



FGB Meeting 16 September 2020 Minutes - PART ONE - Zoom

Present:

| | |
|---------------------|----------------------|
| Elaine Joyce (EJ) | Victoria Abbott (VA) |
| Adam Boshoff (ACB) | Laura Edmends (LE) |
| Steve Turnbull (ST) | Nicola Riley (NR) |
| Carol Edmans (CE) | Andrew Turner (AJT) |
| James Bingham (JB) | Emma Taylor (ET) |
| Aaron Twaits (AaT) | |

In attendance:

Pam Langridge (Clerk)

Welcome / Apologies / Declarations

Apologies – none received.

All governors approved alternative meeting arrangements and policy noting protocols and requirements for confidentiality when participating in virtual meetings.

CE declared married to ST & EJ related to staff member.

Appointments & Membership

Governors appointed Adam Boshoff as Chair and Carol Edmans and Aaron Twaits as Vice Chairs.

Pay Panel: AaT & ACB

HT Appraisal Committee: CE, Aat & ACB

Appeals Panel: EJ & ACB with NR shadowing

Strategic Leads:

| Name | Role | Strategic Lead | Type of Gov |
|-----------------|------------|-------------------------------|-------------|
| Adam Boshoff | Chair | Leadership | Co Opted |
| Elaine Joyce | Governor | Educational Development | Co Opted |
| Carol Edmans | Vice Chair | Community & Communications | Foundation |
| Victoria Abbott | Head | School | Staff |
| James Bingham | Governor | Safeguarding | Parent |
| Laura Edmends | Governor | Premises and H&S | Staff |
| Nicola Riley | Governor | Curriculum | LA |
| Andrew Turner | Governor | Pupil Progress and Attainment | Co Opted |
| Aaron Twaits | Vice Chair | Resources | Parent |
| Emma Taylor | Governor | Well Being & SEND | Parent |
| Vacancy | Governor | Stakeholder Well being | Co Opted |



Clerk to circulate role descriptors.
ET to arrange meet with Jo Fulterer.
LE to update school website.

Governors agreed that voting would be done with a show of hands via zoom.
Governors agreed to continue with open meetings.

Governors were advised ST is leaving in November and EJ in January. It was noted that a new governor with legal expertise may be beneficial. Governors agreed that new governor should be sourced from outside the school environment.

Governors thanked ST for his support and service.

EJ agreed to circulate a list of communications and publications to all Governors to standardise communication. Governors were reminded to subscribe to better governor and book onto training relevant to new roles and responsibilities.

Approval of Previous Minutes

Approved.

NR reported cost of portable air con unit is in region of £400. School office to provide square meterage of building. CB to contact installers for cost of fixed unit.

Chair Update

Governors were advised significant spend on premises occurred over the summer to include re glazing, re pointing, redecoration, & floor replacement.
No emergency actions reported.

Re Opening of School

Governors were advised that the children have returned to school joyful and eager to learn. Base line tests will be carried out and interventions planned as required. Year R is full.

The deep clean of the school was delayed by building works and will be carried out over coming weeks.

Woodland school has closed. Need to explore replacement options and costs to include training school staff.

The Allotment has re-opened to support physical and outdoor activity which is diminished in the playground environment.

Governors were alerted to possible impact on supply budget if bubbles burst.

Governors supported the proposal of the HT spending one day a week off site to focus on the constantly changing guidance.

The school will provide a virtual tour for new parent and propose walk through and in person Q&A session by appointment.

GLP

EJ advised she no longer holds position of director due to her term of office coming to an end. CE agreed to take on role and represent but is unavailable to join the smaller steering group. Governors noted the importance of having representation for an Infant School.

Sharing complaints training is still under investigation.



GLP will look at photocopying contracts as a starting point of benefitting from economies of scale.

Admissions

Governors were advised as a foundation school we are able to determine our own set of admission criteria. Governors considered adding in priority to children of staff and governors residing locally.

Governors unanimously agreed SCC should continue to manage the admissions process.

[LE to collate all the options for governors to vote on via survey monkey.](#)

Covid 19 Review & Oversight

CE asked if Covid Risk Assessment was on website, it can be found under the policies section.

CE asked if a Contingency Plan was in draft ready for publication at end of the month. [VA to investigate at quadrant meeting.](#) [LE to look at current documents.](#)

Governors were advised VA has written Recovery curriculum which will involve a targeted approach. [VA to share with governors.](#) Governors were advised any home learning required would be available via school website as before.

Governors were advised that the guidance around meal parcels has changed. The school will use a voucher system if required.

Governors were advised details of catch up funding had yet to be received. The school have made a bid for 14 Google Chromebooks.

Update on Provision of Education

Governors received HT report and were advised 171 on roll; 5 EHCP; 15 EAL; 9 PPG.

Safeguarding

Audit is ongoing, online.

Governors thanks ST for training notes

JB agreed to lead going forward

[Governors were asked to read new KCSIE guidance and confirm to Clerk when actioned.](#) [VA has prepared a document identifying the changes and will share with governors.](#)

Staffing Arrangements and Well Being

Governors were advised overall staff morale is good with some apprehension. Staff have demonstrated great levels of flexibility and team work.

There needs to be a more consistent approach to maintaining cleanliness of classrooms during the day.

It was noted teaching staff are not benefitting from usual breaks.

Premises & Health and Safety

Governors were advised damage to library window, no other incidents to report.



Statutory Items / Finance

AaT to speak with CB to determine impact if sports premium funding is retracted and report back in November FGB.

Governors were advised we are still in dispute with school meal provider over invoicing for all school meals when only a small percentage of children were attending. AaT to discuss with CB and agree way forward. EJ suggested sharing experience with GLP once resolved.

Policies

All statutory policies due for ratification by governors will now be uploaded in advance of each meeting to gov files and included in the annual work plan.

Governors asked if any amendments could be signposted with an *.

It was agreed in order to catch up LE will upload overdue policies by 18 September for governor comment by 25 September.

Training

Governors were thanks for their reports on recent training.

SDP

Governors asked if strategic leads could be added to the SDP. VA to update and share.

PTA / Funding

Governors discussed option of writing to parents asking for donations. Governors agreed this approach had been unsuccessful in the past and inappropriate in current climate where some families are facing financial hardship.

Confidential Items

None

Dates of Future meetings

18 November and 9 December 2020.