

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 24/03/2021 at 6.45pm

Governors present: Anna Norden (AN) - Headteacher
 Colin Oakman (CO) - Chair
 Tina Carminati (TC)
 Steve Byfield (SB)
 Hannah Parish (HP)
 Alyson Hart (AH)
 Catherine Cannon (CC)
 Alison Fox (AF)
 Laura McAuley (LM)
 Rachel Hallam (RH)
 Diane Herrington (DH)
 Andrew Baker (AB)

Apologies: Lucy Parsons (LP)
 Lynsey Fulcher (LF)

The Meeting was quorate.

Also Present: Associate Members: Lucy Poskitt (LP) –Deputy Head
 Wendy Whistler (WW) – Business Manager

	Action
<p>1. Welcome and Apologies for absence Apologies received and accepted from Lucy Parsons and Lynsey Fulcher.</p> <p>The Chair welcomed all present including new governor, Steve Byfield (SB). SB introduced himself and gave a brief overview of his links to the school and his experience.</p> <p>The Chair noted that it was AH’s final meeting and, on behalf of everyone, thanked her for all of her hard work and contributions especially on safeguarding policies and relaying the feelings of staff.</p>	
<p>2. Declaration of interests None declared.</p>	
<p>3. Minutes & Matters Arising from Meeting held on 10/02/2021. The minutes of the Full Governing Body meeting held on 10/02/21 had been Uploaded to the Every system for all to read in advance. It was agreed that they were a true record and should therefore be approved and signed.</p> <p><u>Matters Arising & Action Points</u></p> <ul style="list-style-type: none"> - <i>Update Governor page of School Website:</i> Actioned, but still needed some bits adding. 	CO

	Action
<ul style="list-style-type: none"> - <i>Ensure the paperwork for the new governor is completed:</i> Actioned - <i>Governors are encouraged to reach out to their linked contacts in a supportive role prior to half term:</i> This had been discussed at CLA. Still in progress, but it was emphasised that this was in the capacity of saying hello and checking staff were okay; it should not be a discussion about subject leadership as well-being was the priority at the moment. It was noted that the CLA committee had allocated a subject link to SB and AN agreed to send details to SB. - <i>Check Policies considering GDPR updates:</i> The school was employing a new DPO who would start from April and work with other cluster schools as well. She would lead an audit which should happen before the policies were amended. RH offered to link with the DPO going forward. - <i>Circulate details of governor conference:</i> This was on 06/03/21 but nobody had attended. - <i>Circulate positive feedback from parents to governors:</i> Actioned. 	<p style="text-align: center;">AN</p> <p style="text-align: center;">RH</p>
<p>4. Governing Body Membership</p> <p>a. <u>Update on co-opted staff governor vacancy</u> AN confirmed there was still a vacancy and that she would continue to pursue it. AH was a member of the support staff and AH wanted to ensure that both support and teaching staff were represented on the governing body. They did not need two staff governors but had always committed to that and support staff should be represented.</p> <p>b. <u>Other new terms</u> AB's term was coming to an end (he was a co-opted governor) but he had agreed to a second term. This was proposed by AH, seconded by RH and therefore carried.</p> <p>CO's term was also coming to an end. He had agreed to stay until the end of the academic year, after which LF would take over as Chair. This was proposed by AB, seconded by AF and therefore carried. This would leave a vacancy for a co-opted governor.</p> <p>HP was also at the end of her term, but that would be extended as the parish council were happy for her to stay on.</p> <p>c. <u>Governor committee and subject link update</u> As already discussed, governors were encouraged to reach out to their staff contacts from a well-being perspective.</p> <p>As it was AH's final meeting then there was also the need for an additional resources safeguarding governor. AN gave a brief overview of what this entailed but said she would provide more information to anyone who was interested. AB added that it was not a huge time commitment and was a straightforward role, but very important. It was agreed that the Resources Committee would appoint someone at the next meeting.</p>	<p style="text-align: center;">LF</p>
<p>5. Head Teacher's report</p> <p>A written report had been circulated in advance of the meeting. AN explained that it gave an update of what had been done during lockdown, though noted that some of</p>	

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<p>the SDP could not be progressed. However, part of the SDP was the safety aspect and the school had achieved compliance of 98% against an audit for safety: it was not 100% as they did not have a separate risk assessment for music, but AN explained that music was included in their overall risk assessment. The rules around music were very complex and as a result of that Swavesey had chosen not to do, for example, singing very often due to the restrictions that had to be in place. Overall, AN was proud that the robust systems that they had in place gave a 98% compliance.</p> <p>AN also discussed attendance, noting that this was a focus of the County, partly due to OFSTED also focusing on it. Swavesey attendance looked very good: the whole year data was skewed by lockdown, but it could be compared to the autumn term. In comparison to the rest of Cambridgeshire and Peterborough, they were doing well and attendance was very good despite some absences due to pupils having to isolate. Pupil premium attendance was also still good. AN noted that over the period of lockdown, they did see an increase in children attending over time and that this was a similar pattern to that seen in other schools.</p> <p>AN referred governors to the positive feedback from parents that had also been circulated. She was proud of all of the positive comments that had been made, that was testament to the hard work that everyone had put in across the whole period.</p> <p>Governors asked the following question:</p> <p><i>Q/ In the Special Needs table what did senif/enif mean?</i></p> <p>A/ The acronyms were Special Educational Needs Interim Funding and Educational Needs Interim Funding. They referred to two different streams of funding. When children were at the pre-school stage, it was very hard to get an ECHP, but if you went through the right process, it was possible to get some additional funding. The usual order was SENIF → ENIF → ECHP.</p> <p>Governors were pleased by how the return to school had gone and in particular the strong attendance. They also wished to record their thanks to Gary Bidwell and the rest of the site team, along with all of the staff, for keeping the site safe. Governors felt that to end up with no cases so far reflected the diligence of staff. AN recognised that some of this was down to luck as there had been cases in the village and in pupil households, but agreed that they had been very definite about sticking to the processes and that this had made a huge difference. AN also noted that visiting adults had commented that they felt safe on the premises and that the rules were well-communicated.</p> <p><u>Financial Update</u></p> <p>WW gave a brief update on the financial position, noting that they had done better than expected in terms of the carry-forward budget and in particular on the EY&P budget. In summary, the school had budgeted an excess of £112, 828 with a carry forward of £72,369 and were ending with an excess of £140, 384 with a carry forward of approximately £93500. Governors praised and thanked WW for her work on the budget and getting them into this positive position.</p>	

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<p>6. Final Ratification of Policies</p> <ul style="list-style-type: none"> a. Freedom of Information b. Freedom of Information Publication Policy <p>It was agreed that the ratification of these should be postponed until after the DPO audit had been carried out.</p>	
<p>7. Safeguarding Update</p> <p>A safeguarding check had been completed on 19/03/21. CO summarised the report; he felt that the process of child protection was well-managed by the school. It was noted that LP had completed Designated Person training. It was also noted that Children In Care was new to the report.</p> <p>Governors asked about the fire drill test and whether there was a risk of those in the office not being able to hear the alarm. It was clarified that they could hear the alarm; the issue was communicating with them during the drill as the alarm was so loud in the area that they now had to stand due to covid restrictions. However they had a set of radios and the drill had been helpful in identifying what would work.</p> <p>Governors thanked AH for the report.</p>	
<p>8. Staff Well-Being</p> <p>Governors discussed that it continued to be tough and challenging; everyone was experiencing lockdown fatigue. AN said that the children had come back very well; it had been interesting to witness the initial excitement, followed by exhaustion and some squabbles between children as they adjusted back. She felt that the initial three weeks followed by the Easter break was good because both the children and the staff were exhausted and needed the rest. It had been hard for everyone; for the children who had been in school, it had been difficult when everyone had come back as they had been used to having lots of adult attention and then that had changed. Focusing had also been a challenge for some children after lockdown and lots of things were different, e.g. staff were wearing masks more. Staff were having to manage all of these changes and the impact of them. There was also the challenge of not being able to mix bubbles which meant that staff couldn't cover for one another in the normal way. On top of the covid challenges, all of the work that normally happened still had to happen e.g. year-end preparation, new intake preparation, the change in the school structure and recruitment. All of this meant lots of juggling for the staff. However, AN felt that it had been worse in February before the half-term compared to now before the Easter holidays.</p> <p>AN also noted that staff had always mixed well across the whole school and people were missing that. However, the SLT had looked at next term and what the possibilities were for things improving or going back to normal and there was some excitement about the things that they would be able to do.</p> <p>Governors asked about the vaccination of staff; approximately 15 staff members had had their first jab.</p>	

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Governors hoped that the gradual relaxation of rules would help the staff and wanted to reiterate messages of thanks. They also asked if they could help. AN noted that the email from CO at Christmas had been very well-received and governors thought another would be beneficial. It was agreed that CO would draft something.	CO
<p>9. Ofsted Questions for Discussion</p> <p>How safe do children feel in school?</p> <ul style="list-style-type: none"> ● Are children taught to “be safe” including online? ● Are all staff aware of safeguarding policies and are they used effectively? ● Are staff aware of the Prevent duty? ● How do you know safeguarding is effective? <p>Governors discussed the following:</p> <ul style="list-style-type: none"> - Safety was part of the governor visits template so it formed part of those discussions. - They had safeguarding specific governors and safeguarding was included in the HT report. Anything urgent would go straight to the Chair. - The Single Central Register - They had policies that they reviewed every year. The online safety policy was being updated and CLA had captured the discussions. - They knew safeguarding was effective through their governor visits each term; governors were confident they knew how things were going. - There were displays in the classrooms that governors had seen on online safety. AN also confirmed that it was also the background display on all devices. - Remote learning had also included information about to keep safe online. - An external safeguarding review by the local authority last term had found them to be very effective. 	
<p>10. Governor Visits</p> <p>AF reported how she had joined a staff meeting on 02/02/21 which had focused on Reading for Pleasure. It was noted that the report needed to be moved to Evey from Google Drive. AF explained that her main takeaway had been how the classrooms were used as display windows for parents in the playground to be able to see.</p>	AF/WW
<p>11. Governor Training</p> <p>CO agreed to send the summary of the most recent governor conference. KT agreed to circulate the latest training updates to all governors.</p>	CO KT
<p>12. Correspondence</p> <p>Correspondence had been circulated. All to read – it was noted that there was lots of wonderful praise.</p>	All
<p>13. Items for Information and Next Meeting Agenda</p> <ul style="list-style-type: none"> - Reminder to Committees to prepare Governors’ Report to Parents for approval at May meeting. 	AF, CO, LF

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<ul style="list-style-type: none"> - Next meeting: Strategic Objectives Review and Budget Approval. - AF gave her apologies for the next meeting. <p>The next FGB will be held on 5th May 2021 at 6.30pm.</p>	

The Chair thanked the Governing Body and closed the meeting at 8.10 pm

Actions

Item	Action	Responsible
3	Minutes to be signed and given to the school office	CO
3	AN to send SB details of his subject link	AN
3	RH to link with new DPO	RH
4	Resources Committee to appoint a new safeguarding governor at the next meeting	LF
8	CO to draft a communication thanking/offering support to all staff on behalf of the governors	CO
10	Governor visit report to be moved from GoogleDrive to Every	AF/WW
11	CO to circulate report from governor conference. KT to circulate details of available training.	CO/KT
12	All to read the correspondence that had been circulated	All
13	Committees to prepare Governors' Reports to Parents for approval at the next meeting.	CO/LF/AF