



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 23<sup>rd</sup> September 2020 at 7.00pm via Google Meet

**Present:**

Sue Corrigan (SC) (Co-opted Governor), Co Chair  
 Julie Curran (JuC) (Parent Governor), Vice Chair  
 Helena Doucas (HD) (Parent Governor)  
 Harry Holland (HH) (Co-opted Governor), Co Chair  
 Kathryn Jones (KJ) Associate Member  
 Conrad O’Brian (CO) (Co-opted Governor)  
 Nicola Rounce (NR) Parent Governor) – arr 7.22pm  
 Ben Trevail (BT) (Headteacher)  
 Simon Warr (SW) Co-opted Governor) – arr 7.40pm

**In attendance:**

Nicole Brooks (NB) (Local Authority Clerk)

Meeting started at 7.05pm.

1.	<p><b>Welcome and Apologies</b>          HH welcomed everyone to the meeting.</p> <p><u>Apologies</u> were received from:          Gillian Clarke (GC) (Co-opted Governor)          Les Days (LD) (LA Governor)  <u>Absent:</u> None</p> <p>There was a short discussion on appointing Co-opted governors. KJ is an Associate governor, she may put herself forward for the parent election when it is held, but the GB could appoint her as Co-opted instead. A decision will be made at a later date when the GB know how many parents are interested in the vacancy and if any Co-opted governors have come forward.</p>	
1.1	<p><b>Confirmation of Quorum</b>          The meeting was Quorate.</p>	
2.	<p><b>Election of Chair and Vice Chair</b>          The Clerk took the chair for this agenda item. Nominations were requested. SC and HH both nominated themselves for Co Chair.          As this was a virtual meeting, they both left the room at their homes while the GB voted. Both SC and HH were elected as Co Chairs for a 12 month term.          HH stated that this would be the last time he would consider being nominated as Co Chair.</p>	

	JuC nominated herself for Vice Chair. She left the room in her house while the GB voted. JuC was elected as Vice Chair for a 12 month term.	
3.	<b>Notification of Any Other Urgent Business</b> HH would like to discuss having an informal virtual meeting prior to the next FGB. The GB have done this in previous years at someone's house. It is a useful meeting.	
4.	<b>Declaration of Pecuniary Interests – None declared.</b> <b>Action: All governors to submit declaration of interests form or submit via Gov Hub declarations page</b> The clerk advised the governors how to submit the declarations via Gov Hub.	ALL
5.	<b>Review of the Minutes of the Last Meeting (1<sup>st</sup> July 2020)</b> The minutes and confidential minutes were reviewed. The board approved both sets of minutes. They were signed by HH for filing at the school.  4.1 <b>Matters Arising</b> - the actions were reviewed and updated in the actions log below. <i>Q) SC asked BT on progress for an adviser to support the HT appraisal.</i> A: BT proposed Matthew Ingle who was the adviser last year. He will contact Matthew for some dates and liaise with SC / HH. <i>Q) What is the funding available for the catch up program?</i> A: The Government will fund £80 per pupil – around £7600 in total. BT is working on how to put the money to the best use. He is considering supply teachers to provide quality face to face teaching for those who need it most. <i>Q) How does BT determine those who need the most support? Is it Pupil Premium (PP) / SEN pupils?</i> A: The funding would be well directed for those pupils, but there are also pupils with safeguarding needs and those who did not / could not access home learning during lockdown. BT is still assessing those target groups / individuals. <i>Q) Is there a formal catch up plan and will BT need to show evidence of how the money is spend and the impact?</i> A: Yes, the schools are accountable and will have to report back much like they do with PP and PE and Sport Premium funding.  NR joined the meeting at 7.22pm  The admission number this year is 95. This will reflect in the funding that the school receives next academic year. This will be discussed later in the meeting. <i>Q) What are the governors doing about the parent survey results?</i> A: It was agreed to put this item for discussion at the Communications committee meeting. It was also proposed to create a parent friendly version of the School Development Plan (SDP)  BT usually holds a meet the teacher evening at the start of the year and he presents the plans for the year to the parents. He suggested trying to do this as a virtual event this year. All the pupils have a google classroom account and this could be managed via this platform.	

	<p><i>Q) Are there any updates on potential wraparound care (after school club)?</i></p> <p>A: BT cannot see any benefit in pursuing this while numbers / demand is so low for this service. The additional cost for cleaning etc would mean further financial impact. He advised the governors that the hours for the cleaning staff have been reduced as they are using one less classroom this year. This has caused some friction.</p> <p><i>Q) Is the school likely to put on holiday clubs at the school this year?</i></p> <p>A: BT stated there is potential for this. He is concerned though about the likely admin involved in doing this. Most schools tend to use external companies to run holiday clubs. BT can make enquiries, but he is not sure if there will be sufficient demand as not so many families are going away on holidays or not keen to pay for the childcare. There was a short discussion and NR stated that she would use the service if it was put on. It was agreed to find out the level of interest and make a decision from there.</p> <p><b>Action: BT to include an item in the school newsletter to survey interest in holiday club</b></p>	BT
6.	<p><b>Head teacher Report</b></p> <p>Report was loaded to the hub in advance of the meeting. BT has tweaked the format slightly.</p> <p><u>Self-evaluation and school improvement priorities</u> are detailed on the report. There is a further strategy meeting next Monday with OCC representatives. The goal is to reach at least 'Good' in all areas.</p> <p>The school has received support for improving English and Maths along with Leadership and Management.</p> <p>The key changes since the process began is that safeguarding is now effective due to changes made to security arrangements within the building.</p> <p>Training has been undertaken and it is crucial now that it is implemented. BT stated that there are clear milestones to work towards.</p> <p>BT does not want to overburden the school development plan (SDP) so there will be reviews against the quality of education / leadership and management detailed in the LA programme of support.</p> <p><u>Personal development</u> – additional priorities and a strategy for mental health support will be developed.</p> <p><u>Leadership and Management</u></p> <p>Budget planning</p> <p>Promotional work to increase the number of pupils on roll</p> <p>Staff support with workload. The staff know what they have to do. BT needs to make sure they feel both challenged and supported in their work.</p> <p><i>Q: The governors do not need to see all of the operational detail with the strategy plan, but does BT feel that the governors have a high enough level of information to understand the work that is going on?</i></p> <p>A: BT replied. Jane Radcliffe (School Improvement Officer for OCC) has advised that the LA programme of support won't have all of the details included. It is the relevant link governors that will get to see this and who will review progress and see the actions that have been applied.</p> <p>The FGB will be informed of the key milestones that are addressed as and when they happen.</p> <p>SC and HH as Co-Chairs of the GB are also involved in all of the strategy meetings held with OCC.</p>	

SW arrived at 7.40pm

BT is writing the action plans that they are working to. For FGB meetings he can provide a one page summary with action points that link in with the LA strategy document as the key.

*Q: Pupil numbers are low. Was there more impact from year 6 leavers or a reduced intake in reception this year?*

A: BT advised the GB that 17 year 6 pupils left in July and the intake for reception was 10. Some pupils left the school in July for other reasons and three new pupils joined the school.

*Q: Are there any reasons for leaving that need to be flagged with the governors?*

A: BT stated that the governors were aware of the circumstances around the pupils who left due to dissatisfaction. There have been no further issues raised by parents.

*Q: Has there been any issues / fallout from the re-structure to a four-class model?*

A: BT did not receive any feedback at all from parents when he communicated this to them. It has been implemented and is working well.

The Terrapin building is being used due to Covid measures. It is likely that this will be used for the whole academic year.

JuC commented that the data information provided is really useful. Can BT include summer born children / SEN and PP data in every report?

BT can do this. He added that there has been a lot of work carried out by everyone to get to know the pupils, the barriers to their learning and what interventions need to be in place. It is a challenge but there is a plan forming and data with it.

*Q: Has the teacher workload been affected by changes in working practices?*

A: BT advised the governors that there has been a really positive respond to the challenge, workload has evolved during the process. The teaching staff understand the attainment and progress data and how this is shown and identified through the year groups and for priority children. The teachers have already started to become more reflective in their practices.

*Q: What has the school been doing in response to the bullying claims from the parent survey?*

A: BT spent time on the inset day unpicking this information and revising the anti-bullying strategy. The guidance on these policies is that they should expect it to happen so that the school can learn what to do about it.

The behaviour and safeguarding policies have been revised and so has the process for incident reporting. More incident forms are being completed and staff are recording them more formally. BT will also report back to FGB on a termly basis.

The staff have debated the best way for a child to alert a teacher for a confidential chat or to declare something that has happened. There is a box in class that you can post acts of kindness into and this is now doubled up as a worry box that pupils can use and anonymity can be maintained.

The well-being coach is carrying out a well-being survey tomorrow and they will also look to develop nurture groups based on small group intervention.

*Q: How has BT found pupil anxiety levels / mental health to be since returning from lockdown?*

A: In general, the children have enjoyed returning to school. They have identified some children who require support and has put this in place. Overall they are happy and have

	<p>settled back in quickly. BT has discussed with staff how to identify symptoms in pupils who are struggling.</p> <p>BT wanted to flag the Impact of PE &amp; Sport Premium report. He missed the July deadline for publishing the report, he confirmed it is now on the website.</p> <p><i>Q: JuC has read the report. She noticed there is more evidence than impact. Is there not more impact that can be shown?</i></p> <p>A: BT stated that due to lockdown they were unable to deliver the planned sessions / events for that time.</p>	
7.	<p><b>Evaluation of Pupil Premium (PP) funding for previous academic year</b></p> <p>Items 7 and 11 will be covered together with this discussion.</p> <p>Evaluation of PP is looking back at the last academic year and reviewing the expenditure and impact. The strategy statement is the plan for the coming year.</p> <p>BT reported that inclusive teaching has received the largest section of the funding. He has bought in supply cover so that the teaching staff can be released for training and to meet with the specialist advisers. They have needed to improve English and Maths.</p> <p><i>Q: What should we expect to see in terms of closing the gap in these subjects? We can see the improved data for maths, but what about reading and writing?</i></p> <p>A: BT explained that the maths interventions have been successful. It is harder to close the gap with reading and writing though. If pupils are not exposed to rich vocabulary, good language skills and wide variety of reading text in their life in general then the progress at school will be slower.</p> <p><i>Q: What about the volunteer program for forest school and reading?</i></p> <p>A: BT is still working on recruiting volunteers. He will put another advert in the Slate asking for more volunteers to come forward.</p> <p><i>Q: Are there any changes to recruiting volunteers during Covid times?</i></p> <p>A: BT ensures that before anyone signs up they are aware of the risks and the risk assessment and will discourage those in vulnerable groups.</p> <p><i>Q: Are volunteers limited to one bubble i.e. either KS1 or KS2?</i></p> <p>A: Yes they are. School staff work across both bubbles though.</p> <p><i>Q: Can BT advise on the pupil voice with mental health and well-being of pupils in mind?</i></p> <p>A: Yes. The well-being survey is being carried out tomorrow and will cover this area.</p> <p>HH commented that the report and statement looks good and demonstrates a clear strategy for the PP children at Stonesfield.</p> <p>BT advised that they are carrying out in-depth facetime assessments. They are specific in measuring the impact of interventions and the monitoring schedule has been shortened to half termly so that they can act promptly if an intervention is not working and they can respond accordingly.</p> <p><b>Decision: The statement was approved by the governors.</b></p>	
8.	<p><b>Policies to review:</b></p> <p><b>Behaviour policy</b></p> <p>The policy had been loaded to the hub prior to the meeting for the GB to review. There were no comments. <b>The policy was approved by the GB as it is.</b></p>	

	<p><b>Whistleblowing policy</b>  The policy was loaded to the hub prior to the meeting.  The policy is an OCC policy that the school has adopted. It has been created by the OCC solicitor.  The GB needs to appoint a whistleblowing (WB) governor.</p> <p><i>Q: NR questioned why there was not a pathway explaining confidentiality being over-ridden.</i>  The governors discussed this and it was agreed that NR would write a section to be considered by the GB for consideration at the next FGB meeting.</p> <p><i>Q: SW noted that there is no appeals process detailed</i>  A: SC replied. If you are not satisfied with the outcome, there is no internal process for appeals, there are however seven external organisations that you can go to take it further.</p> <p>The GB discussed who they should appoint as a WB governor. It was agreed that the two Co-Chairs would be the sensible option. One as the nominated WB who will receive the initial concern and one who will manage the process.</p> <p style="text-align: right;"><b>Action: NR write a piece on confidentiality to cover what she believes is missing. Review at the next FGB meeting.</b></p> <p><b>Decision: The GB agreed to use the policy as it is until they have reviewed the additional piece from NR.</b></p>	NR
9.	<p><b>Committee reports</b>  <b>Finance, Resource, Health &amp; Safety (FRHS)</b>  The minutes were loaded to the hub for governors to view.  Questions / comments on the last set of minutes were invited.  SC stated that the hall was decorated over the summer and looks very good.  BT reported that the main area in finance will be the budget and how they work with next years budget based on 95 pupils this year.</p> <p><i>Q: Is much change in pupil numbers this year likely?</i>  A: BT replied. It is usually dependent on families moving to the area which isn't happening at the moment. One new pupil has started at the school following an advert placed in the Hanborough Herald so that was worth doing.</p> <p><b>Curriculum</b>  The minutes have been loaded to the hub for governors to review.  JuC summarised. The committee discussed PP, SEN and disadvantaged pupils. They looked at the outlined interventions in the plan.  The updated maths data showing impact was reviewed.  Parent survey and pupil voice was discussed.  The meeting also focussed on standards, progress and attainment of pupils.</p>	
10.	<p><b>Annual inclusion report</b>  This report was loaded to Gov Hub prior to the meeting for governors to read. This report would usually be presented at the July FGB meeting but BT did not have full data for last year.</p>	

	<p><i>Q: Does inclusion only relate to SEN for the purpose of this report?</i>  A: BT replied, the data can include looked after children (LAC) but there are none on roll currently. PP and disadvantaged children are reported on via the PP report rather than inclusion.  The governors discussed this. There is an equality report that is presented to the curriculum committee. There are a number of groups such as gender, ethnicity etc that could be included. The governors feel that there are a lot more good areas they could report on and the title of the report gives an expectation of a wider reporting of content.  The SENCo wrote this report and as she works at another school in addition to Stonesfield he would have thought that this was the standard, but he will look at what other schools report on for inclusion.  There are other parameters that BT could look at including after school clubs, not just classroom data.  <b>Action: BT will add in extra data and reporting and bring to the next curriculum committee meeting.</b></p> <p><i>Q: Is there a SEND plan or strategy in place or being developed?</i>  A: BT confirmed there was and it will include pupil well-being and mental health support also.</p>	BT
11.	<p><b>Approve strategy statement on use of Pupil premium funding</b>  This agenda item was covered under item 7.</p>	
12.	<p><b>Safeguarding report</b>  The updated Keeping Children Safe in Education (KCSIE) is on the hub and all governors need to read this and declare that they have done so.  Part 1 is the section most important to read.  Declarations can be entered on Gov Hub. The clerk advised the governors that it is under the same section as declarations of interest.  <b>Action: The clerk will send instructions to BT on how to export this data so that he can obtain a record of governor declarations.</b></p> <p>The deadline for the Safeguarding audit is December (end of term). All governors need to have seen the audit and approved it prior to submission.  <b>Action: Safeguarding audit to be ratified at the November FGB meeting</b></p>	Clerk  ALL
13.	<p><b>Parental engagement</b>  BT reported that the teaching staff are happy to conduct face to face parent teacher meetings after half term (in November).  Measures that would be in place are: a one way system through the school / face coverings to be worn / ventilated rooms / keeping strictly to the 10 minute time slots.</p> <p>The governors discussed this. There would be no congregating of parents in the school hall, parents would come in and straight into the meeting.  Governors asked if spacing appointments out would be an option as the 10 minute time slots is very difficult to maintain. Can the teachers who job share split the appointments?  BT allows the teachers to choose how they split the appointments.  Virtual meetings are also an option for those who do not want face to face meetings.  BT will work on how this will be managed.</p>	

	<p>The date of the next Communications committee meeting is 9<sup>th</sup> October (PM meeting)  The committee will look at parental engagement during Covid, whether forums can be held and how much can be done virtually.  SW has noted that engagement has increased lately as digital communications are being used a lot more.</p> <p><i>Q: Could BT send out a document as a replacement for the meet the teacher evening? As a year group specific information pack for parents?</i>  A: BT confirmed that he has already done this and information was sent out last week.  KJ added that she received hers and it was very useful.  The GB thanked BT for doing this.</p>	
14.	<p><b>Health &amp; Safety</b>  BT reported that some of the older outdoor play equipment is in bad repair and starting to rot at the base.  A fundraising strategy will need to be developed to repair or replace.</p> <p>Friends of Stonesfield School (FOSS) can be approached to help with this. Previously a FOSS member found a company who would carry out repairs.  The cost for replacing is very high – it was agreed to repair if possible to keep the costs down.</p> <p><i>Q: How was it discovered that the base of the posts are rotting?</i>  A: BT explained that the posts have started to move around and have a greater degree of give.</p> <p><i>Q: Has the school had a health and safety audit recently?</i>  A: Yes, an audit was carried out during lockdown. The adviser stated the play equipment in question would probably last 2 more years, but this is now not the case.</p>	
15.	<p><b>Governing Body Business</b>  <u>Governor training</u>  HH is booked onto HT appraisal training  KJ and JuC attended Governor induction training.</p> <p style="text-align: center;"><b>Action: SC asked all governors to record their training on governor hub</b>  <b>Action: Can BT let SC and HH know of any overdue governor training so that this can be chased up.</b></p> <p>Safeguarding training can be done online.</p> <p><u>Governor monitoring</u>  The schedule is in place. BT will update the guidance. The teaching staff have confirmed they are happy to meet with governors face to face or virtually.</p> <p>SC reminded governors to save their reports in the governor monitoring folder on Gov Hub.</p> <p>JuC could not locate some of the information so BT will update the folders to make this clearer.</p> <p><u>Committee membership</u>  Finance committee members are: SC, HH, NR, BT, CO  Curriculum committee members are: JuC, SW, KJ, GC, HD</p>	<p>ALL  BT</p>

	<p><u>Standing orders and Terms of reference</u> Standing order and Terms of reference were accepted unchanged from last year.</p> <p><u>Link Governor roles</u> Link Governor roles were agreed as follows: Maths = HD English = GC reading / NR = writing H&amp;S = CO Wider curriculum = JuC Early Years = SW SEN = KJ Safeguarding = SC &amp; JuC GDPR = HH</p> <p>The Clerk stated that all governors need to be entered onto GIAS (school database). Is this the case? BT advised that the Chair of Governors has been entered but not other governors. <b>Action: Clerk to send BT the clerk's briefing information where she has been advised of this.</b></p> <p>The DfE are calling schools to carry out spot checks on how Covid is being handled in their school. Ofsted are also back visiting schools and carrying out spot checks. BT is receiving email updates regularly. The school has also received 10 x Covid testing kits. He can re-order test kits every 3 weeks. They are using the kits if needed. BT reported that some families are having difficulties accessing tests. As a result, some pupils are missing school due to self-isolation while waiting for test results.</p>	Clerk
16.	<p><b>Any Other Urgent Business</b> <b>Communications to parents</b> – JuC proposed the GB communicating the school priorities for this year to the parents. <b>Action: SC agreed that she will do this.</b></p> <p><b>Informal GB meet prior to the next FGB meeting</b> The GB agreed that this would be a useful exercise – HH will organise. <b>Action: Organise a virtual meeting to discuss some GB work in preparation for the next FGB meeting</b></p> <p>Meeting closed at 9.08pm.</p>	SC  HH
<b>Next Governing Body Meeting: 18.11.2020</b>		

### Actions log

<b>Meeting date</b>	<b>Agenda Item</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Outcome</b>
01.07.2020	2	Advise KJ of her appointment	BT	Asap	Completed
01.07.2020	4	Set dates for FGB and committee meetings for 2020-21 year	SC / JuC	By the end of term	Completed
01.07.2020	4	Skills audit to be completed by NR, CO & KJ	BT NR, CO & KJ	Asap	C/F
01.07.2020	5	Confirm link governor roles at next FGB meet	ALL	Next FGB	Completed at this meeting
01.07.2020	7	Obtain some decorating quotes	LD	Asap	Completed
01.07.2020	7	Virtual resources meeting to discuss / agree on decorating expenditure	Finance committee	Before end of term	Completed
01.07.2020	8	Annual inclusion report for September FGB meeting	BT	For next FGB meet	On the agenda at this meeting
01.07.2020	13	Agree a date for H&S walkaround school visit	SC	By the end of term	Completed