<table>
<tr><th>Minutes of Full Governors Meeting using Zoom
on 9th June 2020 at 5.00pm. School closed due to Covid-19</th><th>Action by /or decision</th></tr>
<tr><td>1.Present: Ali Bachelor, Kim Greenslade, Sarah Hancock (joined at 5.08pm), Stephen Meredith, Daniel Moncrieff, Chris Pleeth (Chair of meeting), Barbara Stokes
Apologies: Jo Griffiths
In attendance: Ruth Cook (Clerk)
Conflict of business interests: None declared.
The meeting was quorate. The meeting began at 5.03pm
CP welcomed the governors to the meeting and explained the protocol for a virtual meeting. He also thanked KG and all the staff for all their hard work during the current crisis. The school had remained open for children of key workers and any vulnerable children and since 1st June has been open for other age groups as per government guidelines. KG had communicated well with the Chairs throughout.</td><td></td></tr>
<tr><td>2. BUSINESS</td><td></td></tr>
<tr><td>There were no amendments to the minutes of the meeting held on 28th April 2020 and they were then approved by the Governors.
A copy needs to be and signed by the Chair as a true and accurate record in due course. RC will send the copies of minutes from the last 3 meetings to CP for signing. He will sign and scan them back and RC will take them to school for filing.

Matters arising: Actions taken
CP was going to follow up the Skills Audit and notify Governor services about recruiting a new co-opted governor. Item 5 taken at this point.
CP reported that this action was not now necessary as two potential governors had shown interest in becoming governors. Ordinarily they would be invited to a governors meeting as observers but this had not been possible.
However, both candidates had met the Chairs and KG on separate occasions and CP proposed that both be invited to become governors with effect from September 2020.
One would be a Parent governor and one would be a Co-opted governor.
RC asked if the 2nd candidate could perhaps be a Foundation governor but BS confirmed that the person did not meet those criteria.
It was agreed by all that both candidates should be appointed and therefore be contacted by the Clerk to notify them of this decision.
RC informed the meeting that there should be a Webinair this term for potential new governors and that she would suggest that each attend this if possible and then invited to the first meeting of the new year in September.
This still leaves a Foundation governor vacancy.

KG had issued the SEN classroom checklist to all governors prior to the meeting. There were no questions.

KG had not been able to report on strategies for improving the progress in reading standards due to the current Covi-19 situation. She will do this as and when possible.
Similarly AB had not been able to look for possible funding for school decoration. She will also do this as and when possible.</td><td>Chair/Clerk

Clerk</td></tr>
</table>

Pre-School update – KG reported that there was no update at the moment. It is hoped that it may be possible to run a Breakfast Club from September in the building. Currently all activities were being held in the main school buildings. It was therefore not needed for KG to contact the Diocese at the moment about a possible change in use of the Pre-School building. Other actions were included on the agenda.	
3. SCHOOL ITEM	
No item brought to this meeting. All action is currently Covid-19 driven.	
4. MONITORING SCHOOL IMPROVEMENT /SE & Strategic Planning	
No governors had made any visits to school as the school is closed to visitors. See AOB for further comment on this. SENCo Spring term report – this had been issued to all governors prior to the meeting BS commented that the SEN report showed good progress despite the current difficulties. KG replied that having one to one (1:1) had helped with this. DM asked if the 1:1 provision had been more than usual. KG replied that this was not the case as the vulnerable children were not coming into school regularly. Although one SEN child had received 1:1 teaching there was not the usual provision. This may improve over the next few weeks but there had been less support than normal provided. KG added that some families had not done all of the work provided and she felt that this could cause difficulties when all the children do return to school properly. DM asked what had been the response to doing the home working provided. KG said that much of the work provided had been to go over previous learning to practise what the children had already done. It helps if the children are familiar with the work as parents are not teachers. She felt there would be a lot of unknown scenarios to deal with when the children are back. CP questioned the figures on p1 of the SEN report and KG answered the detail of these. There were no other questions. BS asked KG to pass on the governors' thanks to the SENCo (FR).	
5. STATUTORY DUTIES	
Appointment of Chairs and Vice Chair for 20/21 RC reported that under the governing body rules CP was due to step down as Chair at the end of this term, BS would continue as Chair and the Vice Chair then become the new Co-Chair. Unfortunately no Vice Chair had been appointed for 2019/20 and so this couldn't happen this summer. CP offered to stand down as required but he would be willing to continue for a further year as Co-Chair if he could be relieved of his role as Chair of the Finance Committee. BS said that she would not do another year as governor after her time as Co-Chair ended but that would mean both Chairs relinquishing their posts at the same time. The other governors were asked for their views. SM said that he and DM were quite new and he did not feel able to become Chair at this point.	

However, he would be willing to become Vice Chair and also become Chair of the Finance committee. DM said that he would support this arrangement. He was aware of the time taken by the current Chairs and he did not feel able to commit to this at the moment. It was voted on and agreed by all that at the end of the July meeting the following would be in post: Co-Chairs – CP and BS Vice Chair – SM Finance Committee - SM (Chair) with CP and one other HT Review Committee – BS, AB and DM to continue (Chair to be confirmed) The governors hoped that the new governors would have the skills needed to take on some of these roles and BS thought that one of them would be very good at Finance. <u>Clerk resignation</u> – RC reported to the meeting that she would be retiring from the end of the summer term. CP said that the resignation had been reluctantly agreed and thanked RC for her work following a time when there was no Clerk. DM had recommended a Clerk who also worked for several other schools. CP and BS had met her and she had been a Clerk for over 8 years and had good references. KG had also spoken to her over the phone and thought it would be good to offer her the post. **This was agreed by all the governors.** KG will arrange with the school Finance Officer to go ahead with the appointment process and arrange for a DBS check to be carried out. <u>Co-option of CP</u>. CP left the meeting for this item. RC explained that CP's term of office as a Co-opted governor had come to an end and proposed that he be reappointed. **This was agreed unanimously**. RC to notify governor services and update the school's GIAS record. CP returned to the meeting	Clerk
6. FINANCE	
<u>Budget for 20/21</u> – this had been agreed by email only at 31st March 2020 and **this decision was now ratified by all the governors.** CP reported that there was no update at the moment. A Finance committee meeting is due in June and will be held by Zoom. KG reported that the month 3 finance report will shortly be available and then the meeting held. She said that the staffing cost line would need to be looked at. CP asked if the school are able to claim for expenses due to Covid-19. KG replied that a record of all such expenses is being kept but so far no claim has been made. DM asked if the fact that the Pre-school could not be hired out currently and therefore the school had lost income could also be claimed back. KG was not sure about this but would look into it. It was acknowledged that is a separate space which may come in useful for the school. KG explained some staffing implications of the crisis.	

<u>SFVS now SFAT</u> – SM reported on the SFAT and how this was different from the SFVS. CP thanked SM for taking on this work. SM had discussed it with KG but was not sure if the report had been submitted to the Education department.(Educ) KG confirmed that the deadline for submission had been extended for two months and that she had waited until this meeting for governor approval. CP explained that whereas the SFVS was about process this new format raised questions and information could be added in. SM had identified three High Risk areas of concern and he asked if the Council would take an interest in these areas. KG was not sure but did feel they would be areas to look at when budgeting and the county may make reference to them when reviewing our budget next year particularly regarding the teaching ratios. She felt that the school should have answers ready for the questions raised. CP asked if the areas identified would affect the End of Year balance and if there was potentially a deficit would these areas then be looked at first. SM assumed that Educ would focus on the High Risk Areas but he was not sure of their procedures. CP added that we are currently in a learning process with this format. KG added that a lot of schools had submitted the SVAT late but previously there had been no feedback about the SFVS. CP felt the findings should inform the Finance committee discussions and agenda. AB asked if this would affect the funding and how our school compared to others and their reports. KG thought that other schools did not use 1:1 in the same way but the school is still short of TA hours. SM and KG proposed acceptance of the SVAT and **all the governors agreed.** DM asked where the form is now sent. KG replied to the Education Finance Team. She will submit the form by email.	KG
7. SAFEGUARDING	
KG had been reminded today the completed Safeguarding Audit should have been submitted but she will do this by Friday. DM asked if there are any current Safeguarding concerns. KG replied that the Audit is about processes and it can be finalised and submitted promptly. DM asked if there were any Safeguarding concerns for the children not coming into school regularly and how this could be checked. KG replied that she had no current concerns and the school has been contacting each family not attending every week at the moment.	
8. HEALTH AND SAFETY	
<u>Health and Safety Action Plan</u> – SM reported on this. CP asked if he had any concerns and SM replied that there weren't any at the moment. <u>Covid -19</u> – The Risk Assessment report had been issued by KG to all governors on 26th May. KG reported that there had been some slight changes since that date. She felt that the governors should acknowledge the concerns of the staff regarding their safety when working in school. She praised the staff for the way they had dealt with the situation as this has taken over everything. There have been constant updates from government and a lot of changes to be made especially with the extra groups coming into school in June. The staff are still setting home learning for the children who have to stay at home.	

All staff are self-distancing and she has additional staff on hand for each group. No member of staff is working more than four days per week in school with one day at home for PPA. CP asked if the staff had anything they were uncomfortable with. KG replied that it was not always possible to keep a 2m distance but staff were also using other ways e.g. sitting to the side of a child to help them. She said that all staff had to be aware of each other's views of the risks involved and respect that. SH added that trying to sit with one child can be difficult when trying to always maintain the 2m distance. Some staff find it acceptable to use slightly less distance but some are more worried than others. She had found sitting alongside a child helpful. CP felt the governors should thank the staff for all their hard work and there was a debate about this. It was agreed that BS would send a card on behalf of the governors. BS asked if the staff had been able to get enough Personal Protection Equipment (PPE). KG said that the school had ordered this before the council provided an emergency pack. The order was expensive but they did have enough equipment. BS asked if all the children expected had turned up. KG replied no they had not and so only one bubble in Year 6 was created rather than two as planned. BS felt that Somerset had done well to reopen schools. KG explained that the Home Schooling had changed over the weeks. She had used a mixture of online and paper resources but now more paper packs of work were being produced and she had received positive feedback from parents about this. DM suggested some YouTube videos which gave advice about actions when social distancing was not possible. KG added this has been added to the Risk Assessment document. DM asked if there was any counselling for staff and KG replied that she has received a lot of information about this from the council but has not had time to look through it properly yet. The key support was from the staff looking out for each other. AB thought the Educ Psychologist had provided videos for children coming back to school and the Public Health team had provided meetings for staff. KG agreed and added the children are unpredictable and the staff have to respond as appropriate. DM asked that now the phased return has been cancelled how the school will plan for September. KG replied that she did not want to spend the school summer holidays planning for this but wanted plans in place before the end of term. This also had to include the new children starting in September and working out how to meet with those families safely. DM asked for this to be included on the July governors meeting agenda and **the governors agreed.** KG reminded the governors that there had been no school holidays as such since this started as the school had provided for the children of Key Workers and any vulnerable children throughout. She was not prepared to do this during the summer holidays as she and the other staff need a complete break. She has been in touch with other Head Teachers to check what they have been providing and had to recognise that all scenarios are different and she could only do the best for this school.	BS

DM asked from the Risk Assessment about cleaning arrangements and if the cleaning was done straight after school or if there is a gap in between. KG replied that the cleaner comes into school a while after all have left and then again in the morning. DM thought this was good practise as the cleaner is in a high risk category.	
9. POLICIES	
KG had issued the updated Finance Policy to all governors prior to the meeting. There were no questions and **the policy was approved by all governors.**	
10. TRAINING	
DM reported that he had attended the Complaints training via Zoom and he had found it very helpful. He had sent a report already to the Chairs and KG, He thought the key point was that good communications reduces complaints and this had been made clear in the scenarios presented on the course. Although the school normally operates an "Open Door" policy, this should now be treated as a Virtual Open Door! Another example of good practice is to use tools such as parent surveys. Kingston did not have many complaints which can be seen as evidence of current procedures working well. CP thanked him for this report. Training records – RC had issued the training record spreadsheet to all governors prior to the meeting so that it could be updated. CP confirmed at the meeting that his record is correct and all other governors had already updated their details. RC will issue the final copy to all. RC had attended the Virtual Clerk's Briefing on 4th June. She had issued a written report of the key points prior to this meeting. There were no questions. When she receives the full notes from SSE then she will forward them to all governors. There will be a Virtual Chairs Briefing shortly and SM can also attend as the next Vice Chair.	Clerk
11. AOB	
Governors commented on how much they enjoyed the school newsletter. RC to prepare governor's report for the next edition about this meeting. SM asked if there was any update about OFSTED inspections. BS added that SIAMS is also due. KG confirmed that both should be in the autumn term but she has received no information and there had been no news about OFSTED restarting inspections. DM asked about the method of this meeting and whether people had found it helpful. There was a general discussion and the overall feel was that it had worked well on the whole and would be useful again. He suggested that a break could be built in to the agenda and CP asked that he send any suggestions for improvement to the Chairs as long as they were simple to include. It was agreed that the next meeting would be Virtual and by Zoom and DM would create the necessary link. The new governors to be included in this invitation.	DM

AB was concerned that not much monitoring had taken place as governors could not meet staff in the school. KG advised that all governors look at the school website to see examples of the work being done and then contact the teachers to discuss. The class pages show Home learning and the work the children have shared. DM asked if the staff would meet with the governors in a Virtual meeting perhaps after school and KG said that she would ask how they felt about this. CP thanked all governors for their attendance and asked all to Keep Safe. The meeting ended at 6.47pm	All to note KG
10: Date of next meeting: Tuesday 14th July 2020 at 5pm - by Zoom	

ACTION POINTS SUMMARY			
Actions from Previous Meetings			
10/12/19	CP to follow up the Skills Audit and contact Governor Services about recruiting a co-opted governor	CP	Before next meeting
14/01/2020	KG to issue SEN classroom checklist to all governors	KG	Before next meeting
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
14/01/2020	KG to contact the Diocese to check if they need notification of this possible change of use of the Pre-school building	KG	For March meeting
14/01/2020	KG to follow up on different hirers and options for the Pre-School building	KG	As soon as possible
New actions			
09/06/20	Copy of minutes from 14th January 2020 , 31st March 2020 and 28th April 2020 to be signed and filed Have been signed – still to be 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 Webinair for new governors Done	RC	As soon as possible
09/06/20	RC to contact Governor Services of CP-s reappointment and update GIAS record Done	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 Done	BS	As soon as possible

09/06/20	RC to issue the updated Training records spreadsheet to all governors Done	RC	Before the end of term
09/06/20	RC to forward full notes from the Clerks briefing to all governors Done	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 on agenda – reports to be made KG to ascertain if the staff would welcome a Virtual meeting with governors	All KG	When possible When possible