



Meeting 4 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 19 th January 2021	Location	Whimple Primary School (REMOTE –GOOGLE MEETING)		
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	Julia Green	JG	LEA
Carole Shilston	CS	Head teacher	Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent - Chair	Caroline Ward-Reece	CWR	Co-opted
Helena Hastie	HH	Co-opted	Carianne Bright	CB	Parent
Matt Brown	MB	Staff	Sarah Butler	SB	Parent

Apologies	Initials	Category - Reason
Carianne Bright	CB	Had a baby 18/01/21
Caroline Ward-Reece	CWR	Internet problems

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of last meeting – Tuesday 8 th December 2020
4	Matters arising
5	Headteacher's Report and School Improvement Plan
6	Health & Safety
7	COVID update
8	Pupil Premium
9	Safeguarding
10	Sports Premium
11	GDPR
12	Buildings
13	Staffing
14	Village Hall Meeting
15	Website
16	Equality Objectives
17	Policies
18	Staff Wellbeing Days
19	AOB



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1.1	<u>Apologies</u> CWR absent due to internet problems. CB just had a baby.		
2.1	<u>Business Interests</u> None to declare.		
3.1	<u>Minutes of last meeting</u> The minutes from the last meeting were agreed to be a true and accurate record and have been signed by the chair.		
4.1	<u>Matters arising</u> 7.1 LB requested governors to read SIP in more detail. 9.1 LB confirmed that the school video for prospective pupils had been shared on 'Whimple What's On' – local social media site. 10.1 In answer to JG query about onsite visit to talk to pupils, CS stated that there would be a possibility of organising a virtual meeting with children in absence of an onsite visit by Teaching & Learning Governor once the COVID lockdown has ended. JG agreed to revisit at a later date. 13.1 HH wrote a letter of complaint to DCC- Not yet sent but in hand. JG asked whether there had been any improvement regarding the tree in the hall carpark, with families hanging around after drop off/pick up. SB confirmed there has been an improvement. LB has confirmed that we have had a draft contract from Whimple Victory Hall at last, but it is not satisfactory. LB continuing to chase and liaise. LB read out part 2 minutes from last meeting (add in JG) – all agreed and signed	All governors to ensure have read SIP in full if had not already. JG & CS to liaise post lockdown. HH & LB to send. LB liaising with Victory Hall.	Sent 21/01/21
5.1	<u>Headteacher's Report and School Improvement Plan</u> LB said thank you for such a comprehensive and interesting report.		



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	<p>LB challenged the level of attendance for pupil premium (PP), it seems quite a lot higher than normal, is there any particular reason? CS confirmed that attendance has been good generally. Given that PP numbers are decreasing, % attendance will show all or nothing. Furthermore, one pupil who had less positive attendance has since moved to secondary school, further improving the attendance %.</p> <p>LB question - Are teachers still covering lunchtime. CS this has reduced, and currently not having to do anything.</p> <p>LB asked why 'Sir Link A lot' was not purchased. MB answered that they had trialled it, but found that it was very much intended to be used by the teacher in class in front of a group of children. This was not what they were after, wanted something for children to do more independently.</p> <p>GMD thought it looked good that predicted cost of the software class resources ended up being higher than the actual costs. CS stated that they had purchased fewer sessions than anticipated. In addition, some companies did not respond, so the school approached other companies, who came in with lower prices.</p> <p>LB put forward questions for governors to be able to answer confidently from CS SIP report. No one stated that they could not. GMD said that it was very difficult in the current circumstances for all of the questions to be answered, but purely because of the unusual circumstances we are in. GMD stated that it is useful to still ask the questions, but answers may not be able to be made. GMD confirmed that the governors have all the information they need and require from CS.</p> <p>JG stated that it was often a fine line, between monitoring and challenging the school, whilst also acknowledging that we are in difficult times, and don't know how long it will go on for. This presents so many further challenges for the school on its own, regardless of 'normal' activity. CS stated that some of actions from the SIP just can't be done with children working remotely. Both LB and JG said that given the circumstances, the SIP and what school is doing was incredible.</p> <p>LB asked about the activities of 'Top Talk' and 'Philosophy for Children' – are these targeted at particular children. CS replied that all children can access them, with some children given further time if of benefit.</p> <p>GMD acknowledged that it was good that there is now extra time for the SENDco.</p>	<p>LB Challenge</p> <p>LB question</p> <p>LB Challenge</p> <p>GMD positive observation</p> <p>LB wants all governors to be familiar with SIP report and questions that need to be asked of Headteacher and school.</p> <p>LB challenge</p>	



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6.1	<p><u>Health & Safety</u></p> <p>CS stated that the only change is there is another update for the COVID Risk Assessment. Most up to date version is on the website. Nothing really altered – items were added in relation to contact information and testing in secondary schools.</p>		
7.1	<p><u>COVID Update</u></p> <ul style="list-style-type: none"> Risk Assessment- Governors could all look at, as it is on the website. COVID Catch Up Premium Monitoring Remote Learning Plan – LB confirmed this is on the website and available for parents to look at. CS will send out directly to parents too. GMD asked whether families have enough IT equipment. CS stated that 10 families were identified as potentially needing devices. 4 families have borrowed google chromebooks from the school. Laptops have been donated in the village and lent out. COVID testing to start on staff in February. <p>LB asked how many children are in school at the moment. CS responded that there were 37 Keyworker children, 4 Free School Meal children and 5 Vulnerable (incl. those with an EHCP) giving 46 in Total.</p> <p>There are more children in compared to the last lockdown as many parents are key workers and they have been asked to attend fulltime.</p> <p>CS has said it has been beneficial for both the children and teachers, and allows for better planning. MB stated that from a teacher's point of view, you could analyse and keep up to date more carefully with both the children working from home and those in class. The consistency is positive.</p> <p>JG challenge – How are you and other teachers managing with teaching face to face as well as also teaching remotely? MB has asked all the teachers and that as a school they have a much better set up this time. Google Classroom has enabled a quick turnaround in communication and work being set and submitted between the children and teachers in KS2. The pupils were familiar with it before lockdown, already using it in class, so it was familiar and were ready to use it at home.</p> <p>MB stated that the staff are tired, as is harder having to ensure all children, whether in class or at home are working and engaging. You are doing two</p>	<p>CS to send out link to remote learning plan to parents.</p> <p>GMD question</p> <p>LB question</p> <p>JG Challenge</p>	



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	<p>separate things. Motivation is ok among the staff; it is just a different way of working.</p> <p>JG queried whether there should there be something from the governors to acknowledge how well it is going. JG stated that she has been impressed by CS's tone to parents and the communication with the families. It has been both professional yet supportive. MB seconded this compliment to CS, stating that if there are any problems or questions, CS is on the case straight away in a firm, appropriate and supportive way, and staff feel very supported.</p> <p>LB wanted this thanks to be recorded in the minutes, and for MB to pass governors thanks to other staff.</p> <p>JG asked about the Free School Meal (FSM) children, given all the press surrounding this issue. CS confirmed that FSM children are included in the vulnerable category, so all should be in school. The school has 1 child not in, and packed lunches are being collected by them daily.</p>	<p>JG query and thanks to CS. Thanks seconded by MB.</p> <p>LB request for item to be recorded by HM. MB to pass on message to other staff in school.</p> <p>JG query</p>	
8.1	<p><u>Pupil Premium</u></p> <p>LB has reviewed with CS. Report has been extended from a year to 15 months. LB has no questions.</p> <p>No other governor had any further comments.</p>		
9.1	<p><u>Safeguarding</u></p> <p>JG gave an update. She had had a conversation with CS and noted that everything that should be done is being done. JG reported no concerns.</p> <p>CS informed that there was one child with a social worker in September who had now been downgraded to having a TAF meeting every 6 weeks. However there has been a recent mash referral so it may be escalated again.</p> <p>JG can see that safeguarding is a high priority for the school. All apart from one vulnerable child are currently in school, and that child is being followed up regularly.</p> <p>CS says that she and all teaching staff are monitoring the children who are at home. Are they attending a google meet? Are they submitting work</p>	JG update	



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	<p>during the week? Do staff have to make phone calls to families? All of this information is being logged, and will be followed up.</p> <p>LB asked about whether MB has had to tackle online safety when they are doing google meet. MB informed that there had been one incidence with a child. MB has dealt with that issue. Reinforcement of online safety and behaviour is regularly talked about with the pupils.</p> <p>CS stated that there had been a few issues with other children and families in the background of google meets so a reminder of appropriate online behaviour and use will be put in the weekly contact newsletter.</p> <p>CS has had a few dealings with parents so felt that she also needs to remind the parents of their responsibilities and acceptable behaviours.</p> <p>LB asked if it has been better this week, CS confirmed it has been.</p>	<p>LB challenge/question re. online safety</p> <p>CS to put a reminder in contact.</p> <p>CS to put in contact.</p> <p>LB query</p>	<p>Actioned before half term.</p> <p>Actioned before half term.</p>
10.1	<p><u>Sports Premium</u></p> <p>MB took governors through his report.</p> <p>There are 5 areas for money to be spent and key indicators to report on to the local authority.</p> <p>Spending highlights:</p> <ul style="list-style-type: none"> • Sporty stars were all set up ready to go – did one week before clubs had to close due to COVID. • New basketball net in KS2 lower playground–this is very popular with the pupils. • Forest school was still attended well into the autumn term, the activity should be back soon once children are back in school. It gives the children a positive, safe, comfortable environment to be more open with teachers. • Matt Upston (external sports consultant) helped to set up play that is more positive at lunchtimes. Play ambassadors were set up last year, have not been able to do with children in bubbles. Instead of rewarding individuals – going to give rewards for the bubble as a whole. • Set up rewards for active travel – award scheme ready to go when they can get back to school. • Update playground markings. – quotes being obtained. • Hoping to continue some interschool competitive activities – hope to do again in future when COVID protocol allows. Have done some of this between classes, or within classes between their house teams. 		



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Full Governing Body Meeting Tuesday 19th January 2021

Signature of Chair



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	<p>Outdoor sink now been fitted.</p> <p>Still chasing FORDS to repair/replace the water heater in the OAK classroom.</p> <p>As part of 5-year condition survey, it was noted that the Fireboard should be relocated to the Lobby area. We are waiting for a quote from FORDs, instead of moving and completely replacing, maybe duplicate.</p>	School admin staff chasing.	
13.1	<p><u>Staffing</u></p> <p>An HLTA retired at Christmas. Existing part time temporary HLTA has had contract extended and made permanent in order to cover.</p> <p>The TA working with an EHCP has had their contract extended to end of summer term, and now both mornings and afternoons.</p> <p>We may need additional staffing for another EHCP child once plan has been finalised.</p> <p>2 HLTA's have been doing extra time due to reduced lunch hour time. So have given a payment for some additional hours.</p>		
14.1	<p><u>Village Hall Meeting</u></p> <p>LB asked HH for an update.</p> <p>HH had asked village hall committee about a request for a parking sign from PTA. The committee had agreed, however CS had not been included in the communication and is concerned about the liability of the board if it damaged property or a person. LB confirmed that if it the board belonged to the school, they would be liable.</p> <p>CS also questioned the effectiveness of the board. Agreed that at the moment it is not required due to the COVID situation with reduced pupils on site and social distance requirements at drop off/pick up, but could revisit in the future if they felt there was a need.</p> <p>LB challenged whether the committee had talked about the contract and whether it had been raised by HH. HH confirmed issue had not been raised.</p>	<p>LB request from HH</p> <p>HH update</p> <p>LB challenge to HH.</p>	
15.1	<p><u>Website</u></p> <p>LB, HM has updated the governors section.</p> <p>LB would like another governor to perform another check. SB did the check last time.</p>		



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	DS offered to do this by the next FGB meeting.	DS action to review website.	2 nd March 2021
15.1	<p><u>Equality Objectives</u></p> <p>LB stated that these were shared with the governors on the platform.</p> <p>LB asked whether any governors had any comments from LB's questions that were on the agenda.</p> <p>LB liked the objectives, but challenged why there isn't a measurable outcome? Stating that if it is going to be an objective, it should be measured. CS said that some are just unable to be measurable. GMD agreed with CS answering that there was a danger of being too descriptive.</p> <p>There were no other comments from other governors.</p>	<p>LB challenged the governors for comments.</p> <p>LB challenge</p>	
16.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> Recruitment & selection – LB had many questions – will email CS with them. JG said some names need to be included. Nothing of real query. JG felt it was a useful document, an aid memoir for recruiting. LB confirmed that having been involved in the last few recruitments, school had followed this policy. Once changes are made – all governors can accept it. <p>LB reiterated to the other governors that when reviewing policies it is not just looking at spelling mistakes, it is about questioning the school, challenging whether the policy makes sense and is appropriate.</p> <ul style="list-style-type: none"> Grievance – No items from HH and DS. Policy agreed by governors. Capability – CWR and CB both absent – will need to be followed up at next meeting. Acceptable Behaviour – GMD felt it was positive that it focusses on learning from mistakes. Felt it was wordy, but again a DCC policy, so cannot change. GMD stated the requirement to have someone on the governing body who has completed safer recruitment training and questioned whether any one has. LB confirmed she has had training. SB nothing to add. Governors all agreed policy. Teachers Pay – Notification of changes and agree. LB and HH were asked from last meeting to highlight any changes made. Both 	<p>LB to email CS questions, CS to make changes.</p> <p>LB to sign</p> <p>LB to sign</p> <p>Put on next FGM agenda.</p> <p>GMD challenge.</p> <p>LB to sign</p>	



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	confirmed there were in fact no changes from the last one. Policy all agreed by Governors.	LB to sign	
17.1	<p><u>Staff Wellbeing</u></p> <p>CS would like to propose to give teachers a wellbeing day (Pro-rata for contract). Would like it to be offered to them this term.</p> <p>DS asked how often –termly, one off?</p> <p>CS would currently like as a one off in this incidence, may review in future.</p> <p>JG thinks it is a brilliant idea. JG believes you will get more than your investment.</p> <p>All supported by the governors and that CS needs to be included.</p> <p>HH are grateful to all staff, and are concerned about ongoing welfare, so very happy to this to happen.</p> <p>LB felt CS could possibly have a PA for an afternoon a week if it would be beneficial. Has CS thought about it? CS responded that now it is not so bad. The office staff are catching up, and may have more time to assist with this. CS may be able to delegate more items to the office staff. CS will bear in mind for future.</p> <p>JG asked if staff wellbeing is a regular agenda item. LB agreed that it should be going forward.</p> <p>HH asks whether there is an optimum way for parents to communicate with the school/ HH feels that parent governors could help with this.</p> <p>CS thinks this would be a good support. If many people having same experiences, it would be good to have one person represent the group. Reminding the parents to read the information that they have been given, instead of keep asking the same things, or not looking.</p>	<p>DS challenge</p> <p>LB challenge</p> <p>LB to ensure inclusion on future FGB agenda's.</p> <p>HH challenge</p>	
18.1	<p><u>A.O.B</u></p> <p>Thank you from LB for coping with virtual meeting, and to all the staff.</p>		
The meeting closed 7.45pm.			



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Next Meeting Date/Time	Tuesday 2 nd March 2021	Location	Whimple Primary School	