



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 18th November 2020 at 7.00pm via Microsoft Teams

Present:

Sue Corrigan (SC) (Co-opted Governor), Co-Chair
 Julie Curran (JuC) (Parent Governor), Vice Chair
 Helena Doucas (HD) (Parent Governor)
 Gillian Clarke (GC) (Co Opted Governor)
 Conrad O’Brian (CO) (Co-opted Governor)
 Les Days (LD) (LA Governor)
 Nicola Rounce (NR) Parent Governor)
 Ben Trevail (BT) (Headteacher)
 Simon Warr (SW) Co-opted Governor)

In attendance:

Nicole Brooks (NB) (Local Authority Clerk), Kathryn Jones (KJ) Associate Member)

Meeting started at 7.10pm.

1.	<p>Welcome and Apologies SC welcomed everyone to the meeting.</p> <p><u>Apologies</u> were received and accepted from: Harry Holland (HH) (Co-opted Governor), Co-Chair <u>Absent:</u> None</p>	
1.1	<p>Confirmation of Quorum The meeting was Quorate.</p>	
2.	<p>Notification of Any Other Urgent Business None raised.</p>	
3.	<p>Declaration of Pecuniary Interests – None declared. Action: All governors to submit declaration of interests form or submit via Gov Hub declarations page</p> <p>The clerk advised the governors how to submit the declarations via Gov Hub.</p>	NR, BT, LD, SW
4.	<p>Review of the Minutes of the Last Meeting (23rd September 2020) The minutes were reviewed and approved by the board. They were signed by SC for filing at the school.</p>	

	<p>4.1 Matters Arising - the actions were reviewed and updated in the actions log below.</p> <p>Action point 4: Inclusion report and query over the content.</p> <p>BT advised the GB that he has researched how other schools report this. It seems that the name of the report is the cause of confusion. It should be titled the SEND report. Inclusion should be built into the Equality reporting. Is the GB happy with this proposal?</p> <p>The Governors have no objections and approved this plan.</p>	
5.	<p>Head teacher Report</p> <p><i>Report was loaded to the hub prior to the meeting.</i></p> <p>BT reported. The report summarises key actions and monitoring. He thanked the governors for their work on monitoring. There is a good selection of monitoring reports and leadership monitoring on file. There has been significant progress made in the last 12 months. The next steps in school improvement have been identified.</p> <p>The school has carried out a delayed assessment of Year 1 phonics that should have happened last academic year. BT was pleased to see that 12/14 pupils (now in year 2) passed their phonics check. This may even increase to 13/14 this term.</p> <p>Beth Brockall (English subject lead) has been carrying out work with low attaining readers has this has been working very well.</p> <p>Mental Health support plan – Key actions have been pupil survey / staff training / support from the learning and engagement team.</p> <p>At the next FGB meeting BT will present the anti-bullying policy. Lots of pupils are keen to be anti-bullying ambassadors.</p> <p><i>Q: Are the parents aware of the interventions the school employs for supporting mental health?</i></p> <p>A: Yes, a letter is sent to the parents and consent is obtained.</p> <p>BT has met the new SIP from Wychwood School – he has been very helpful.</p> <p style="text-align: center;"><i>A discussion is recorded within confidential minutes</i></p> <p>BT gave a brief summary of how he is recruiting for 3 x TA posts to provide support needed for three pupils with existing and pending EHCP's.</p> <p><i>Q: Are the school security measures sufficient for the children who have additional needs?</i></p> <p>A: The school premises is secure, but BT is applying for funding for additional lunch cover as 1:1 support is required during break times too. With the Covid situation there is not any extra staff capacity. KJ offered to volunteer help during lunchtimes. BT thanked KJ.</p> <p><i>Q: Can BT clarify the expenditure for Covid catch-up. Does this cover the additional costs related to Covid.</i></p> <p>A: The funding is purely to support those children who require support to catch up, not additional costs. Reporting must be published on the website.</p> <p>The reporting must show 1) How they have spent the money and 2) How they have measured the impact.</p> <p>The school will receive one payment this financial year and the 2nd payment next financial year. A National Tutoring Programme through Third Space Learning has been purchased. It provides a reduced cost of 1:1 tuition. Research shows there is a high chance that the children will benefit from this. There will be two 10 week programmes. One in Spring term</p>	

	<p>and one in Summer term. The disadvantaged pupils and those who need it most will be targeted.</p> <p>The Annual Safeguarding report has been completed. Each FGB meeting BT will report back on action plan updates. The governors did not have any questions regarding the report.</p> <p>There are problems with the heating in school. It will be discussed further at the next finance committee meeting.</p> <p>Safeguarding <i>Q: Some further information sought on the nature of the Multi Agency Safeguarding Hub (MASH) information requests</i> A: The report details two information requests but there has since been a third. This is a high number for this early in the year. Either MASH or another agency has received concerns and the school are asked to answer a set of questions. There is a two-way communication process and BT is kept updated on each case. No further questions were raised.</p>	
6.	<p>Policies <i>Documents were loaded to the hub prior to the meeting.</i> HR Policy This policy is based on the OCC template model. It has been tailored for Stonesfield PS. The changes were mostly reflecting the differences in management structure. There were no questions or objections. <u>The policy was approved.</u></p> <p>Freedom of Information policy (FOI) This policy still requires more work. BT is waiting for information from the nominated Data Protection Officer (DPO). The Woodstock PS FOI Policy is also being used for comparison and this has more detail to be considered. BT is also trying to establish exactly which documents are freely available.</p> <p><i>Q: Is the School Improvement Plan (SIP) a public document?</i> A: BT explained that the working copy contains too much detail for confidentiality to be maintained. They have a second copy (parent friendly version) that is suitable for sharing.</p> <p>The subscription to the DPO service is up for renewal. The cost is approximately £550 p/a. Are the governors happy to renew the subscription? The governors approved the expenditure.</p> <p><u>Governor Information</u> KJ has received some feedback that some staff don't know who the governors are. She has looked at some other school websites and it is common to have a profile on each governor, some with a photograph too. Would the governors be happy to do this? KJ would co-ordinate this. The governors discussed this. They are in agreement that this is a good idea. It would be nice to also have a 'Meet the governors' event (virtual or live when possible), but acknowledged that getting the timings right could be tricky. It was agreed to send a photo</p>	

	<p>and a pen profile to KJ, but it would be circulated to the school community only and not published on the school website.</p> <p style="text-align: right;">Action: Send a photo and pen profile to KJ</p>	ALL
7.	<p>Committee reports <u>Finance, Resource, Health & Safety (FRHS)</u> <i>The minutes were loaded to the hub for governors to view.</i> SC reported. The school will receive finance officer time as part of the OCC strategy support. The increase of pupils is good news, but they joined the school after the census date so they will miss out on the funding for these pupils next year. The boiler problems were discussed. H&E engineers have been to try and fix the problems but not succeeded. BT does not have confidence that they can. LD advised that he has made enquiries and does not believe there is any re-course to receive any money back on the boiler. BT has a contact at OCC (Mark Harris) who remembers the original installation. He will advise on maintenance. LD would like to be involved I this conversation. BT will advise LD when this will happen. It will also be mentioned at the OCC strategy group meeting next week.</p> <p style="text-align: right;">Action: Advise LD when BT speaks with Mark Harris Action: Report the boiler problem to the Strategy Group</p> <p>The appraisal processes are taking place in school and the HT appraisal is being held tomorrow. <i>A discussion has been recorded within confidential minutes</i></p> <p><i>Q: Has there been any progress on governor recruitment (Co-opted Governors)?</i> A: SC advised that there was no response from the advert in the Slate. The GB needs someone with financial experience. The governors discussed advertising in newspapers, but this is extremely expensive. KJ and NB suggested organisations who match candidates with governing boards.</p> <p style="text-align: right;">Action: Send link for governors for schools website to SC Action: Send link for Inspiring Governance website to SC</p> <p>The Parent Governor election process is underway.</p> <p><i>Q: Has the bill query for the water leak been resolved?</i> A: BT confirmed that it had been resolved, but a new water leak issue has arisen. Thames Water have been out but couldn't identify the problem. The next step is to call a plumber in. LD will help with this.</p> <p style="text-align: right;">Action: Contact a plumber for the school</p> <p><u>Curriculum</u> <i>The minutes have been loaded to the hub for governors to review.</i> JuC reported. The committee were updated on the blended learning provision, the SIP and quality of teaching and data on Pupil Premium (PP) and SEN. The committee learned what is being done to benchmark data and show progress. It is looking encouraging. The Equality plan is being re-drafted.</p>	<p>BT BT / SC</p> <p>KJ Clerk</p> <p>LD</p>

	<p>Pay Committee SC asked for volunteers to sit on the pay committee. JuC and NR volunteered. SC thanked them for doing this.</p>	
8.	<p>Governor Monitoring SC has been very impressed with the improved approach to governor monitoring. The reporting and record keeping is much more professional. A schedule is in place and looks to be working well. The only gap is in finance. There was a short discussion and NR may be able to cover finance in the short term to help out. BT advised that the priority key areas are all being covered by monitoring. Feedback on the monitoring experience was sought. GC has had some difficulty entering text onto the template, but NR has helped. Other than that, the guidance notes that BT has produced are very good and helpful. BT thanked the governors for all of their monitoring work.</p>	
9.	<p>Safeguarding report <i>Document was loaded to the hub prior to the meeting.</i> The annual Safeguarding Audit needs to be ratified by the GB. BT will add that KJ has completed Safer Recruitment training. <p style="text-align: center;">Action: BT include KJ's Safer Recruitment training on the document.</p> There were no queries raised with the report. The governors approved the report for submission.</p>	BT
10.	<p>Parental engagement An idea of making a film of the school to boost interest has been suggested. JuC has a contact and will see if they would get involved and help. <p style="text-align: center;">Action: Reach out to the film making contact</p> <p>Parent communication evening – Virtual event on 2nd December This is being organised. It will be on a similar basis to the 'Meet the Teacher' event BT would normally hold in September. BT will present on the School Development Plan, curriculum catch-up, wellbeing and quality of teaching. It will be followed by a Q&A session. BT would like the governors to help field the questions and deliver some of the presentation. <i>Q: Could the event be used to try and recruit parents to volunteer for fundraising events?</i> A: Yes, this would be possible.</p> <p>There was a short discussion over which platform to use for this event. It was felt that Zoom may well be the best. It would be great to have as many governors as possible attend this event. It was suggested that BT's presentation is recorded so that it could be used again in the future. BT was agreeable to this. <i>Q: Did the Parent – Teacher meetings go smoothly?</i> A: BT replied that they went very well and lots of good feedback was received. They were held via Zoom. More parents than usual attended their meetings and only 1 parent requested a face to face meeting.</p> </p>	JuC

11.	<p>Health & Safety A H&S monitoring walk has taken place and no concerns were raised. The school had the annual H&S audit on Monday 16th November. The audit went well. There are some minor actions to resolve but nothing major. BT has to organise for some renewal training that had lapsed due to Covid. CO has created a new system for recording H&S that has been implemented.</p>	
12.	<p>Governing body business Governor Training SC advised the GB that a new governor training schedule has been released. Training is online and very convenient. When governors undergo training can they record this on governor hub please.</p> <p>Skills Matrix This is all now complete and loaded to governor hub for governors to view.</p> <p>Link Governor roles There were 4 link governor roles from last year not yet allocated at the last FGB meeting. The clerk listed them:</p> <ul style="list-style-type: none"> • Pupil behaviour now falls within the Safeguarding link role • Pupil Premium is a high-profile subject, and it was decided to be a responsibility of the Curriculum Committee as a whole. • Parent Engagement link – This link role will not be needed until the Summer term. KJ may be able to take that role on at that point. • IT link governor falls under the wider curriculum link role. <p>Governor body vacancies The Co-opted and Parent governor vacancies have already been discussed. The GB does still need a Staff Governor. No staff members have expressed an interest so far. BT will speak to the staff again and try to encourage some interest. The governor exercise of circulating pictures and pen profile may support this.</p> <p style="text-align: right;">Action: Staff governor role – encourage candidates</p>	BT
16.	<p>AOB No items raised.</p> <p style="text-align: center;">Meeting closed at 8.57pm.</p>	
Next Governing Body Meeting: 13.01.2021		

Actions log

Meeting date	Agenda Item	Action Required	By whom	By when	Outcome
23.09.2020	4	All governors to submit declaration of interests form or submit via Gov Hub declarations page	ALL	Next FGB meeting	4 remaining declarations required
23.09.2020	5	BT to include an item in the school newsletter to survey interest in holiday club	BT	Next newsletter	Completed. Not enough interest at this stage. To be re-visited for Feb half term
23.09.2020	8	Whistle Blowing policy. Write a piece on confidentiality section to cover what is believed to be missing. Review at the next FGB meeting.	NR	Next FGB meeting	C/F
23.09.2020	10	Additional data to be added to inclusion report and reviewed at Curriculum committee	BT	Next Curriculum meeting	Minuted under Matters Arising - Completed
23.09.2020	12	The clerk will send instructions to BT on how to export this data so that he can obtain a record of governor declarations	Clerk	ASAP	Completed
23.09.2020	12	Safeguarding audit to be ratified at the November FGB meeting	ALL	Next FGB meeting	On the agenda for this meeting
23.09.2020	15	Governors to record their training on Gov Hub	ALL	When training is completed	Ongoing
23.09.2020	15	BT let SC and HH know of any overdue governor training so that this can be chased up	BT / SC & HH	ASAP	Completed. LD has completed safeguarding training
23.09.2020	15	Clerk to send BT the clerk's briefing information slides	Clerk	ASAP	Completed
23.09.2020	16	Communicate school priorities to parents	SC	This term	SC has written some entries for the newsletter and the parent event for 2 nd Dec.
23.09.2020	16	Organise a virtual meeting to discuss some GB work in preparation for the next FGB meeting	HH	Before the next FGB meeting	This has not happened.