

# Kingston St Mary C of E Primary School



## Minutes of the Full Governing Board Meeting held on Tuesday 22<sup>nd</sup> September 2020 at 5.30pm VIRTUAL MEETING HELD BY ZOOM VIDEO CONFERENCE

### Present:

Barbara Stokes, Co-Chair (BS), 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 and Jenny Bishop (JB)

Also present: Jane Burden, Clerk to Governors

| Agenda & item |                              | Purpose & context, points of discussion/any notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action(s)                                      |
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| 1.            | Welcome and Opening Prayer   | Co-Chair welcomed everyone to the first meeting of the academic year. Chair then opened with a prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
| 2.            | In Memorium                  | Head shared with the meeting the very sad news that Andrew Enever's wife, Ursula had sadly passed away in August. Ursula had been a wonderful part of the school community, both as a parent and member of staff. Ursula particularly did a lot of work with the children with reading and the library school are therefore going to commemorate her commitment to the school dedicating a story telling chair in her name in the library Her family are aware of this. AB added that she had met Ursula as a teacher and that she was a warm and lovely person, full of life, and agreed what an absolutely fantastic idea the story telling chair was.                                                                                                                                                                                                                                                                                                   |                                                |
| 3.            | Apologies                    | No apologies received for this meeting. Meeting declared quorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| 4.            | Declaration of Interests     | No new business or other interests declared for this meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
| 5.            | Minutes of previous meetings | Minutes from FGB meeting on 14 <sup>th</sup> July had been circulated in advance of the meeting and 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
| 6.            | Matters Arising/Actions      | <b>Strategies for improving the progress in reading standards</b> – Head confirmed that this was ongoing and that VP had undertaken a lot of work in regard to this.<br><b>Investigate possible funding for school decoration</b> – was put on hold; AB will now visit to re-assess the situation and needs of the school in order to progress this further.<br><b>Governors to look at school website and to arrange virtual or phone meetings with staff as part of monitoring arrangements</b> – an agenda item for discussion at this meeting.<br><b>Standard hire agreements for the Pre-School building</b> – ongoing and SCC to be contacted.<br><b>All actions highlighted in green had been completed.</b>                                                                                                                                                                                                                                        | AB<br><br><br><br><br><br><br><br><br><br>Head |
| 7.            | Statutory Duties             | <b>Completion of Annual Governor Paperwork</b><br><b>Declaration of Interests Form</b> – Clerk confirmed these are currently being received.<br><b>Code of Conduct</b> – Clerk confirmed these are currently being received.<br><b>Delegation to Head Teacher of Category A Authorisation for External and Off Site Visits</b> – AB proposed, Co-Chair (CP) seconded and all <b>AGREED</b> delegation to Head teacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                |
| 8.            | Safeguarding                 | <b>Training</b><br>Head reported that staff completed updated safeguarding training on the recent inset days; the majority of staff are up to date with cascade training. Governors were also asked to sign off the paperwork to confirm that they had read the latest update to KCSIE.<br>A <b>query</b> was raised in respect of the sentence regarding CPoms/My Concern and Clerk advised this was for staff only and that the school does not currently use these systems.<br><b>Incidents/Referrals since last meeting.</b><br>Head reported that some families are receiving PFSA support. No new incidents have been reported since the start of term and none were recorded during the summer break.<br><b>Racial Incidents for 2019/2020 academic year</b><br>Head confirmed there were none to report.<br><b>Governors questioned if this was different to or as expected</b> and in response the Head confirmed that this would be as expected. |                                                |
| 9.            | Policies and                 | <b>New Model Safeguarding Policy</b> – an updated model policy had been issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |

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|     | <b>Procedures</b>          | by ESS at the start of the term to include updates regarding KCSIE, Covid and mental health; copy had been shared with governors in advance of the meeting via meeting tab. <b>DM</b> proposed, <b>AB</b> seconded and all <b>AGREED</b> this policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 10. | <b>Head Teacher Report</b> | <p><b>Head Teacher's Report</b><br/>Head gave governors a verbal update to the start of term which is summarised below:</p> <p>It has been a good start to the term, with children happy to be back in school in their respective bubbles. Staff all positive about being back but some anxieties due to local instances of positive cases.</p> <p>Attendance – 98%.<br/>One family have taken the decision to home educate so their children will come off roll and be supported home<br/>Governors questioned if there would be any financial implications due to the family coming off role. In response, Head confirmed that there would be but this was still to be confirmed.<br/>Four children self-isolating – 2 from school and 2 with siblings at other schools. 1 awaiting a test result.<br/>1 member of staff self-isolated whilst awaiting a test result; the test result was negative.<br/>Difficult time of the year as coughs and colds are also presenting now which will be difficult to manage going forward. New guidance has been sent home to support parents.<br/><b>Governors questioned regarding the current situation in secondary schools and siblings in affected year groups.</b> Head confirmed there has been no self-isolation at this stage as a result of this situation.</p> <p><b>Governors questioned the atmosphere and mood of the teachers, parents and children.</b><br/>Head reported that the parents are seen in the mornings, socially distanced, so no detailed conversations at that point, however positive feedback has been received regarding the systems in place.<br/>Children are arriving happy and outside playtimes are happy and fun, judging by the noise levels.<br/>Engagement with children is positive and the children are positive and working well; stamina needs to be built up as the children are tired in the afternoon.<br/>PHSE work has now started.<br/>No issues at the moment in respect of behavior and behavior for learning.</p> <p><b>KL</b> indicated that it has been a difficult start for her as a new parent governor but that from feedback received the Head being at the gate has been positively received, systems are well organized and the children are enjoying being back at school. <b>KL</b> recorded a huge thanks to the Head and her team for all their hard work in ensuring a positive and successful start to the term under unusual and difficult circumstances.</p> <p>Head reported that there has been some suggestions being made in respect of changing bubble sizes but that she does not feel now is the right time to change bubbles. SCC has been considering reducing the size of the bubbles but it was felt that the proposal is more for consideration by secondary schools.</p> <p>Start times are staggered and have been working well; currently done alphabetically. However, the Head is conscious that there is a lot of cross over and is considering coning off a path around the car park, particularly as Reception children will also be collected from next week.<br/>Governors felt this was a good idea and suggested that an alternative could be for the parent car park to be used.<br/>If the proposal is put into operation then the Risk Assessment will have to be updated accordingly.</p> <p><b>DM</b> will forward Head details of a series of wellbeing courses for teachers that he has received.</p> <p><b>Bubbles</b><br/>Currently the class bubbles are –<br/>Reception = 9<br/>Buzzards = 29<br/>Head put a suggestion to the governors about giving consideration to joining the bubbles together after half-term, with one bigger bubble of 38 children.<br/>Head is concerned for the Reception children as they are not mixing with others;</p> |  |

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|     |                                                         | <p>there is no integration or getting to learn more about their school experience. The proposal would need parental approval.</p> <p>A lengthy discussion followed regarding this suggestions which covered the following –<br/>         Proposal is more practical after half-term;<br/>         Bubbles to be kept as small as possible unless wellbeing or educational issues override risk;<br/>         Parents need to be involved in any changes of bubbles;<br/>         Review again after October half-term for implementation after Christmas;<br/>         Having the two groups together would be beneficial;<br/>         The timeline suggested (as above) is a good timeline;<br/>         Governors have to accept that the Head has to change plans on an ongoing basis.</p> <p>Governors were in agreement that the situation be reviewed again after the half-term break.</p> <p>Head confirmed that the Kingfisher wrap around care has started.</p> <p><b>School Development Plan</b><br/>         Head reported that due to current circumstances some of the measures in last year's Plan could not be signed off and need to be carried forward.</p> <p>Quality of Education – items added to this one; school received grant for Google classrooms – staff need training; will allow for blended learning if required.<br/>         Leadership and Management – promote wellbeing of staff; a Covid reference to be added to this strand.<br/>         Personal Development – keeping the same as last year.<br/>         Behaviour and Attitudes – add additional points to this strand.</p> <p>It was therefore confirmed that the 2019/2020 Plan be carried forward into 2020/2021 with additions and links to the strategic priorities.</p> <p>The Governing Board will need to work out how the Plan can be monitored. There are various options available and Governors need to be creative. Ideas suggested 1 to 1 visits under strict Covid guidelines and with permission of the school staff; MS teams meetings, etc. Governors can see the benefits of both arrangements, particularly the use of MS teams for sharing of resources. Following this discussion, <b>JL</b> proposed, <b>DM</b> seconded and all <b>AGREED</b> approved of the Development Plan as presented.</p> <p>Head to consider and discuss with staff prior to implementation their thoughts about 1 to 1 visits between now and half-term. If acceptable to staff, governors to make contact with link staff member before half-term and visit after half-term.</p> <p>It was also agreed to trial a move to MS teams for the November FGB meeting.<br/> <b>ACTION: Clerk.</b></p> |                                         |
| 11. | <b>Roles and Responsibilities/ Committee Membership</b> | <p><b>Committee Membership</b><br/> <b>Pay Committee and HTPM</b> (Head teacher Performance Management) – <b>BS/AB/DM</b><br/> <b>Finance Committee</b> – <b>SM (Chair), DM, CP and JL</b> (meets one a term to review current financial situation, budget, staffing levels, etc; needs 3 governors to be quorate.</p> <p><b>Roles and Responsibilities</b><br/>         Safeguarding – <b>BS</b><br/>         SEN – <b>KL / BS and SENDCo</b><br/>         Teaching and Learning – <b>AB</b><br/>         RE/SIAMS – <b>BS and KL</b> (and FG) (and Wellbeing)<br/>         Health &amp; Safety – <b>SM</b><br/>         GDPR – <b>JL</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| 12. | <b>Governor Items</b>                                   | <p><b>Training</b> – Clerk will keep Governors up to date regarding training; new Governors will be sent details of Induction training by Governor Services.<br/> <b>Effectiveness as a GB</b> – a <b>query</b> was raised as to how this could be assessed. Clerk responded by suggesting adding an agenda item to this effect, similar to that of some of her other Boards. Clerk to put in place for November meeting.<br/> <b>ACTION: Clerk.</b><br/> <b>Staff Q&amp;A Session</b> – a suggestion was made that it might be a good idea to have a staff Q&amp;A session where staff can put questions to governors, perhaps for ½ hour prior to the GB meeting. In discussion with the staff governors it was</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Clerk</b></p> <p><b>Clerk</b></p> |

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|            |                                  | <p>felt that it would probably be more appropriate for them to bring any staff questions/observations to the meeting. Clerk to include an agenda item for November meeting. <b>ACTION: Staff Governors and Clerk.</b></p> <p><b>Draft Calendar of Meeting Dates</b> - copy circulated in advance of the meeting, all <b>AGREED</b>.</p> <p><b>School Development Plan – Governor Monitoring</b></p> <p>Governors discussed and were then allocated strands of the SDP for governor monitoring –</p> <p>Strand 1 - Quality of Education = <b>AB</b><br/> Strand 2 – Behaviour and Attitude = <b>DM and JB</b><br/> Strand 3 – Personal Development = <b>BS &amp; KL</b><br/> Strand 4 – Leadership and Management = <b>SM and CP</b></p> <p>Next Steps:<br/> Link with Head to establish which staff to link with;<br/> Contact staff members before half term;<br/> Meeting staff members after half-term and report back to next FGB.</p> | <b>Staff Govs &amp; Clerk</b> |
| <b>13.</b> | <b>Any other Business</b>        | <p><b>Confidential Item – Finance Minutes</b> – <b>SM</b> was trying to locate a copy of the minutes of the last finance meeting. <b>Head</b> and <b>CP</b> to see if they could be located.</p> <p><b>Date for HTPM</b> – to liaise with Head and Jenny Short to arrange a meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Head &amp; CP</b>          |
| <b>14.</b> | <b>Date of Future Meeting(s)</b> | <p><b>Dates of future meeting(s):</b></p> <p>i. <b>Tuesday 10<sup>th</sup> November at 5.30pm via MS Teams</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |

| <b>ACTION POINTS SUMMARY</b>                                  |                                                                                                                                |                  |                                               |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------|
| <b>Actions from Meeting of 22<sup>nd</sup> September 2020</b> |                                                                                                                                |                  |                                               |
| 22/09/20                                                      | Training opportunities to be shared with Governors                                                                             | Clerk            | Ongoing                                       |
|                                                               | Agenda item regarding meeting effectiveness                                                                                    | Clerk            | Nov 2020                                      |
|                                                               | Agenda item regarding staff questions/ observations                                                                            | Clerk/Staff Govs | Nov 2020                                      |
|                                                               | Minutes of last finance meeting to be located                                                                                  | Head/CP          |                                               |
|                                                               | HTPM meeting to be arranged                                                                                                    |                  |                                               |
| <b>Actions from Previous Meetings</b>                         |                                                                                                                                |                  |                                               |
| 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                                   |
| 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         |

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