

Minutes of the Governors' Meeting held via Zoom on Thursday 25th September 2020 at 5.30 p.m.

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

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

No	Agenda item	By date	By whom
1	Welcome to Governors		
2	Apologies Late apologies – Mrs C Anderson		
3	<p>Membership of the Governing Body – Election of Officers</p> <p>Chair – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Cook said she would be happy to take on the role. This was proposed by Mr Legrove and seconded by Cllr Nockolds and unanimously agreed. Mrs Cook then proceeded to chair the meeting.</p> <p>Vice Chair – Mr Ring said he was happy to take the role of vice-chair. This was proposed by Mr Legrove and seconded by Cllr Nockolds and unanimously agreed.</p> <p>Mr Legrove's term of office ends on 5th October 2020, Mrs Cook proposed that he is co-opted for another 4 years, this was seconded by Cllr Nockolds and unanimously agreed.</p> <p>Mrs Morley's term of office also ends on 5th October 2020, Mrs Cook proposed that she is co-opted for another 4 years, this was seconded by Mr Legrove and unanimously agreed.</p>		
4	<p>Notification of Any Other Urgent Business</p> <ul style="list-style-type: none"> ○ Financial approval for a purchase ○ Staffing matter 		
5	<p>Approval of the Minutes of the meeting held on 20th July 2020</p> <p>Mrs Cook proposed the acceptance of the minutes of the meeting held on 20th July. This proposal was seconded by Mr Legrove, and carried unanimously by those present at the meeting.</p>		
6	<p>Committees – Review of Committee Structure and Membership</p> <p>Membership to the following committees was agreed, it was felt that these roles played to peoples strengths.</p> <p>Resources Brendan Legrove</p>		

	<p>Cllr Thomas Smith Claire Anderson Justin Arrowsmith</p> <p>Teaching and Learning Jenny Cook Lucy Morley Cllr Elizabeth Nockolds Becky Burt Jamie Ring</p>		
7	<p>Appointment of Governors with Special Responsibilities Administrative Links Safeguarding/Safer Recruitment/Looked after children – Cllr Nockolds SEND - Mrs Cook Performance Management – Mrs Cook and Mr Ring Pupil Premium – Mr Legrove Sports Premium – Mr Ring Educational Visits and GDPR – Cllr Smith Website monitoring – Mrs Morley (to be confirmed) Health and Safety – Mr Legrove Link Governor for training – Mrs Anderson</p> <p>Subject Links English and Design and Technology – Mrs Cook Maths – Cllr Nockolds Science and PE – Mr Ring RE – Cllr Smith PSHE, Forest Schools and IT – Mr Legrove The Arts – Mrs Morley History – Mr Arrowsmith Geography and EYFS – Mrs Anderson</p> <p>Governors discussed how they would be able to carry out monitoring during the restrictions for visiting school due to Covid. The Headteacher said the school were looking into this as subject leaders are unable to visit other class bubbles for observations at present also. The Clerk said there was some information on Governor Hub regarding remote monitoring and would send the link via email.</p>	ASAP	H/T Clerk

8	<p>Agree a meeting calendar for the year 2019/20, including committees;</p> <p>Governors Thursday 24th September at 5.30pm Thursday 10th December at 5.30pm Thursday 25th February at 5.30pm Thursday 25th March at 5.30pm Thursday 20th May at 5.30pm Thursday 8th July at 5.30pm</p> <p>Resources Sub-Committee Friday 27th November at 8.00am Friday 29th January at 8.00am Friday 18th March at 8.00am Friday 11th June at 8.00am</p> <p>Teaching and Learning Sub-Committee Friday 20th November at 8.00am Friday 12th March at 8.00am Friday 25th June at 8.00am</p>		
9	<p>Register of Business Interests Forms No declarations of interest were made for this meeting, due to the remote meetings at present, the Clerk will send out a template business interest form for Governors to complete and send back via email.</p>	ASAP	Clerk
10	<p>Matters Arising None</p>		
11	<p>Headteacher's report The following items were discussed from the report;</p> <ul style="list-style-type: none"> ○ Upon reflection on the last 3 weeks the Headteacher thinks children and staff are settling back in well, Mrs Burt said it is time consuming to get the children to wash their hands regularly, but they are adapting well to the new routine. Drop off and pick up arrangements are working well. Mrs Cook said that from a parents point of view she has heard positive feedback. ○ Cllr Nockolds suggested screens could be put up in the staff room to allow staff to speak to each other, as staggered break and lunchtimes are now required. It was also suggested that there could be a pergola type structure in the playground near the front gate as a member of staff has to be on duty for 30 minutes each morning now. 		

	<ul style="list-style-type: none"> ○ Mr Ring asked if parents had been asked to wear face coverings when picking up children from the school grounds, the Headteacher said no, although some primary schools in the area have done so. Governors discussed this and agreed that parents would be asked to wear masks at pick up in the afternoon. This shows that the school is on the forefront of what's happening nationally and hopefully gives parents confidence and an extra layer of protection for staff. ACTION: Headteacher to write to parents 25/09/20. ○ Swimming lessons will commence again at Greyfriars, their risk assessment has been reviewed and the Headteacher is happy, only 8 children will be allowed in the water at any one time and half classes are being taken on a session. Cllr Nockolds asked how much it costs, the Headteacher said around £30 per session. ○ £80 per pupil is being given in the form of post covid catch up funding, this is to support pupils to catch up for lost teaching, there will be a focus on phonics and reading and possible use of money for an additional member of staff. ○ Cllr Nockolds asked if an Ofsted visit would be notified in the same way as a 'normal' visit and how would schools be chosen? The Headteacher said it would be a random selection to see how schools are implementing changes. ○ Mrs Cook asked if everything is in place of provide SEN provision for pupils in the new Reception class, the Headteacher said yes, small groups have been identified and staffing structure set. 	25/09/20	H/T
12	<p>School Policy Review</p> <p>The following 2020 policies had been reviewed by Governors and were proposed for acceptance by Mrs Cook and seconded by Mr Legrove and unanimously agreed, Mrs Cook will sign electronically via the Governor Hub.</p> <ul style="list-style-type: none"> ○ Addendum to Behaviour Policy ○ Anti Bullying Policy ○ Attendance Policy ○ Behaviour Policy ○ Code of Conduct ○ Covid 19 Secure Our school health and safety arrangements – Primary ○ Educational Visits Policy ○ First Aid Policy ○ Health and Safety Policy ○ Intimate Care Policy ○ Medical Conditions Policy ○ Online Safety Policy ○ Prevent Duty ○ Safeguarding Policy ○ Staff Internet Use Policy ○ Whistleblowing Policy 		

13	Governor Monitoring, Development and Training <ul style="list-style-type: none"> ○ Governors have not attended any training and monitoring has not been carried out yet this school year. 		
14	Any Other Urgent Business <ul style="list-style-type: none"> ○ School Purchase – The free trial of the app, the Reading Bug Club has ended and Governors agreed to continue and purchase at a cost of £1,099. ○ To enable the School Secretary to use the online banking system to make payments via BACS, she needs a more powerful PC, the cost of this would be just under £1,000, Governors agreed this and suggested she has 2 monitors. ○ The Headteacher brought a query to the attention of Governors regarding a request made by a member of staff, it was agreed that advice should be sought from the HR department at County Hall before making a decision. 		
15	Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.		
16	Date of Next Meetings Full Governors – 10 th December 2020 Resources – 27 th November 2020 Teaching and Learning – 20 th November 2020		

The meeting closed at 6.50 p.m.