

# Kingston St Mary C of E Primary School



## Minutes of the Full Governing Board Meeting held on Tuesday 10<sup>th</sup> November 2020 at 5.30pm VIRTUAL MEETING HELD BY MS TEAMS

### Present:

Chris Pleeth, Co-Chair (CP), Kim Greenslade, Head teacher (KG), Ali Bachelor (AB), Sarah Hancock (SH), Stephen Meredith (SM), Kirstie Lord (KL), Daniel Moncrieff (DM), Jo Griffiths (JG) and Jenny Bishop (JB)

Also present: Jane Burden, Clerk to Governors

| Agenda & item |                              | Purpose & context, points of discussion/any notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action(s) |
|---------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.            | Welcome and Opening Prayer   | Co-Chair welcomed everyone to the meeting and opened with a prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| 2.            | Apologies                    | Apologies received from Barbara Stokes due to technical problems with IT, and were accepted<br>Meeting declared quorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| 3.            | Declaration of Interests     | No new business or other interests declared for this meeting.<br>Clerk to confirm all statutory forms have been returned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clerk     |
| 4.            | Minutes of previous meetings | Minutes from FGB meeting on 22 <sup>nd</sup> September 2020 had been circulated in advance of the meeting and, subject to one minor amendment on pg3 (change of initials) were <b>AGREED</b> as a true reflection of the meeting by those who had been in attendance and will be signed by the Chair when able to return to school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| 5.            | Matters Arising/Actions      | <p><b>Governor training</b> – training opportunities were being circulated to governors and governors were booking on to relevant courses and attending virtually.<br/>Training feedback forms to be circulated.</p> <p><b>Meeting effectiveness</b> – agenda item for discussion.</p> <p><b>Staff Items for Governors</b> – staff governors reported there were no items to raise at this point in time.</p> <p><b>Finance Minutes</b> – the Confidential minutes in question had now been located.</p> <p><b>HTPM</b> – Panel have met and HTPM completed.</p> <p><b>Pre-School Hire Agreements</b> – not moved forward at this stage.</p> <p>Meeting with Staff and Governors re strategies for reading – to be addressed within governor monitoring.</p> <p><b>Possible funding for school decoration</b> – <b>AB</b> has contacted SCC External Funding Advisor who has advised of current funding opportunities from Wessex Water; <b>AB</b> to meet with Head to pursue this further. <b>AB</b> also reported that the Advisor had indicated there are very few funding opportunities available at the moment.</p> <p><b>School Focussed Item</b><br/>Chair reminded governors that each meeting there would normally be a school focussed item on the agenda, such as a book review or walkabout and suggested that the December meeting would be a good point at which examples of the children's work could be shared; perhaps photos of displays, etc.<br/>Head advised that examples of the work are on the school website and that the Facebook page is also a really good source of information.</p> | Clerk     |
| 6.            | Operational Finance          | <p><b>Update from Finance Committee Meeting</b><br/>Finance Chair summarised for governors key points from the Finance Committee meeting which had taken place on 9<sup>th</sup> November –<br/>Budget picture is looking better than 3 months ago with a more positive budget position. It is anticipated that the school will just about break-even due in the main to receipt of increased PP funding, Covid catch-up funding; cost savings and good financial management by the Head and SJH. As always, teacher costs are going up and down.</p> <p>The Finance Committee will continue to closely monitor the finances in support of the Head and SJH.<br/>Funding going forward has to be monitored very carefully.</p> <p><b>Governors questioned pupil numbers for next year.</b><br/>Head advised that the school will be notified of the draft first choice applications</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |

Signed:

Date:

|    |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    |                                | in February. Head also confirmed that she has been showing prospective parents around the outside areas of the school; interest in the school is coming from families within catchment or just outside. Some visits have been postponed due to current lockdown and as mentioned above, the Facebook page and some planned Yr6 videos will be good ways of promoting the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 7. | <b>Safeguarding</b>            | <p><b>Incidents/Referrals since the last meeting</b><br/>None to report to this meeting.</p> <p><b>Safeguarding Audit</b><br/>Head advised it was due to go live on 2<sup>nd</sup> November but has been delayed.</p> <p><b>Post Meeting Note:</b> Audit went live on 13<sup>th</sup> November with a deadline return date of 22<sup>nd</sup> February 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 8. | <b>Policies and Procedures</b> | <p>The following Policies/Procedures has been circulated in advance for governor consideration:</p> <p><b>Fair Access Protocol – AGREED.</b></p> <p><b>Admissions Statement</b> – as the school is an LA maintained school, the admissions statement has to be published on the school website; <b>AGREED.</b></p> <p><b>Governor’s Allowances</b> - based on an SCC Model Policy; <b>AGREED.</b></p> <p><b>Teacher’s Appraisal</b> – to be reviewed by Pay Committee.</p> <p><b>Pay Policy</b> – to be reviewed by Pay Committee.</p> <p><b>Remote Learning Policy</b> – Head advised that this had been put in place as a result of Covid and lockdowns.</p> <p><b>Governors questioned if it had worked and whether or not it needs amending.</b></p> <p>Head advised that it has worked; the school has taken up the Government grant in respect of Google classrooms which is now in place and teachers are going to have further training; it will also be in place for KS1 this term.</p> <p>Oak academy materials are used in lessons.</p> <p>The Policy is a live Policy that will be prepared in case of closure but one that will change quickly to meet the circumstances at the time.</p> <p>All of these arrangements ensure there is flexibility in place for all children and families. Policy <b>AGREED.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 9. | <b>Head Teacher Report</b>     | <p><b>Head Teacher’s Report</b><br/>Head presented a verbal update which is summarised below:</p> <p><b>Attendance</b> – 94.6% for the first half-term</p> <p><b>Covid related absences</b> – 1 family currently self-isolating and 4 families currently being tested and awaiting results.</p> <p><b>Pupil Numbers</b> – 1 additional pupil joined Yr6 this term and another pupil joining Yr4 in January.</p> <p><b>School Tours</b> – as reported above.</p> <p><b>Parents’ Evenings</b> – staff will be using the Google platform to initiate telephone meetings with parents. Staff are finding the separation of teachers and parents hard to deal with as it is usually a big part of their working week.</p> <p><b>Whole School Assembly</b> – this was a really positive event.</p> <p><b>Remembrance Day</b> – won’t be a whole school event this year; will be celebrated by each class individually.</p> <p><b>Health and Safety</b> – schools are receiving DfE guidance daily; the main change before half-term was in respect of ventilation and keeping windows open – classroom temperatures are to be monitored.</p> <p><b>Staffing</b> – Head updated governors regarding recent staff changes – Two TAs have left the school – 1 was anxious about Covid and one was a temporary contract.</p> <p>Member of staff who had been covering MAT leave was off sick and then took early retirement as from 31<sup>st</sup> October.</p> <p>SENDCo is meeting with the children and also the teachers to update plans.</p> <p>No Clubs at this stage; Wrap Around Care is in place.</p> <p>All appears to be working very well at the moment.</p> <p>JG indicated that all the measures in place are working well; children and staff are keeping safe in their bubbles; staff are ensuring the children are having fun; however there are still some anxieties. The children are responding to the situation very well and are all working hard and enjoying themselves being back at school.</p> <p><b>Governors questioned the impact on the children’s social and emotional wellbeing and learning.</b></p> <p>Head indicated it was difficult to tell at this stage regarding the social and emotional impact and that school may know more when, and if, the pandemic is over. Academically there are some gaps and interventions and catch-up is being put in place.</p> |  |

Signed:

Date:

|     |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|-----|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     |                                                 | <p>Head will report on this in more detail at the next meeting.</p> <p><b>KL</b> indicated that from the experiences of her own children she has found that they are more resilient than the adults at this point and having adapted to the new routines are very happy at school.</p> <p><b>Governors questioned the situation regarding teachers being in isolation in their bubbles 5 days a week and what support was in place for them.</b></p> <p>Head confirmed that as a small school staff have been able to have socially distanced time together at lunchtimes; similarly have been able to have socially distanced staff meetings and they also share a wellbeing 'tip of the week'.</p> <p>The whole school assembly was positive for both the children and the staff; the children thoroughly enjoyed the event and it was good to re-engage all the children in the school again.</p> <p>A governor <b>queried</b> the situation previously discussed in respect of changing the bubbles.</p> <p>Head confirmed that this had not progressed further at this stage but that she would very much like to bring the Reception and Yr1./2 classes together after Christmas. It is important for their social and emotional development as well as their learning to bring them all together.</p> <p><b>DM</b> queried the wellbeing training that he had circulated. Head advised that whilst it was good training the power-point presentation was quite long and focused on the science of the brains but was lacking in strategies as to how to cope.</p> <p>A governor <b>queried</b> teacher access to flu vaccinations.</p> <p>A discussion followed regarding this as it was determined that schools can provide access to the flu jab.</p> <p>Covid vaccination cannot be given until 1 month after the flu jab.</p> <p><b>AB</b> advised there is a poster in County Hall regarding this and that she will get details from the poster and advise the Head.</p> <p>All governors agreed it would be a good idea to follow this up.</p> <p><b>School Development Plan</b></p> <p>The Head reported that the Blended Learning Plan has been the focus this term. In respect of governor monitoring, it was recommended that this take place during the week of 7<sup>th</sup> December during which time governors can link with their teachers and also have a look at wellbeing in general.</p> <p>Next steps:</p> <p>Head will circulate the SDP with updates together with monitoring forms;</p> <p>Governors to advise Head of their availability during week of 7<sup>th</sup> December;</p> <p>Head will then draw up a monitoring timetable and circulate to governors and staff</p> <p>Governors to try and work in pairs where possible, but if unable to do so, one governor to be available.</p> |  |
| 10. | <b>Pupil Premium and Sports Premium Funding</b> | <p>Documents had been circulated in advance of the meeting.</p> <p>Head drew governors' attention to the Aims and Objectives for PP funding document, which included income and anticipated expenditure, and explained that allocation of monies has to be shown to be of direct benefit to PP children; in the past some monies were clawed back.</p> <p>2020/2021 indicates spend for clubs, trips and wrap around care, although under current circumstances school trips and clubs are not taking place, so it has been agreed to fund additional wrap around care for FSM children, as required.</p> <p>Copies of these documents are published on the school website, but do not include a breakdown of pupil groups (governor copy only).</p> <p><b>Governors queried the Sports Grant funding and expenditure indicated in the 2019/2020 report.</b></p> <p>Head explained that elements of sports and PE activity had to be paid for even though the school didn't receive a service. A Government directive was issued and the LA advised schools to pay for contracts already signed.</p> <p>Head indicated that for 2020/2021 clubs and activities had not been booked due to the need to mix bubbles in order to run clubs, with such small numbers in bubbles, clubs would not be financially viable to run and the Head would like to investigate the provision of Forest School and use the funds leftover for forest school training for staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

Signed:

Date:

|            |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
|------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|            |                                  | <p>Governors felt this was a really positive project and a good investment of the funds and make the school more attractive to new parents.</p> <p><b>DM</b> indicated that the Wildlife Trust run similar training to that of forest school and they are offering free teacher training at their Coast project; <b>DM</b> to put Head in touch with a contact at the Wildlife Trust.</p> <p><b>AB</b> indicated she could possibly also use the initiative to try and secure match funding with Wessex Water.</p> <p>Governors all agreed their support of this project, if the funds are available.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>DM</b>                         |
| <b>11.</b> | <b>Governor Items</b>            | <p><b>Governor Red Books</b> – clerk had asked for this as an agenda item so as to be able to clarify the red books. Chair explained that this is a folder containing key documents given to new governors and updated when documents change. However, keeping them updated had proved to be less successful and it was agreed that a ‘cloud’ folder would now be more practical.</p> <p>Head to compile a cloud red book folder and share with the Clerk; to be reviewed at the next meeting.</p> <p><b>Support for Christmas Events</b> – Head confirmed there is a plan developing for Christmas events which includes –</p> <ul style="list-style-type: none"> <li>• Outdoor whole school Nativity/Carol Service with the children dressing up and singing carols and Christmas songs; parents may be asked to listen to their children’s songs and to practice singing before the day; outdoor classroom to be used as a stable/nativity scene;</li> <li>• Class Party Days;</li> <li>• Festive Lunchbox Days;</li> <li>• Activities for the children and staff during Christmas week.</li> </ul> | <b>Head/Clerk</b>                 |
| <b>12.</b> | <b>Correspondence</b>            | None to report to this meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <b>13.</b> | <b>Meeting Effectiveness</b>     | <p>Chair indicated that he would welcome ideas and thoughts as to how, as governors, meeting effectiveness can be measured, particularly with regard to working towards the end of year report.</p> <p>Chair had looked at the NGA website in this regard and found a questionnaire in respect of skills and effectiveness and suggested this be considered as an idea going forward.</p> <p>For this meeting in particular, governor input on future impact for the children included –</p> <ul style="list-style-type: none"> <li>✓ Budget scrutiny</li> <li>✓ Approving Policies</li> <li>✓ Challenging Head teacher report</li> <li>✓ Consideration of Forest school funding</li> </ul> <p>In respect of moving this forward, it was agreed that the <b>Head, CP, BS and Clerk</b> would meet and discuss a format to introduce next term as a means of measuring governor effectiveness.</p>                                                                                                                                                                                                      | <b>Head/CP/BS/ Clerk</b>          |
| <b>14.</b> | <b>Any other Business</b>        | <p><b>School website</b> – governor section requires updating. <b>ACTION: Head &amp; Clerk.</b></p> <p><b>Circulation of Governor Minutes</b> – it was requested that these be circulated earlier; Chair apologised that they had been delayed this time and confirmed they will be circulated more quickly in future.</p> <p><b>Ofsted Inspections</b> were <i>queried</i> – Head confirmed that in the normal cycle an inspection was due in the Autumn but that under current circumstances, support visits in respect of all things Covid related were being undertaken. It is anticipated that formal inspections may start again in January.</p> <p><b>Schools Funding Consultation Process</b> – <b>DM</b> has fed back observations raised at the Finance Committee meeting as to the disappointing way in which the process had been managed; it had been led by the SCC Finance team with support from other colleagues/teams.</p>                                                                                                                                                           | <b>Head/Clerk</b><br><b>Clerk</b> |
| <b>15.</b> | <b>Date of Future Meeting(s)</b> | <p><b>Dates of future meeting(s):</b></p> <p>i. <b>Tuesday 15<sup>th</sup> December at 5.30pm via MS Teams</b></p> <p>There being no further business the meeting closed at 7.00pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>All to note</b>                |

Signed:

Date:

| ACTION POINTS SUMMARY          |                                                                                                                                                           |                               |                                                  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|
| Actions from this meeting      |                                                                                                                                                           |                               |                                                  |
| 10/11/2020                     | Confirmation all statutory forms completed                                                                                                                | Clerk                         | By December meeting                              |
|                                | Training feedback forms to be circulated                                                                                                                  | Clerk                         | Ongoing                                          |
|                                | External funding opps with Wessex Water to be discussed with Head                                                                                         | AB                            |                                                  |
|                                | SDP and monitoring forms to be circulated<br>Governors to advise Head of availability for monitoring<br>Timetable to be circulated to governors and staff | Head<br>All governors<br>Head |                                                  |
|                                | Contact for Wildlife Trust to be forwarded to Head                                                                                                        | DM                            | ASAP                                             |
|                                | Head/CP/BS/Clerk to meet to consider meeting effectiveness                                                                                                | Head/CP/BS/Clerk              | January 2021                                     |
|                                | Governor section of website to be updated                                                                                                                 | Head/Clerk                    | As soon as possible                              |
| Actions from Previous Meetings |                                                                                                                                                           |                               |                                                  |
| 14/07/20                       | KG to contact SCC about standard hire agreements for the Pre-School building                                                                              | KG                            | September 2020                                   |
| 09/06/20                       | All governors to look at school website and to arrange virtual or phone meetings with staff as part of monitoring arrangements                            | All                           | Ongoing and meetings to be held when possible    |
|                                | KG to arrange a Virtual meeting with staff and governors                                                                                                  | KG/Chair                      | Autumn term                                      |
| <del>14/01/2020</del>          | <del>KG to report on strategies for improving the progress in reading standards</del>                                                                     | <del>KG</del>                 | <del>e/f to a future meeting in 20/21 year</del> |
| <del>14/01/2020</del>          | <del>AB to look for possible funding for school decoration including Viridor</del>                                                                        | <del>AB</del>                 | <del>e/f to a future meeting in 20/21 year</del> |

Signed:

Date: