|  |
| --- |
| **Meeting 1 – Part 1 Minutes – Full Governing Body** |
| Date/Time | Thursday 17th September | Location | Whimple Primary School |
| **Attendees** | **Initials** | **Category** | **Attendees** | **Initials** | **Category** |
| Digory Smith | DS | Associate | 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 | Kate Needs | KN | Parent |
| Matt Brown | MB | Staff |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **In Attendance** | **Initials** |  |  | **Minutes to** | **Papers** |
| Helen Mitchell | CC | Clerk  |  | Attendees |  |
|  |  |  |  | Apologies |  |
|  |  |  |  | School Noticeboard |  |
|  |  |  |  | School Website |  |

|  |  |
| --- | --- |
| 1 | Apologies |
| 2 | Business Interests |
| 3 | Election of Chair/Vice Chair and Community Governor |
| 4 | Minutes of last meeting – Tuesday 14th July 2020 |
| 5 | Matters arising |
| 6 | Staffing |
| 7 | GDPR |
| 8 | Correspondence |
| 9 | Governors’ Roles & Responsibilities |
| 10 | The New Academic Year – Housekeeping Tasks |
| 11 | Safeguarding |
| 12 | Policies |

| Ref | Action or Decision | **Owner/****Decision** | Date Due |
| --- | --- | --- | --- |
| 1.1 | Apologies All governors present at meeting. |  |  |
| 2.1 | Business InterestsNeed to resign forms – will do at the end | Complete |  |
| 3.1 | Election of Chair/Vice ChairChair – nomination Linden Best – ProposedGMD & 2nd CWRVice – Chair – nomination Helena Hastie Proposed GMD, 2nd JG LB did voice concern that HH would have too much to do – no other nominations. Discussion to delegate some duties to other Governors to spread the work load. This year’s Governor Skills audit delegated to DS.Election of Community Governor – DS nominated, and unanimously agreed to be Community Governor.  | CompleteLB Challenge |  |
| 4.1 | Minutes of last meetingThe minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair. |  |  |
| 5.1 | Matters arisingMatters arising from Meeting 7 minutes:4.1 - GMD action on Looked after children policy – Devon policy. Need a designated teacher – CS to action. GMD gave an update on the policy –believes we should adopt the Devon model. School has no children at present. Unanimously agreed by all governors to adopt. 4.1 – CS confirmed new starters for 2020/2021 were 17.6.1 – CS confirmed there is a new procedure for the school’s fire drill following the COVID-19 School Risk Assessment. CS confirmed a practice drill will occur in the first half of the autumn term. 7.1 – CS confirmed school currently has 135 children in total. Expecting 2 new pupils. 12.1 – Buildings. LB and HH informed that an email was sent to James Robertson (NPS Project Manager) in regard to the question of a new building to replace the Devon Ladies instead of Just repair. The answer from Devon was No to a new classroom and repair is the only option.CS gave an update on Building/Repair of Devon ladies. Felt it was a disaster from the start – delayed start, windows still on order, delays on cladding. Cladding not expected to be onsite for job completion until Christmas. When contractors have been taking off existing cladding, encountered issues, resulting in requirement for new frames and timbers in fabric of building. The floor in ELM classroom that was damaged has been repaired, and CWR kindly came onto site to paint the toilet block. CS expressed school thanks to her work during the summer holiday period.Windows currently expecting to be done in October half term.Cost of project keeps going up. Classrooms are in use, the builders left site on Saturday 5th September. All lighting in school (except in the Devon Ladies building) now completed by Fords.Leaking Roof of main building above the annex has been repaired. (School arranged contractors not NPS)HH challenged that although this has been painful for the school, that more repair work was better than expected (originally just windows and doors only to be replaced), and asked whether this has impacted school budget. CS confirmed no impact of Devon Ladies Repair on school budget – financed and managed directly by Devon County Council and NPS. 14.1 HH asked about breakfast club and After School Clubs. CS confirmed that were both being operated following their own COVID 19 risk assessments and their liaison with both the school and Whimple Village Hall committee. KN enquired about Sporty Stars. MB confirmed that currently, following discussion with Sporty Stars the school is holding off until at least October half term at the earliest. | CSHH Challenge | Ongoing |
| 6.1 | Staffing StructureCS confirmed that Emma Orchard was appointed as new ELM class teacher and Claire Ashby is now in place as a school administrator.Katie Yeoman has been recruited as a 1:1 teaching assistants for – 5 mornings and also as lunch time cover. Still having challenges with not enough Meal Time Assistants (MTA’s). School is short staffed in this area, and also has high level of absence since the beginning of term. HH challenged re: list of parent volunteers from previous meetings. CS said school had to consider restrictions with COVID – limiting visitors to school site, and people moving in and out of bubbles. Would be good to have a parent linked to that bubble. CS also confirmed that the list of parent volunteers – the Safeguarding DBS procedure was started, but that the parents hadn’t completed their first step.CS informed that the teachers are helping with indoor cover for KS2 children whilst they eat their lunch in class. JG challenged whether those teachers were having a break during the day. MB confirmed this was the case. MB mentioned there has been a benefit and improvement in the afternoon behaviour and performance with teacher covering at lunch.The need is firstly for the KS1 children, and then the KS2 children. KN challenged when last advertised. CS confirmed that in the summer term the school put posters up and sent an email, the school only had one response from a parent, who unfortunately wanted more working hours. LB had also put posters in the post office/local Whimple shop and put on local social media. CS agreed would put in contact newsletter and email parents and KN suggested putting it on the various mum chat groups.  | HH ChallengeJG ChallengeKN ChallengeCompleted CS |  |
| 7.1 | GDPR updateA report by DPO was shared on the eschools platform. No one had any challenges. CS mentioned school may need to liaise with Friends of Whimple School (FOWs) following their new appointments. |  |  |
| 8.1 | CorrespondenceEmail between LB & HH and James Robertson – DCC re new building. (Refer to Matters Arising 5.1) |  |  |
| 9.1 | Governors’ Roles & ResponsibilitiesRefer to Housekeeping Tasks – 10.1 for more details on appointments, positions and terms of reference.LB went to village hall meeting. Flagging importance that governors have a presence at the village hall committee. There is a list of meetings. LB suggested a different representative attends a meeting. LB will send around the dates. Governors need to put themselves forward. | LB |  |
| 10.1 | The New Academic Year – Housekeeping Tasks1. Vacancy – Parent Governor – Advert has gone out, deadline 25th Sep for nominations

 Vacancy – Co-opted Governor with Maria Wallis leaving –  HH proposed DS takes role – 2nd by GMD. (N.B CC reiterated terms of governors, Chair/Vice-Chair is 1 year, Parents are 4 years, Staff 2 years, and Co-opted are 3 years). Term nearing finish – CWR. CWR confirmed she would continue.1. Dates of meetings – Need to change 30th September, Tuesday 13th October. New dates to be emailed out to all Governors by HM.
2. CC reminded governors – to be quorate – Need 5 in attendance for FGB, and 3 for committee members. Parent Governor will need to go on Finance and not T&L to balance committee members.
3. Governors confirmed they are happy for meetings to stay open to public.
4. Agenda – if need to add an item, email Clerk 2 weeks before. Reiterated that if Governors have questions on Head teacher (HT) report, these should be emailed to HT 2 days prior to meeting, in order that HT can prepare the response.
5. CC/LB reminder to Governing body that Part 1 minutes – are public. Reminder Part 2 are confidential and sensitive – not to be discussed outside of meeting.
6. Draft minutes need to be sent to chair and HT 2 weeks after, and sent to full governors 1 week before.
7. Code of conduct –all willing to accept – will put Aug 2020 version up for review at next meeting.
8. Governor Training – may be more likely to be online, reminder by LB to stick to budget, but Governors are encouraged to do some.
9. Delegation of functions – all agreed
10. Reconfirm Committee members –Terms of reference –everyone happy. 5 on Finance, 6 on Teaching and learning. HM to send out individual terms of reference to relevant governors.
11. Reaffirm skills and committees – there are vacancies, vacancies were filled, and roles confirmed.

First/Hearings HH, CWR and DGSecond/appeals GMD, LB and KNHeads appraisal LB, KN Pay and performance – HH, CWR and JGCC suggested KN for Heads appraisal.Admissions committee – DG and LB. all Unanimously agreed. Lead Governors – confirmed and allocated (person overseeing policies) HH – Finance – keeping.JG – Safeguarding & Teaching & Learning – happy to give a go. KN– Deputy Safeguarding – KN will replace HH, now HH is VC.SEN – GMD happy to continueH&S/Premises – CWR with DS as deputy.Personnel – VacancyEarly Years – VacancyCommunity/Procedures – VacancyPupil Premium - LBLooked after children/children in Care – GMD1. Reaffirm individual governor’s areas of special interest – perform a skills audit. Challenged by DS to come back to point 12 after doing the skills audit.

LB wants to delegate the skills audit to another governor. DS has accepted this task. IF DS can send out prior to next FGB, and liaise with LB.1. Business Registers – annual resigning – please refer to point 2.1.
2. Procedure for apologies/absence – all absence needs to be sanctioned and minuted.
3. Procedures for dealing with complaints – all policies and committees are in place to deal with this.
4. Governor pack – Induction pack for all new governors.
5. Agree a programme of Governor Visits. May be slightly different this year due to COVID. Need to be outside of school hours. SEN and Safeguarding are key. Visits should be kept to a minimum.
6. Governor allowances – can claim if out of pocket. Governors’ budget is £500.
7. Correspondence – a list of any correspondence required to be distributed with minutes.
8. Aims and Vision of school – In next FGB meeting
9. Procedure and timescale for School Profile.
10. Allow strategy for Ofsted visits – officially not yet starting. CS believed a visit was due in Sep 2020. However possibly not until Sep 21 as Ofsted changed rota to 4 years. May be a further delay because of COVID. Ofsted procedure now – 1.5hr phone call with Head teacher, happens day before visit. They call in Governors to be available on day of visit. As soon as school called, HT would inform chair of governors.

  | HMHMHMDS ChallengeDS/LBJG and GMD to liaise with CS to arrangeCS |  |
| 11.1 | SafeguardingKeeping Children Safe in Education – Governors to sign to confirm have read part 1 and part 2. All governors to read by next FGB.Termly update to be moved to next FGB. CS said there have been a few issues already with teachers entering information on student’s sheets. Walking from home policy has been challenged. Reiterating procedures for pick up/ and drop off during these COVID times. JG challenged re social distancing. HT pushed the rule of six to parents. CS to send email to parents reminding them of procedures.Meeting moved to part 2. | All governorsJG/HH challengedCS |  |
| 12.1 | PoliciesChild Protection and Safeguarding – JG informed that the main change was in relation to COVID. LB noted on first page XXXX. Policy unanimously agreed.Medical Conditions – GMD challenged whether any day to day problems with running the school safely, for example were any children responsible for own medication. CS confirmed all medicine under staff control. JG challenged whether staff had had any training on using a defibrillator. CS confirmed staff had training 2 years ago, however guidance is to only use under supervision of ambulance staff in real life situations. LB challenged point 14, (school spare epipen) CS don’t have children with need for it, and impossible to get. Parents even have problems getting hold of them. The school has multiple options.JG do we need any COVID related items needed in polices. COVID has been dealt with in a specific risk assessment. LB challenged does the school automatically give a parent a copy of the policy, as it states it will be given – can we change that to if the parent requested.CS to amend policy.CS to amend policy in regard to giving children non-prescribed medication. After amendments policy would be unanimously agreed.Whistle Blowing –DCC policy – everyone happy.  | GMD challengedJG ChallengedLB ChallengeJG challengeLB Challenge |  |
| 13.1 | Any other businessCWR requested it be minuted how thankful the governors are to all the hard work of CS during the last few months and in particular during the summer holidays and not having any proper time off all holidays. CWR believes It is not acceptable. CWR thinks governor should draft a letter to Devon, about the work done by head, lack of time off, and deplorable building work. CWR agreed to draft a letter. | CWR |  |
| The meeting closed at 8.30pm |
| Next MeetingDate/Time |  | Location | Whimple Primary School |