

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Tuesday 9th February 2021 at 5.30pm VIRTUAL MEETING HELD BY MS TEAMS

Present:

Chris Pleeth, Co-Chair (CP), Kim Greenslade, Head teacher (KG), Ali Bachelor (AB), Barbara Stokes (BS), Sarah Hancock (SH), Stephen Meredith (SM), 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. Apologies were made in respect of the confusion over meeting dates.	
2.	Apologies	No apologies received for this meeting; KL therefore deemed as absent. Meeting declared quorate.	
3.	Declaration of Interests	No new business or other interests declared for this meeting.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 15 th December 2020 had been circulated in advance of the meeting and were AGREED 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	Children's Learning to be shared with governors – ongoing; remove as an action point. Add Heaters to Asset Register – to be confirmed by Head. Pond to be covered – COMPLETED. Clerk's Appraisal – Clerk to email dates to Co-Chairs. External Funding Opportunities with Wessex Water – deadline missed due to current circumstances which are more of a priority; AB holding a watching brief in respect of funding opportunities; remove as an action point. Meeting Effectiveness – to be considered again when the time is right; Head to liaise with Co-Chairs when she feels this is appropriate. Pre-School Hire Agreements – Head has met with the School Surveyor; Pre-School Building is on the list of works identified by SCC. Governors questioned if Pre-School could go back to using the building again or has the opportunity gone? Head confirmed that there are options to be re-visited, including looking at ways of working towards setting up a Pre-school, possibly for September.	
6.	Safeguarding	Incidents/Referrals since the last meeting Three ongoing situations being monitored, one of which is giving more cause for concern; school and staff are following all the relevant procedures in respect of these cases. Safeguarding Audit Head and SG Lead met in January to review and worked through the Audit; 8 points from the previous Audit were reviewed and the Audit is now complete. There was a query in respect of Mobile Phone Policy and Head confirmed that this is addressed by the school having a Statement at the entrance to the building. There was also a question regarding Safeguarding for Home Learning which has been addressed as the School has a Home Learning Policy in place which, together with the SG & CP Policy Addendum for Covid19, have been updated to include reference to this. SG had also completed a monitoring report in respect of the Audit which had been circulated in advance of the meeting. Deadline for submission of completed Audit is 22nd February 2021. A query was raised in respect of Prevent training for governors, particularly as there are new governors on the Board. AGREED that all governors should complete Prevent training again. ACTION: Clerk to forward link for online training to all governors.	Clerk
7.	Policies and Procedures	The following Policies/Procedures has been circulated in advance for governor consideration with guidance from the Head as to amendments/points for consideration which had been extremely useful: Health and Safety Policy – H&S Lead confirmed that the Policy is good; some clarity needed as to the annual H&S Audit and H&S in general being discussed	

Signed:

Date:

		at staff meetings. H&S Lead emphasized the point that Health and Safety is a governor responsibility; Policy AGREED. Accessibility Policy – this Policy reflects the ‘as is’ situation at the current time; Head will review with the SENDCo and update as needed; all AGREED the current document. Governors Allowances – previously agreed at the FGB meeting on 10th November 2020. Data Protection and Freedom of Information – Head advised that this is a new Policy for the school based on an SCC Model Policy; GDPR Lead will meet with the Head after half-term to review the school’s GDPR in more detail – an update to be included as a termly agenda item. ACTION: Clerk to send Head and GDPR Lead information regarding GDPR monitoring walk and other useful documents from GDPR training attended. Governors questioned who monitors this Policy and breaches Head confirmed that the SCC DPO is advised of any data breaches and as a result advises on changes to practice if required; GDPR Lead governor is also involved in the process; DPO will also undertake an Audit if requested by the School; Clerk advised that Governor Services also review FGB minutes and associated papers, so it can be seen if it is being discussed at GB meetings. Policy AGREED. Safeguarding and Child Protection Covid 19 Addendum – Head advised this is based on DfE guidance and allows for updates to be made to the addendum quickly, given that guidance is changing on a daily basis, rather than having to update the larger Policy each time there is a change in guidance/legislation. Policy Addendum AGREED.	Clerk
8.	Head Teacher’s Report	Head Teacher’s Report Head presented a verbal update in respect of the start of term and the following items were referenced: Autumn Term Data – indicates positive results from the children taking standardized tests, however the Yr3 Grammar was incorrect and has now been amended. Head advised that now the situation has changed and returned to remote learning again, she is not sure what the results will look like going forward. All staff had one day back at school (Inset) and were looking forward to the new term and preparing accordingly and then the lockdown announcement was made which changed everything once again. Attendance – pupils in school varies between 24%-34% (21-31 children); children from 23 families across KS1 and KS2. Current arrangements will have to be changed if additional children start to attend school again after half-term. Parents are very supportive of the arrangements in place. Attending school are 19 children from keyworker families, children from 3 families deemed as vulnerable are all attending school and 1 x SEND child who attends 1 day a week to help support the parents. Staffing – Head was delighted to report that the staff have been excellent; they are working in 4 teams, 2 in KS1 and 2 in KS2 and work 2-3 days in school each week on a rota. When working at home staff are setting and marking work, preparing live lessons, answering questions, etc. Staff Sickness – one staff member had Covid over Christmas and is now back at work; one staff member has had to self-isolate and one staff member is not in school due to having a clinically vulnerable relative. Lateral flow testing – slightly disappointing take-up at the moment with only 6 out of 17 staff members taking part. Technology – school has allocated 7 devices to families; all those entitled to devices took up the offers; school is entitled to more devices from the DfE and is awaiting confirmation of the details. There is one device that stays in school for KS1 children. Lunches – now making packed lunches on site and for one vulnerable family; food vouchers are also in place. Remote Learning – Head reported that the staff have been absolutely amazing; they did their training in the Autumn term and are now putting that into practice; majority of children taking part in remote learning which includes live lessons, pre-recorded lessons, online activities, paper based resources where needed and access to pre-recorded learning by external organisations. When staff are out of class dealing with queries, the TAs are able to spend time	

Signed:

Date:

	supporting the children with their learning. KS1 are doing Phonics work as usual and are also accessing live teaching sessions. Wellbeing – Head reported that no additional pressures are being put on staff at the moment, for example, no additional training, no SDP targets only remote learning and no staff meetings. In respect of the parents and children, parents are anxious that they are not doing a good job, so the staff are spending time giving reassurance. Head feels that the children are quite resilient and will bounce back and need to avoid the negative messages. JG indicated that the children are doing amazingly well, and that the anxiety is from the parents; 95% of parents are doing well but where there are queries these can be responded to quickly. JG agreed that the teachers are fine but tired. SH also agreed that the children are happy; some of the TAs are more worried than others about their health; some of the classrooms are quite cold, so the children are being wrapped up which they are finding quite fun. Governors queried a day in the life of a teacher under the current circumstances and double teaching. JG outlined her day: • Arrive at school; • Update website with teaching/learning materials; update Google classrooms; Robins class page has work added daily; • Prepare paper packs of resources for collection; • 10am meet the children via Google classrooms, usually 15 children; KW will very often join the meeting; meetings are going well, and the group talks about their learning for the day, are given direction for their learning and talk about lessons from the day before and share work; • Playground duty; • Emails, phone calls and copying; • Lunch duty to allow TA to have a break; • Emails, learning packs and marking work to send home. 3 days in school/3 days working from home; long days from 7.30am to 4.00pm each day. Initially, responding to emails was an issue for JG as they were arriving late, and she felt they needed to be responded to; JG has since changed this practice and now only responds during certain times of the day. New this time around has been the introduction of live meetings and sessions which is working very well; SENDCo is supporting the children and is in contact with the families. A 'screen free Friday' is to be introduced. A Remote Learning Survey is also due to be sent home to parents. September Admissions – 1st round of numbers 8 x 1st choice 5 x 2nd choice 4 x 3rd choice Heads have all expressed some surprise in respect of the numbers as they are a lot lower than expected; SCC have indicated that it was a low birth rate year. It is also possible that parents have not met the deadlines for applications. Governors raised the following questions: How is remote learning this time around compared to previous? Head advised that expectations are higher; the school is better prepared this time around and there are more external resources available that staff are accessing; feedback is able to be given to the children more quickly via Google classroom and Purple Mash; more interaction between staff and parents and feedback from parents is positive. Do the devices received stay at school, or do they get returned to DfE after lockdown? Head confirmed they become the property of the school. How are children going to be assessed? Head confirmed that standardised tests will take place again at some point. Each teacher will identify gaps in learning and the staff team will agreed a standard across the school.	
--	--	--

Signed:

Date:

		Is there any child with an EHCP not attending school? Head confirmed that all the children with EHCPs are attending school. Are targets discussed across other local schools? Head confirmed staff following National and local guidance; each staff member will know the key targets for their curriculum areas; DfE has circulated a document for maths. What is the 'health' of the school? Head reported that overall, the school is doing well, but is not perfect; staff are all positive, but everyone is looking forward to their half-term break. In the Head's opinion the school is in a better position than a lot of other schools. Co-Chair, on behalf of all the governors, recorded thanks to the Head and the whole staff team for all their hard work over the last few weeks.	
9.	School Development Plan	SDP Update Head reported that the new target for Remote Learning has taken priority, as recorded above. Knowledge and understanding of Google classrooms is now well embedded and staff have been assisting parents and children in how to use this learning platform. It was AGREED that monitoring would be put on hold until the Summer term when, hopefully, everyone will have a better understanding of what the teaching and learning will look like.	
10.	Operational Finance	Finance Update Finance Chair reported that the Month 9 figures had recently been received by the Finance Committee and that he was pleased to report that the financial situation looks a lot better now than it did several months ago. Budget setting is scheduled for March.	
11.	Health and Safety / Premises	H&S/Premises Update H&S Lead indicated that there was nothing further to report; H&S Policy had been agreed as recorded above and all Risk Assessments were in place.	
12.	Governor Items	Summary of Clerk's briefing January 2021 – details circulated for governors.	
13.	Correspondence	Letter from Julian Wooster regarding 'One Somerset' to be circulated.	Clerk
14.	Meeting Effectiveness	For this meeting in particular, governor input on future impact for the children included – ✓ Governor challenge ✓ Policies approved ✓ Received an insight to the work of the staff during these challenging circumstances	
15.	Date of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. Pay Committee – Friday 26th February 2021 – tbc ii. Finance Committee – Monday 8th March 2021 at 10.00am iii. FGB – Tuesday 30th March 2021 at 5.30pm There being no further business the meeting closed at 6.50pm.	

Signed:

Date:

ACTION POINTS SUMMARY			
Actions from this meeting			
09/02/2021	Item 6 - Details of Prevent training to be sent to all governors for completion	Clerk	ASAP
	Item 7 - GDPR information to be sent to Head and GDPR Lead	Clerk	ASAP
	Item 13 – One Somerset letter from Julian Wooster to be circulated	Clerk	ASAP
Actions from Previous Meetings			
15/12/2020	Item 12 – Heaters to be added to Asset Register	Head	ASAP
15/12/2020	Item 16 - Clerk's appraisal to be arranged	BS/CP/Clerk	January 2021

Signed:

Date: