chair for forthcoming year

**AN/  
WW**

LF proposed CO, who accepted. Seconded by AF, no other nominations, CO was elected unan.

CO added that this would be his final year as a Governor, therefore the Vice-Chair would need to be someone who is prepared to take on the Chair's role.

LF confirmed that if nominated she would be happy to take this on. CO proposed LF, accepted, seconded by LP, no other nominations, LF was elected unan.

- Co-opted Governor Vacancy following end of term of office of Jason Dear – to consider nominations.

Ideally someone with financial skills in order to take on the roles which JD had covered. CO asked all Governors to speak to anyone they felt would be interested. LP had a possible candidate and would ask them to contact the Chairman to find out more information.

- To confirm CLA and Resources Committees, Membership & Meeting dates  
Dates and membership had been confirmed by the Committees and circulated to all Governors. AF confirmed that CLA had reviewed the Governor subject link roles and would send the Clerk an updated list.

**AF**

- To Ratify CLA and Resources Committees Terms of Reference – reviewed and ratified
- To review Governor Subject Link Roles – reviewed by CLA

**Action**

- To review Governor Ad-hoc committee membership – reviewed with no changes.
- Vacancy for a Data Protection Officer – Governor role. RH offered to take on this role as she was already GDPR trained. Accepted and Governors thanked RH.
- To review and adopt Strategic Objectives for FGB, Resources and CLA

**6. Committee reports:** Minutes from Resources – 30/09/20 and CLA – 07/10/20 were noted. No comments or questions raised.

**7. Head Teacher's report**

AN reported:

- Attendance – school is over 90% which is very good. Attendance is only 1% down on this time last year, which considering the situation is good.  
RH noted that some indicators have been paused and would attendance levels impact on the school at all in the future? AN said this was not known yet but the school is still above average percentage so will still be in the good' bracket.
- AN highlighted the Safeguarding Audit details in her report.
- SDP – Governors to look through the documents circulated from AN.

Questions on the report:

- CO thanked AF and AN for the answers circulated.
- Question asked about work for children not able to attend. AN confirmed the website has a remote learning tab. If there is a longer period of unattendance more detailed work will be sent. If a whole 'bubble' is away then there will be some online teaching available. Government guidelines change constantly and tomorrow there will be a requirement for parents to ensure children join in online learning if they are well enough.
- Do all families have sufficient access to IT? AN knows that one or two families have struggled and the school is looking at how they can help and support.
- AF said that CLA Committee would look at educational provision for remote learning.
- Are there sufficient Midday Supervisors to cover the lunches? AN replied yes. The 'bubbles' are making it trickier but staff are working through.

**CLA**

Chair thanked everyone at the school on behalf of the whole community.

**8. Safeguarding**

CO & AN thanked AB for attending the Safeguarding Audit, which took place today. Auditor had been very complimentary on the running of the school and the information collated and circulated governors. It could be seen that this is a high priority for the school. A very positive review was received at the end of the audit.

CO noted an FGB objective to ensure safeguarding improvements are Safeguarding would be added to the Objectives.

**9. Policies** – covered earlier in the agenda

**10. Staff Governor feedback** None received  
CO thanked AH for her work re the Safeguarding

**11. Training** - AF was thanked for attending the recent Governor Briefing and the comprehensive report circulated.

**Action**

The Governor Training Programme for this academic year had been published this week, the Clerk had circulated it.

**12. General Correspondence**

CO thanked WW for the huge amount of school budget information provided.

**13. Items for Information and Next Meeting Agenda** No specific items raised.

**14. Date and time of next meeting**

Weds 9<sup>th</sup> December, 6.30pm

**The Chair thanked the Governing Body and closed the meeting at 8.15pm**

<b>Date</b>	<b>Action</b>	
21/10/20	Advertisement for Clerk to the Governing Body	WW/AN
21/10/20	AF to send the Clerk an updated list of Governor subject link roles	AF
21/10/20	CLA Committee to look at educational provision for remote learning.	CLA