



Meeting 3 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 7th December 2021	Location		Virtual	
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	Julia Green	JG	LA
Carole Shilston	CS	Head teacher	Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent - Chair	Carianne Bright	CB	Parent
Helena Hastie	HH	Co-opted	Sarah Butler	SB	Parent
Matt Brown	MB	Staff	Vivien Craig	VC	Co-opted

Apologies	Initials	Category - Reason
Matt Brown	MB	COVID

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk
	SM	

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes from last meeting
4	Matters arising
5	Finance/T&L Feedback
6	Headteachers report
7	Simon Major visit
8	Governor Visits report
9	Federation
10	Policies
11	Health & Safety
12	Website Review
13	Safeguarding
14	GDPR Update
15	Cyber Security
16	Wellbeing
17	Equality Objectives Review
18	Term Dates
19	Correspondence



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> MB Covid. JG chairing the meeting on behalf of LB - In attendance but ill.		
2.1	<u>Business Interests</u> No new business interests.		
3.1	<u>Minutes of the last meeting - 4th October 2021</u> SB - Pg 4 - Teachers appraisal -5 days notice - would like it to say the minimum period of notice.		
4.1	<u>Matters arising</u> The minutes from the last meeting were agreed to be a true and accurate record and have been signed by the chair. 5.1 to confirm the timing of ST leaving the meeting. 6.2 LB to make changes - to put an impact statement on the website - LB confirmed this has happened. JG classroom observation protocol - no formal protocol. CS agrees with staff being observed in advance. 10.1 - HH left the meeting - HH confirmed she had read the KCSIE - will need to sign when the meeting is in person. CS has started to take some time not in school.		
5.1	<u>Finance T&L Committee updates</u> <u>HH presented - Finance meeting feedback</u> Budget monitor report was reviewed and signed off for submission to DCC. School has been using some of the brought forward figures, look at covid grants and expenditure. Considered pupil numbers - position is looking strong for school. <u>JG presented - Teaching & Learning feedback</u>		



	<p>Considered a report for a visit by the School Education Officer - and how she is working with school to move the school forward.</p> <p>JG asked where we are with the reports from school visit by SEO and SO? Safeguarding elements of the report have been rectified or in progress, e.g. references for volunteers; the long term planning of the curriculum is a long term project - plans have been started and changes being made, but will be at least a year in the making.</p> <p>Looked at data and had lots of discussion in regard to targets for pupil performance. This is an area that will be revisited at the next meeting.</p> <p>Also talked about the Phonics programme, and also reviewed policies that are being looked at at this meeting for sign off.</p>	JG question	
6.1	<p><u>Headteachers' Report</u></p> <p>Governors have read the report - anything to add? No questions received from the governors.</p> <p>SB item 4.7% absences authorised - and is on an increase. CS confirms that Illness is included in authorised absence, and COVID is at least 10 days absence per child so has a big impact on attendance levels. A lot of children are now at 85%.</p> <p>GMD asked if absence levels will be considered nationally, to not punish for these reasons.</p> <p>CS unpicks the absence, is focussing on more the odd regular days absence, rather than illness or covid absence. CS trying to explain to parents that to fall below 95% attendance only takes 9 days of absence.</p> <p>GMD asked whether children on child protection plans attendance is good. CS confirmed that it was.</p> <p>JG has witnessed 2 assemblies, and seen that stories and poems are read in the assemblies. Asked if children read their work at the assemblies - CS yes some of the children do, some enjoy it and some really don't -so its working with the children.</p> <p>JG question in regard to when a staff member attends a course, how is this disseminated to other members. CS said that it depends on the training, but often the briefings will be fed back to the staff meetings, or broader if it is relevant.</p> <p>JG asked about the operational decisions in regard to events in the run up to Christmas, for example the fair, following the recent COVID levels in the school. CS says that the school is following advice from Public Health,</p>	<p>SB question</p> <p>GMD question</p> <p>GMD question</p> <p>JG question</p> <p>JG challenge</p> <p>JG challenge</p>	



	<p>following the recent cases, and decisions are made based on this - so Christmas performances are to be filmed and shown remotely to parents. School is still operating a one way system, people are wearing masks, visits have been cancelled, handwashing and hygiene encouraged, and have reduced mixing even outside. Most cases are in one class, or siblings.</p>		
7.1	<p><u>Simon Major Visit</u></p> <p>Refer to Part 2 minutes</p>	CS to send email to SM	Completed w/e 12/12/21
8.1	<p><u>Governor Visit Reports</u></p> <p>DS visit with VC not yet occurred - will happen in the next term, due to the pressure of the visits on the school staff.</p> <p>JG requested that all reports are in the same format -as provided by the KEY, as straightforward and allowed focus.</p> <p>GMD thinks it is very focussed, but GMD felt it constricted a broader view, and inhibited giving the overall picture, and when things didn't fit all the questions that were given. For example, SEND needs to do a bi-annual report on overview.</p> <p>JG agrees that it is good to supplement the original template, as GMD did.</p> <p>Each governor then gave feedback on where their visit questioned the School Improvement Plan.</p> <p>GMD - felt that a lot of evaluation points relating to SEND have been met. GMD wanted to highlight how tough it is on the school, families, and children - workload is significant - even without the COVID situation.</p> <p>LB reviewed Curriculum - particularly at KS2 new emphasis on the children being able to identify the subjects they were studying, not just the holistic perspective. LB found this was the case in KS2, not so much in KS1.</p> <p>LB also reviewed pupil premium, and looked at how it can support the middle and higher PP attaniners and not just the lower ones.</p> <p>CB reviewed EYFS - had a very positive meeting and visit to the reception class. Touched on a lot of the SIP. One area that would have been looked at - has been discussed with the teachers and will be reviewed at the next meeting.</p> <p>HH report on literacy - looking at evidence on writing - showing progression through the years, lots of evidence displayed around the school, and looked at children's books, and discussed what was being done to help boys improve their reading levels.</p>		



	<p>SB met with MB about sports premium funding, and deciphering whether it was having an impact on the children. Discussed swimming, and that it is starting again, and what staff are used for sports and how they are used. Felt that all children are involved in physical activities, forest school is available to all, PP children are invited to attend after school sports activities. Next time SB would like to talk with some children, and also ask about playtime activities.</p> <p>JG reviewed PSHE and considered the progression over the years, and whether children can articulate. JG felt it was very clear, articulate, confident and insightful. and showed characteristics of empathy and care for others. Also happy to speak about Fantastic Fridays, and were happy to talk with JG about their feelings. Next time I would like to dig down into the EH4MH area. There is an EH4MH staff champion who can talk about impact.</p> <p>All the visit reports have shown a higher level of understanding and demonstrating strong monitoring by the governors.</p> <p>JG asked CS about the impact on the staff, and as a headteacher. CS found the reports very helpful, and wants to reiterate that it shouldn't be the role of governors to observe lessons, rather to speak with children, and look at their work.</p> <p>CS changed the format of the SIP and will share with the governors - so it will be a live document. This will be shown to the governing body at the next FGB meeting.</p> <p>JG asked about the SEF - CS is meeting with the SEO in January, after that date the SEF can be looked at at the January meeting, along with the SIP.</p>		
9.1	<p><u>Federation</u></p> <p>Please refer to Part 2 minutes</p>		
10.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> • <u>Lettings</u> Reviewed at the Finance meeting - all happy to sign off. • <u>SEND</u> Reviewed at T&L - Governors happy to ratify here. • <u>Behaviour and Discipline</u> Reviewed at T&L - Governors happy to ratify here. 		



	<ul style="list-style-type: none"> • <u>Anti-Bullying</u> Reviewed at T&L - Governors happy to ratify here. • <u>Staff Wellbeing</u> JG has drafted a policy - shared it with CS and MB, who also shared it with other members of staff. <p>All governors are happy to adopt this policy.</p>		
11.1	<u>Health & Safety</u> No real updates - COVID risk assessment hasn't really changed. Ready for anything - need to practise Have done a Fire Alarm practice		
12.1	<u>Website Review</u> Need to assign a governor to do a review to feed back at the next FGB meeting. JG feels useful for a new governor - VC offered to do it.		
13.1	<u>Safeguarding</u> SO visit - did a safeguarding visit. Looked at Single Central Record - he raised some actions. JG worked with Lead Administrator - and JG happy issues have been addressed, and he will visit again after Christmas. JG would like CS to consider new gates, and put in an intercom. CS also nearly completed the Safeguarding review, to be submitted by the end of December.		
14.1	<u>GDPR</u> No issues to note. No breaches- action to get administrators involved in setting up some of the documents.		
15.1	<u>Cyber Security</u> Update - after staff training in January - but school is in a good place due to IT upgrading - main action to take away is passwords.		
16.1	<u>Wellbeing</u> JG there is a wellbeing charter - logical next step for school to sign up to this.		



	JG asked how governors felt - happy for JG to take this forward.		
17.1	<p><u>Equality Objectives Review</u></p> <p>4 year policy. CS has looked at the statement and objectives and where the school is in this action. Report on annually and put on the website.</p> <p>GMD and VC met to talk about the equality and diversity policy. To take it any further at this point, all the elements happen, so VC and GMD will take it forward in the future but not currently.</p> <p>CS asked that it would be useful to have notes from GMD of how things would be good to include going forward.</p>		
18.1	<p><u>Term Dates</u></p> <p>Shorter summer holiday - need to pick some other dates - CS need to take to staff meeting - and bring to the next FGB for approval.</p> <p>Part - 2 - consider aligning to the federation options.</p>		
19.1	<p><u>Correspondence</u></p> <p>None to note.</p>		
20.1	<p><u>AOB</u></p> <p>How would we like someone from the village hall to contact the school. CS historically always corresponded with Ali Tierney. They gave us a contact for maintenance - Viv Brown. CS has met with Sue Ayres.</p> <p>They should always go through the admin email address.</p>		
The meeting closed 8.20pm.			
Next Meeting Date/Time	Monday 25th January 2022	Location	Whimple Primary School/Online