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| **Minutes of a Full Governing Board meeting held for**  **Mylor Bridge CP School on Monday 21st September 2020 at 5.00 pm**  Held virtually via Zoom | | | |  |
| **Names** | **Initial** | **Governor Category** | **Attendance** | |
| Mr Daniel Hadley | DH | Parent Governor | Y | |
| Mr Jon Pinkney | JP | Parent Governor | Y | |
| Mrs Polly Radford | PR | Parent Governor | Y | |
| Mr Paul Dale | PD | Local Authority | Y | |
| Mrs Vicky Sanderson | VS | Staff (Headteacher) | Y | |
| Matthew Collinge | MC | Staff (Elected by Staff) | Y until item 22 | |
| Miss Tamsin Gittins | TG | Co-opted | Y from item 5 | |
| Mr Christopher Gould | CG | Co-opted | Y until item 18 | |
| Mary Heard | MH | Co-opted | Y until item 17 | |
| VACANCY |  | Co-opted | VACANCY | |
| Mrs Jane Stephens | JS | Co-opted | Absent | |
| Alex Stainer | AS | Clerk to Governors | Y | |
| Donna Eddy | DE | Observer – potential governor | Y | |

Context: The government closed schools in March 2020 due to the outbreak of Covid-19. Schools were only responsible for providing care to a limited number of children – children who are vulnerable, and children of workers critical to the coronavirus (COVID-19) response. The government had asked schools to re-open to all years from September 2020.

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| **Item** | **Details** | **Action** |
| **1**  1.1  1.2  1.3 | **Apologies and Quorum**  No apologies were received.  JS did not attend the meeting.  The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.  Donna Eddy was attending the meeting as an observer and potential governor. |  |
| **2**  2.1  2.2 | **Election of Chair and Vice-Chair**  PD was elected Chair for 2020/21.  There were no nominations for Vice-Chair. The election for Vice-Chair would be added to the agenda of the next meeting. | **Agenda item** |
| **3**  3.1  3.2 | **Governors to complete Declaration of Business and Pecuniary Interest form for 2020/21**  The Declaration of Interest form had been circulated prior to the meeting.  All to complete and email to AS for recording and publishing on the website. | **All** |
| **4**  4.1  4.2 | **Opportunity to Declare an Interest**  No additional interests were declared in addition to those already published on the website.  No interests were declared in items on the agenda. |  |
| **5** | **Governance Matters**   1. Keeping Children Safe in Education sign to confirm read parts 1&2   Document had been circulated prior to the meeting. AS to email governors requesting confirmation by reply, that they have read and understood the document and their obligations.   1. Review Governor Code of Conduct   The Governor Code of Conduct was circulated prior to the meeting. AS to email governors requesting confirmation by reply, that they have read and agree to abide by the document.   1. Review Instrument of Government   The Board reviewed the Instrument of Government and agreed no changes were needed.   1. Review Membership of Committees   Membership of Committees was agreed as:  Standards – TG, CG, DH, PR, MH  Finance – PD, JS, JP  H&S – PD, JS, JP   1. Review Terms of Reference for Committees   The Board reviewed the Terms of Reference and agreed no changes were needed.   1. Governor Roles and Responsibilities were agreed as:   TG - Class 6, safeguarding, attendance, SEN, student voice  MH - Class 5, PE  PD - Class 4, Science, whistleblowing  PR - Class 3, arts and music, pastoral including wellbeing  JS - Class 2, IT, English  CG – maths  DH – EYFS, Class 1  JP – Humanities  AS to send PR Wellbeing governor resources.   1. Agree governor monitoring frequency, visits and purpose   Formative assessments were taking place to identify gaps in learning and ongoing interventions would be put in place.  Ofsted are due at Easter so the Board need to be prepared and up to speed on the subject intent statements for their link subjects. Conversations via Zoom with school subject leads would take place for monitoring.  VS to add governor links to the school monitoring timetable and circulate.   1. Complete governor skills audit   Skills Audit forms had been circulated prior to the meeting. Completed forms to be returned to AS for collating and publishing on the website.   1. Governor Training opportunities   Governor training opportunities had been circulated prior to the meeting. Governors were reminded to inform AS of any relevant training so it could be logged.   1. Governor Terms of Office ending this year   PD’s term of office ends on 21/10/2020. The Board re-appointed PD as the LA governor. AS and PD to complete the application process for approval by the LA.  DH’s term of office as parent governor ends on 20/01/2021. This vacancy will require a parent election.  TG’s term of office as a Co-opted governor ends on 01/03/2021. This vacancy will be brought to the Full Board meeting on 9th November for consideration.  CG’s term of office as an Associate Member ends on 31/08/2021.   1. Governor recruitment/appointment   There are currently 2 co-opted governor vacancies on the Board.  The Board appointed CG as a co-opted governor. | **All**  **All**  **AS**  **VS**  **All**  **PD, AS**  **Agenda item** |
| **6**  3.1  3.2 | **Approval of the minutes of the Full Board meeting held on 24th June 2020.**  **It was agreed** that the minutes from the Full Governing Board meeting held on 24/06/2020 were a true and accurate record.  The minutes will be signed by the Chair once social distancing measures have been lifted. |  |
| **7** | **Matters Arising from those minutes**  None. |  |
| **8** | **Headteacher’s report to governors**  A written report would be circulated at the meeting in November. |  |
| **9**  9.1  9.2  9.3  9.4  9.5  9.6  9.7  9.8  9.9  9.10  9.11  9.12  9.13  9.14  9.15  9.16  9.17  9.18  9.19 | **School Recovery Plan / School Improvement Plan**  The plan was circulated prior to the meeting.  VS reported the children had returned to school settled and pleased to be back. They moved to their new year groups with their previous class teachers, so they had a familiar person with them.  Informal observations and assessments of the children were taking place with interventions put in place in the afternoon. Interventions will keep running for those children that need it.  **Governor asked** How much catch-up funding will the school receive? £80 per child, £9k.  **Governor asked** Are you using this funding to support the interventions? Yes, we will use all and more to fund the interventions. An additional staff member has been employed to deliver them in phonics, maths and sentence structure.  Key stage 1 – a member of staff that has spare hours, due to the child they support one-to-one being on a part-time timetable, is running phonics intervention. Classes that have a high ratio of staff are being used to provide interventions where possible.  Cleaning – VS alerted the Board to chemicals being stored in the staffroom, due to the cleaning cupboard being locked by Interserve. A solution is being sought. VS to report back to Board.  Information about Covid symptoms has been sent to parents. There have been incidents where parents have told school their child has symptoms but when the school has reinforced the government guidelines on testing and self-isolating the symptoms change. Parents have also been asked to keep children with colds at home.  **Governor reported** that the HSE was cold-calling schools to ask about their processes. DH to send VS the list of questions asked.  Breakfast club will run at a loss, but the bubbles will be protected.  A full recovery curriculum is not required as VS is confident the children can join the normal curriculum.  **Governor asked** What PE provision is being delivered? There had been mixed messages in the government guidance about shared use of PE equipment, these are now clearer. Pupils can play sport in their bubbles and equipment should be cleaned and sanitised frequently.  No inter-school clubs or sports across bubbles will take place.  **Governor asked** How have the children adapted to being taught in rows? Nothing negative has been reported. The children are more focussed and have adapted well.  They are finding it difficult to eat lunch in their classrooms at the same desk they’ve been in all morning. Breaks are being staggered which can also make the afternoon session longer, so movement breaks are being used.  Self-Evaluation Form (SEF) was circulated prior to the meeting. This leads into the School Development Plan (SDP). It is based on previous year’s results and what was delivered last academic year before lock-down.  Governors were encouraged to read the SDP fully as it is the main document they need to be aware of when preparing for the Ofsted visit along with an understanding of their linked subjects.  **Governor asked** Is the new SENCo external? Yes. VS gave positive feedback on their work so far.  VS ran through the main sections of the SDP with the strategy, targets and actions points.  The Jigsaw PSHE scheme has been purchased. Their recovery scheme will be used for the next term.  The planned changed to the playground space were explained. It is hoped the climbing frame will be in before Christmas.  Governor asked Is there anything that can be done to brighten the space up in the meantime? PR to work with school on expediting the mural.  **Governor asked** Will the used of the field for delivering PE lessons continue?  Two sessions of formal PE per week have been prioritised, with the aim of improving focus and concentration, resilience for learning and physical movement, which were low at the start of term.  EYFS – TAs have had training in oracy and use of outside spaces. | **VS**  **DH**  **PR** |
| **10**  10.1  10.2 | **SEN, Safeguarding and Wellbeing update**  SEND - 4 children have Education, Health and Care Plans, this is on the National Average (NA).  12% are on alert, this is below the NA.  Safeguarding – 1 family have a safeguarding risk assessment in place.  There has been 1 MARU referral.  1 child has a special guardianship order going to court.  There have been 4 Early Help Hub referrals since June. |  |
| **11** | **Staffing Update**  The new staff this term are a one-to-one TA with Makaton skills and staff delivering interventions. |  |
| **12**  12.1  12.2  12.3  12.4  12.5  12.6 | **Finance Update**  VS to circulate updated budget when it has been received from the Bursar.  Covid expenditure will have a negative impact on the budget.  **Governor asked** Who pays for staff cover if staff have to self-isolate due to having contact with someone with symptoms/positive test? The insurance policy won’t pay unless the member of staff off has Covid symptoms. Lack of testing is an issue as it causes a delay in receiving a negative result so the member of staff is clear to return to work.  **Governor asked** What are the options for supply cover? It is a risk vs. benefit assessment. As long as the school has robust processes in place to mitigate risk as much as possible then supply cover from outside school could be considered.  **Governor asked** Is there an option to use an internal HTLA to cover, rather than external teaching cover? It is at the Headteacher’s prerogative if they feel the HLTA can step up to cover.  Supply teaching cover will be used as a last resort. There are financial reserves that can be used if needed.  **Governor asked** Are there Headteacher’s forums to discuss and compare the issues? Yes, and they are all saying the same thing. It is hoped the government will recognise the issue and cover the costs. | **VS** |
| **13**  13.1  13.2  13.3 | **H&S Update**  The date for the H&S Committee meeting is to be agreed to discuss the issues around cleaning and storage of chemicals.  The Risk Assessment and Re-opening Plan are in place and there is no further update/changes to these.  **Governor asked** Have you had any issues with the hand sanitiser, as it contains alcohol? No. |  |
| **14**  14.1 | **Sports Premium update**  The Sports Premium report will be circulated. All of the funds are accounted for. |  |
| **15**  15.1 | **Pupil Premium update**  The majority of the PP funds are spent on ensuring the classes remain small and have a TA in each. |  |
| **16**  16.1  16.2  16.3  16.4  16.5 | **Attendance review**  In the first week of term there were 20 children absent. There was a cold going round at the time, so parents were cautious about sending children in.  This has reduced and there are only 2 children absent today.  Parents are being carefully questioned about symptoms of absence.  **Governors discussed** the confusion that has arisen between GPs giving advice to parents that contradicts the government guidance on symptoms and what action should be taken.  It was agreed the school would only follow government guidance.  **Governors discussed** whether a policy was needed to enforce the school’s stance.  VS to draft a document to make it clear to parents what the school’s stance is, it will highlight the government guidance and make it clear there would be no wriggle room. Document to be circulated to governors.  **Governor commented** that it is the school’s job to lower the risk of catching/spreading Covid as much as possible, so the school should decide when pupils can come into school, not GPs or parents.  Attendance coding has changed so absence related to Covid can be seen.  (MH left the meeting at 6.45pm. The meeting was still quorate). |  |
| **17**  17.1  17.2  17.3  17.4 | **Policies to approve**  Intimate Care – policy provided by a national charity.  Health & Safety – policy issued by the LA.  Teacher Appraisal – LA and Union approved policy  Support Staff Appraisal – LA and Union approved policy  Safeguarding/Child Protection – issue by CAPH  **The Board approved and adopted** the above policies.  The SEND policy and report had been circulated prior to the meeting.  (CH left the meeting at 6.47pm. The meeting was still quorate).  VS to circulate an Acceptable Use Policy for ICT for governors to agree to. | **VS** |
| **18** | **Correspondence**  None received. |  |
| **19** | **Date of next meeting and Committee meeting dates**   |  |  |  | | --- | --- | --- | | **Meeting Type** | **Date** | **Time** | | FGB | Monday 21st September 2020 | 5.00pm | | FGB | Monday 9th November 2020 | 5.00pm | | H&S Committee | Tuesday 29th September 2020 | 9.30am | | Standards Committee | TBA |  | | Finance Committee | TBA |  | | FGB | Monday 15th March 2020 | 5.00pm | | FGB | Monday 14th June 2020 | 5.00pm | | FGB | Monday 19th July 2020 | 5.00pm |   VS to circulate Committee meeting dates. | **VS** |
| **20** | **What has this meeting achieved?**  Received update on the return to school and the plans for the year.  Governance for the year was agreed. |  |
| **21** | **Chair of Governor’s Feedback**  Nothing additional to report.  (MC left the meeting at 6.50pm. The meeting was still quorate). |  |
| **22** | **Confidential**  Item moved to part 2 Confidential minutes. |  |

The meeting ended at 7pm