Minutes of Full Governors Meeting using Zoom on 14th July 2020 at 5.00pm. School closed due to Covid-19	Action by /or decision
1.Present: Ali Bachelor (joined at 5.08pm), Kim Greenslade, Jo Griffiths, Sarah Hancock, Stephen Meredith, Daniel Moncrieff, Chris Pleeth (Chair of meeting), Barbara Stokes Apologies: None – all present Observers: Jenny Bishop and Kirstie Lord – new governors wef September 2020 In attendance: Ruth Cook (Clerk) Conflict of business interests: None declared. The meeting was quorate. The meeting began at 5.04pm CP welcomed all to the meeting and especially the two new governors. Each governor introduced themselves. CP thanked KG and all the staff for their hard work during the term in implementing all the changes due to Covid 19. The governors had sent a card and some brownies to the staff in appreciation. KG added that the staff are looking forward to all the children returning to school in September. CP notified the governors a change to the agenda in that Item 6 about the budget will be taken at AOB Item 11.	
2. BUSINESS	
There were no amendments to the minutes of the meeting held on **9th June 2020** and they were then approved by the Governors. A copy will be signed by the Chair as a true and accurate record and sent to RC for filing. Matters arising: Actions taken The minutes from the previous meetings in 2020 had been signed by the Chair and scanned copies sent to the Clerk for filing. All filing will be done by the end of term. RC had contacted the new governors about their appointment and they had attended the Webinar for new governors (see Item 10 below for details.) KG had submitted the SFAT form to the Education Department. AS above, BS had sent a card to the staff thanking them for all their hard work during this difficult time. RC had issued the Training records spreadsheet to all governors and sent out the notes from the June Clerk's Briefing. DM had not needed to send any suggestions about the Zoom meetings as the last one had worked well. KG had spoken to the staff about meeting the governors on Zoom which they would be happy to do. This has not been arranged as yet. JG confirmed that the staff would be willing to meet the governors in this way. The one other action is included on the agenda (Item 3) <u>Pre-School update</u> – KG had contacted the Diocese about its change of use but had not heard back yet. CP asked if SCC had suspended their charges. KG explained that there are no charges	KG/Chair

by SCC. As the building has not been used there are only running charges incurred e.g. electricity and these costs are minimal. CP asked about the intentions for the building. KG said that it would hopefully be used next term for the Breakfast Club and After School activities. It is not known at the moment when it will be possible to let out the building due to Health & Safety (H&S) and cleaning issues. As the building has not been used it is now possible to ascertain actual running costs and this can be used to calculate a realistic hire charge. SM asked if the current proposed use and hire agreements with SCC had been carried forward to next year. KG replied that was the intention and she had contacted the SCC Estates Team for advice but they had not been in touch. She will contact the Early Years Service for help with this.	KG
3. SCHOOL ITEM	
No item brought to this meeting. All action is currently Covid-19 driven. CP explained the purpose of this item on the agenda and he encouraged all governors to look at the school website regularly to see what is happening as they cannot go into school at the moment. KG added that she was looking at different ways of presenting this item for the new school year.	
4. MONITORING SCHOOL IMPROVEMENT /SE & Strategic Planning	
<u>Monitoring School Improvement and Evaluation plan</u> AB reported that she had met with KG twice in this academic year (December 2019 and February 2020) to look at how assessment is being carried out. This is an area that the school is looking to improve and she considered that it was making good progress here e.g. there had been a Skills audit of staff and it had been found that there is a weakness in the DT area so this would be a matter to address. Also the assessment criteria for Science had been adapted from another school's procedures and this had helped staff. KG said that this has been done for Science and other subjects. She had met with the staff individually and was developing staff strengths across the school. For example one teacher was gifted in art and is now working with different age groups across the school. AB asked if there would be further discussion about assessments from September and KG said this would be done (see Item 4 below). <u>Headteacher Report – Summer Term</u> This had been issued to all governors before the meeting. KG explained that this report is limited as no assessments have been done either statutory (SATS) or within the school. It therefore does not compare with previous Summer Term reports. P2 – KG reported that the expected number of pupils from September will be down from this year and is expected to be 98. This is a matter of concern. There is no change with the SEN Register or Pupil Premium numbers since the last report. P3 - KG explained that attendance has not been recorded as normal. A record has been kept of who has been in school but the usual SIMS records were not completed. This area has not been reported on this term in the usual way. KG read out the part of the report regarding those children who have returned to	

school since 1st June and that they have been able to be back with their own teachers. She had felt this was important. She reported that Reception and Year 1 had seen a good number of children return but the numbers were not so high in Year 6. The number of Key Workers children had increased over the term. P4 – KG reported that no assessments had been done this term but some will be done in September. She is planning a two-week induction and will establish the gaps in the childrens' learning so that these can be followed up as needed. She reported that the DfE had provided a useful document for Maths which lists the Key learning points for each year group and that can be used as a guide for these assessments. She is hoping that a similar document will be provided for other subjects as well. She is optimistic that the children had done the work provided at home and JG agreed with this. The governors asked about the work provided and KG replied that not everything had been produced "online". She said that the teachers had been adaptive to the situation throughout and she thanked them for this. SM asked how many children did not have access to online facilities. KG replied that all the children have some access but for some this was only through a mobile phone which is not ideal. She thought it was good that all the families had access but not all had several laptops etc which created difficulties where there is more than one child and parents are also working from home. DM asked if KG had an idea of how many children will come back in September. He also asked what would happen to those children who don't return right at the start and what would then happen with their assessment. KG replied that no parents had indicated that they would not be sending their children back. The staff have prepared some "blended learning "arrangements for where there are cases when the children can't come back e.g. if someone in the family is shielding, there are already arrangements in place. P5 – Safeguarding. KG reported that the school had monitored any vulnerable children. The school has no children in the official categories of vulnerable children but support had been provided where considered necessary. Free School Meals will continue during the summer holidays. KG reported that throughout this time, the childrens' behaviour on the whole had been very good. There were no real issues to report. KG felt that the wellbeing of the children was very positive in the school and she expects that the majority of the children will return and not need support. There will be a few who may need some help which can be provided. There had been no exclusions and no children had needed to be restrained. Health and Safety – there were still some items identified at the Premises Management training that needed to be implemented. SM agreed but that they were minor issues and not urgent. The School Improvement Plan will be carried forward to September and KG will update it over the summer. It is not a Recovery Plan. School Improvement Partner (SIP) report. KG explained the purpose of this role and	

reported that she had a Zoom meeting with Jenny Short (JS). JS had provided some useful resources for KG. P6 – KG reported on staff illnesses during this time but was pleased that all staff had made themselves available to work. There were no issues here. CP thought this was excellent and thanked the staff for their willingness to work. KG reported that not much had been able to be done for training and development this term but the whole Covid -19 situation could be seen as one long training session! There were no parental concerns except for one query about hot school meals in September. KG explained that this was not possible immediately due to the arrangements across the classrooms and different classes are not able to meet in the hall. The logistics did not allow for this from the start of term. DM asked about staffing from September and if there were any concerns about medical conditions or shielding. KG replied that she was expecting all staff back and the current advice is that staff can return even if another household member is shielding. CP reminded the governors that the school is due an OFSTED inspection and asked if there is any new about this. KG replied that there will be no OFSTEDs in the autumn term and that Inadequate and Vulnerable schools will be inspected first, There will then be a range of Good and Outstanding schools visited. OFSTED have advised that these will be collaborative visits. The information had been provided by SCC and she thought it was possible there could be a visit after Christmas but she did not when. BS asked when the SIAMS visit was due. KG said that originally it was due in the autumn term following their 5-year cycle but the school had already been advised that no visits will be made. KG explained what SIAMS (Statutory Inspection of Anglican and Methodist Schools) involves and it is usually a one day inspection every five years for all church schools. JG suggested that the governors look at the school website and the section on Church/School interface for details about what is done between the local church and the school. AB commented on the letter received the day before from the Diocese of Bath and Wells. BS explained that if a school was over-subscribed, they may need to change their admission criteria if that included church attendance, because churches had been closed since March. It therefore couldn't be included as a requirement for admission. As this school is not over-subscribed it didn't apply but BS had replied to the Diocese supporting this change where needed.	
5. STATUTORY DUTIES	
CP reported that a new Clerk Jane Burden (JBur) had been appointed. She will be an employee of the school and will be attending the governor meeting in September. In August, CP, BS and KG will meet JBur via Zoom. <u>INSET Days 20/21</u>	

KG reported that the INSET days will be: 3rd and 4th September 2020 – one of these days will concentrate on Safeguarding, Health and Safety, Fire Safety 30th November 2020 22nd January 2021 21st June 2021 There were no questions. **The governors approved these dates.**	
6. FINANCE	
CP thanked SM for chairing the Finance committee meeting in July and confirmed that SM will become the Chair of Finance from September. The budget for 20/21 was taken at Item 10 – Confidential minute applied. Consistent Financial Reporting (CFR) – this had been agreed and signed at the Finance committee meeting.	
7. SAFEGUARDING	
KG reported that the audit had been completed and she had submitted it to the Education department. BS said that she had made some notes from the audit which she will follow up at a later date. KG explained that the audit generates an action plan which BS and KG will follow up next term. KG also reported that staff safeguarding training was up to date and during the term staff had done some virtual training. Training deadlines had been extended where needed but all was now up to date again. The training had mainly concentrated on keeping children safe in school. CP asked if any concerns had been raised following the training. KG replied that there were none but the school had to acknowledge the current situation is not risk free. The school has to reduce risk and follow guidance given. CP asked about any risks with children moving around the school. KG replied that the layout of the school helped with this as not all the classrooms are off one long corridor and there are outside rooms with their own toilets. It means that groups can be kept apart well, the children need not go through the hall together and there are several entrances which also keeps children spaced out. During the last few months the staff have been able to show that these measures work.	
8. HEALTH AND SAFETY	
Covid 19 - a long report had been issued to all governors before the meeting. A shorter report will be issued to all parents but they will be able to access the full report and the Risk Assessment (RA) if they wish. BS said that she was impressed by the amount of work done. AB agreed and felt it showed that the safety of the children was paramount. KG reported that a new RA had been issued today from an outside source and it had different questions to the previous report prepared. This means that she cannot simply update the previous version. From looking through, KG felt that all the measures required are in place but she will complete the RA and send it to SM during the holidays. It will then be issued to all the governors. SM agreed with this arrangement. A letter will be sent to all parents before the end of term and the full document put	

on the school website as well. KG asked if the letter was clearly explained and SM agreed. He asked if there was anything about cleaning in the letter and KG replied that it was there but needed a clear heading. SM also asked about the arrangements for music (allowing up to 15 children to sing) as he understood that no singing is permitted currently. KG replied that was included in the guidance but she thought that in practice, only the Reception children would have any singing in class. **Subject to these comments, the governors approved the letter prepared to be issued to the parents this week.**	
9. POLICIES	
(The Item on the agenda was dealt with at Item 4 above and is not a policy.) There were no policies to review. CP asked if there were any policies to update or any on hold at the moment. KG replied that some policies had been updated to reflect the Covid 19 situation but they did not need governor approval.	
10. TRAINING	
CP and BS had not been able to attend a Chairs Briefing this term via Zoom. JB had watched the new Governors webinar. CP asked if it had been useful and JB replied that it had given a broad overview about the role of a governor. It did provide links to other information to follow up and so she felt it had been useful. KL added that it had given a helpful introduction to the role and that there is more training to be provided for new governors. No other training had been done.	
11. AOB	
None to report. AB wished all the governors a good summer break. BS said that she had previously said about resigning when she completed her term of office as Co-Chair but she now felt it was important to stay on as the Foundation governor so would not leave at that point. There were cheers all round! CP thanked RC for her work as Clerk as this was her last meeting. He wished her a long and happy retirement. This part of the meeting ended at 6.16pm. JG, SH, JB, and KL left the meeting at this point. Following this meeting the Co-Chairs CP and BS will continue in post. SM becomes Vice Chair.	
12: Date of next meeting: No dates set yet. Dates will be agreed with JBur and all governors to be notified.	
ACTION POINTS SUMMARY	

Actions from Previous Meetings			
14/01/2020	KG to report on strategies for improving the progress in reading standards	KG	c/f to a future meeting in 20/21 year
14/01/2020	AB to look for possible funding for school decoration including Viridor	AB	c/f to a future meeting in 20/21 year
09/06/20	Copy of minutes from 14th January 2020 , 31st March 2020 and 28th April 2020 to be signed and filed	CP/RC	To be signed online and RC to take to school for filing
09/06/20	RC to contact new governors and notify them of the decision to appoint and to notify them of the Webinar for new governors	RC	As soon as possible
09/06/20	RC to contact Governor Services of CP-s reappointment and update GIAS record	RC	As soon as possible
09/06/20	KG to submit completed SVAT form to Education Finance team	KG	As soon as possible
09/06/20	BS to send card to all staff from the governors expressing thanks for all their hard work in this current crisis	BS	As soon as possible
09/06/20	RC to issue the updated Training records spreadsheet to all governors	RC	Before the end of term
09/06/20	RC to forward full notes from the Clerks briefing to all governors	RC	As soon as available
09/06/20	DM to send any suggestions to improve the Virtual meeting to the Chairs for inclusion next time	DM	As soon as possible
09/06/20	All governors to look at school website and to arrange virtual or phone meetings with staff as part of monitoring arrangements KG to arrange a Virtual meeting with stff and governors	All KG/Chair	Ongoing and meetings to be held when possible Autumn term
NEW ACTIONS			
14/07/20	KG to contact SCC about standard hire agreements for the Pre-School building	KG	September 2020