

**Minutes of the Governors' Meeting held via Zoom Thursday 10<sup>th</sup> December 2020 at 5.30 p.m.**

**Present:** Mrs J Cook (Chair), Mrs R Burt, Mr B Legrove, Cllr E Nockolds, Cllr T Smith, Mr J Ring, Mr J Arrowsmith,

**In attendance:** Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	<b>Welcome to New Governors</b> Those present were recorded by the Clerk.		
2	<b>Apologies</b> Mrs L Morley (prior meeting)		
3	<b>Declarations of Interest for the Meeting</b> None		
4	<b>Governing Body/Committees</b> Adoption of the following documents was proposed by Mrs Cook and seconded by Cllr Nockolds and unanimously agreed by Governors - <ul style="list-style-type: none"> <li>· Governing Body Structure &amp; Terms of Reference</li> <li>· Governors Code of Conduct</li> </ul> Upon recommendation from the sub committees <ul style="list-style-type: none"> <li>· Resources Terms of Reference</li> <li>· Teaching and Learning Terms of Reference</li> </ul>		
5	<b>Approval of the Minutes of the meetings held on 24<sup>th</sup> September 2020</b> Mrs Cook proposed the acceptance of the above minutes, this was seconded by Mr Legrove, and carried unanimously by those present at the meeting.		
6	<b>Matters Arising From Previous Minutes</b> None		
7	<b>Notification of Any Other Urgent Business</b> Parent Governor Vacancy – advertise after Christmas Clerk to update the Governing Body document and arrange to be published on the website.	ASAP	Clerk
8	<b>Correspondence</b> Letter from parent – to be discussed in item 12.		
9	<b>Headteacher's Report</b> The following items from the report were discussed; Funding is available for food vouchers in the Christmas holidays, parents have been made aware.  5.50pm - Mr Ring joined the meeting at this point.		

	<ul style="list-style-type: none"> <li>○ It has become apparent that the School is being made aware of more safeguarding issues. There is a new system in place where emails are sent instead of phone calls being made to alert the School of an issue. This is the same system used by the Junior School.</li> <li>○ There have been parental questions over the teaching of Rosa Parks, but the School feels that the topic was addressed in an age appropriate way and Governors have no cause for concern.</li> <li>○ Subject leader time is limited at present with staff maintaining their class bubbles. Visits and visitors have been restricted this term. Staff are filming the children’s pantomime and this will be made available to parents. Calendars have been produced for parents to purchase.</li> <li>○ Children’s level of wellbeing and involvement have been assessed and baseline assessments carried out to identify any gaps in learning and any social and emotional needs.</li> <li>○ The Leuven’s Scale was used and results show that Year 2 have coped well being out of school, this is probably due to their age and attending school for a longer time than other year groups. Although many Reception children missed out on Pre-School attendance, this year group seem least effected by Covid. Any children identified as needing extra support emotionally will be helped through Thrive and intervention for those where learning support is required.</li> <li>○ Recent phonics screening shows that 80% of the Yr 2 cohort passed. Test scores compared from March to September show that marks had gone down and then increased from September to December. Teachers will look to set the homeworking grids from January onwards, with a focus on more formal work to help fill in the gaps in knowledge.</li> <li>○ Although children read in lockdown, their reading levels reflect the fact that they were not benefitting from being immersed in text constantly as they would be in the classroom. Some independence has been lost in terms of Talk for Writing.</li> <li>○ It was interesting the note that reading is normally stronger than writing, however this is now not the case. Mr Ring asked if this could be due to differences in moderating. The Headteacher said it was difficult for staff to discuss moderation as they are not mixing outside of their bubbles. Some have been signed up with remote moderation groups in the area for the new year.</li> <li>○ Mr Ring asked if the School is near outstanding in any areas. The Headteacher said she felt they are solidly good and that Ofsted inspections are planned to resume nationally in the Summer term.</li> <li>○ Cllr Nockolds asked what percentage of parents responded to the Personal Development survey – the return rate was high. She also asked about the remote learning survey and this was returned by 60% of parents.</li> <li>○ Cllr Nockolds also asked if every parent is able to access Tapestry – yes, however, there are less than 5 families who do not, but this is through choice.</li> <li>○ Parents evenings were successfully carried out over the phone with the majority of parents.</li> </ul>		
10	<p><b>Committee Reports</b></p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>· <b>ACTION: Head teacher to send out a template for the skills audit.</b></li> <li>· Governors need to sign up for finance training.</li> </ul>	ASAP	H/T

	<ul style="list-style-type: none"> <li>Teacher appraisals have been completed, Headteacher appraisal to take place 18<sup>th</sup> Dec.</li> <li>After recommendation for approval at the Resources sub committee meeting, Mr Legrove proposed that Revision 2 of the budget be approved by Governors at this meeting; this was seconded by Cllr Smith and unanimously agreed. (It was noted that there was an adjustment for £798 of income for Covid funding)</li> <li>The themed audits for Safer Recruitment Checks and Internal Financial Control were reviewed and actions noted.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>The School Improvement Plan was reviewed.</li> <li>The School has plans in place if lockdown and School closure happens again, this is broken down into 4 levels ranging from plans for a child working at home awaiting a test result to full closure.</li> <li>If teachers are in the situation of face to face remote learning, it must be communicated to parents that parental support will still be required.</li> <li>A matter to discuss at the next meeting is OPAL, a scheme where sports premium is used to upskill staff to encourage learning through outdoor play.</li> </ul>		
<b>12</b>	<b>Governor Training</b> Governors have not attended any training this term.		
<b>13</b>	<b>Any Other Urgent Business</b> A parent wrote a letter expressing concerns over a number of issues. All the concerns were brought to the attention of Governors and considered in turn at this meeting. Complaints about policy decisions cannot be re-actioned and Governors stand by decisions which were made and had been agreed as being the best plan for all children. A parent governor will look into a concern surrounding health and safety. Mrs Cook to respond to the Parent and will offer a Zoom meeting as a face to face alternative if the parent wishes to discuss further. Governors re-assured the Head teacher and Mrs Burt that they have complete trust and respect for their running of the School and care of the children and have no concerns what so ever.		
<b>15</b>	<b>Confidentiality of Proceedings</b> The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
<b>16</b>	<b>Date of Next Meeting</b> 25 <sup>th</sup> Feb 2021		

The meeting closed at 7.20 p.m.