



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 13th January 2021 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)
- Harry Holland (HH) (Co opted Governor), Co Chair
- Kathyrn Jones (KJ) (Parent Governor)
- Les Days (LD) (LA Governor)
- Nicola Rounce (NR) Parent Governor) – left at 8.21pm
- Ben Trevail (BT) (Headteacher)
- Simon Warr (SW) Co-opted Governor)

In attendance:

- Nicole Brooks (NB) (Local Authority Clerk),

Meeting started at 7.03pm.

1.	Welcome and Apologies HH welcomed everyone to the meeting. <u>Apologies</u> were received and accepted from: None. All governors were present <u>Absent</u> : None	
1.1	Confirmation of Quorum The meeting was Quorate.	
2.	Notification of Any Other Urgent Business NR wished to raise a query around remote learning and parent concerns. It was agreed to discuss this within the HT report agenda item.	
3.	Declaration of Pecuniary Interests – None declared. Action: Submit declaration of interests form or submit via Gov Hub declarations page	LD
4.	Review of the Minutes of the Last Meeting (18th November 2020) The minutes were reviewed and approved by the board. They were signed by HH for filing at the school.	

	<p>4.1 Matters Arising - the actions were reviewed and updated in the actions log below with the exception of action point 3:</p> <p>Action 3 – Update to Whistle Blowing (WB) policy. NR has looked at the OCC template and would like to look at other examples that she believes may be better than the OCC template.</p> <p>BT replied that the usually use the OCC model templates and tailor them to their specific fit. He understands that as they are a maintained school they need to follow the OCC advice and policies or they may not receive the OCC legal support if needed.</p> <p>SC added that this may not be the best example of a WB policy, this particular model has been signed off by the OCC solicitor who will represent the school if we follow it.</p> <p>BT would rather go with the OCC policy and amend.</p> <p>Action: NR will go back to reviewing the OCC policy for her update.</p>	NR
5.	<p>Head teacher Report</p> <p><i>Report was loaded to the hub prior to the meeting.</i></p> <p>BT invited questions.</p> <p><i>Q: Can BT provide a flavour of the behaviour issues mentioned in the report?</i></p> <p>A: BT replied. There has been a mix of incidences. One child who is on the SEN register struck out at an adult but did not make contact and there was no injury. Evidence suggests the child became over stimulated and lost control of themselves. In general, the school staff are cracking down on all inappropriate behaviour so more incidences are being logged. Most issues are at transitional times in the day (i.e. end of play time), some niggling and swearing happens. There are no trends, they are all individual events.</p> <p style="text-align: center;"><i>A discussion has been recorded within confidential minutes</i></p> <p><i>Q: As the school is closed to most, and remote learning is in place, how will this affect the progress of the SIP priorities?</i></p> <p>A: BT explained there was an INSET day on the 4th January that focussed specifically on the SIP priorities, and a lot of work was done that day. Some of these priorities will be harder to address with remote learning provision but it has been amended to reflect the current situation.</p> <p>With remote learning, it isn't a case of one size fits all. Some targets will be less relevant while remote learning is in place.</p> <p>JuC added that BT is possibly underselling the measures and progress for their Pupil Premium pupils and this should be highlighted more.</p> <p>Phonics has also been an area of success. The current year 2 had their phonics check carried out in September as they couldn't do it last academic year. Some pupils were very behind but they got to 92%. This demonstrates effective targeting of pupils who needed support.</p> <p><i>Q: Question on DBS checks. SW wanted to know if his is up to date and what is the process for doing this?</i></p> <p>A: One of the office staff does this work and maintains the school records. There was a short discussion on DBS check expiry and their frequency of renewal, but no definitive answer. SC and JuC will check this as part of their safeguarding monitoring.</p> <p>Action: Check the expiry and frequency of renewal for governor DBS checks</p>	SC / JuC

NR was invited to submit her query.

Q: NR has been approached by some KS1 parents to relay their perspective. During lockdown 1, remote learning was at a starting point and felt quite small scale and light touch. They have been encouraged to receive an email last Friday to explain the provision being made this time around with resources, website links and video link. They are worried that the remote learning is all in the form of homework. There does not appear to be any actual teaching and those parents are concerned that if they are unable to do this with their child they will not have any chance of learning.

What can the school provide? There is a sense that there is an important part of the offer missing.

A: BT responded. He disagreed that lockdown 1 learning was light touch. The school employed Google Classroom (GC) and there were enough assignments posted in line with the curriculum. He is disappointed that this is the feeling of some parents.

The latest lockdown was announced last Monday night. From then to Friday the school put together a comprehensive package of remote learning. The staff at school are working really hard to train staff and trial GC and google meets (GM) sessions. They are in the process of agreeing the structure and developing the capacity to deliver this. This is expected to be rolled out next week so that children will have daily GM teaching. BT added that one member off staff has been off sick this week so they are working with a staff shortage already.

BT did stress that live teaching has not been hailed as the gold standard for remote learning. What the school will deliver will meet and exceed the DfE recommendations. Parents will still need to be with their child during the day – they cannot leave them to it.

The plan is:

KS1 will have daily GM live sessions

KS2 will have daily morning GM live sessions plus afternoon sessions for feedback, staying in touch etc.

Everyone will do the same subjects on the same day and all families will need to commit to this.

Everyone at school is feeling very pressurised and he calls for some patience while they pull the plan together.

Q: Has this been communicated to the parents?

A: AN email has been sent to advise this is underway, they are working on it and putting all the pieces together

KJ added that her child had their first GM teaching session today and she felt it went very well.

Q: Are there any options for parents to feedback on remote learning?

A: BT will notify parents that they will be asked for feedback in 2-3 weeks, once it is rolled out and up and running so that they can get best value of parental viewpoint. This will go out on Friday.

BT added that exercise books, white boards, pens etc are ready to go out to pupils to aid their learning at home.

NR believes that this will all be well received by the parents.

	<p>During this school closure, the TA's are on site a lot more and will be utilised in a better way, i.e. supervising the critical worker children group along with one teacher and this will free up the other teachers to hold the live sessions.</p> <p>Some of the TA staff in in an older age group and have concerns around their health. They were able to stay at home in the first lockdown but they are needed in school this time around. It is causing some anxiety.</p> <p><i>Q: How many pupils actually attending school currently?</i></p> <p>A: BT advised the GB there are 2 bubbles – KS1 and KS2. There are around 20-24 children in each day.</p> <p>8-10 pupils in the KS1 bubble</p> <p>Maximum of 15 per day in the KS2 bubble but around 25 children in total over the week</p> <p>The school does not have the capacity for a third bubble to open.</p>	
6.	<p>Policies</p> <p><i>Documents were loaded to the hub prior to the meeting.</i></p> <p>Pay Policy Support Staff</p> <p>This policy is based on the OCC template model. It has been tailored for Stonesfield PS. This is an HR policy but needs to be available on the school website as per the FOI policy. BT has shared this document with the support staff and no objections were raised.</p> <p><u>The policy was approved by the GB.</u></p> <p>Freedom of Information policy (FOI)</p> <p>This is a completely new policy. BT has used the Information Commissioners Office (ICO) model policy, plus a supporting document 'FOI guide to information'.</p> <p>The items highlighted in yellow are what the school doesn't yet have publicly available.</p> <ol style="list-style-type: none"> 1. Class 1 item – articles of association. This refers to the GB Instrument of Governance. This can be loaded to the school website. 2. Class 2 items - Financial details – Annual budget, capital funding, financial audits, items over £2000, school contracts. They also have to publish details of staff who earn over £100K p/a. There are none at Stonesfield The governors discussed this and agreed the following: <ul style="list-style-type: none"> • Items over £2000 in cost – the FRHS committee will create and maintain a log of these as this is good practice. • Compile a list of school contracts over a certain value with basic information only. This will be maintained and updated every quarter. • The class 4 items will be made available upon request. 3. Class 4 item - Committee meeting minutes. Quite a lot of discussion at these meeting is confidential. The GB decided to state these minutes are available upon request and redact any confidential detail if they are requested. <p style="text-align: center;"><i>NR left the meeting at 8.21pm the meeting was still quorate</i></p> <ol style="list-style-type: none"> 4. Class 5 items - BT has listed all the policies and which ones must be published on the website. 5. Class 6 items – Disclosure log and asset register. BT will check with the DPO what the disclosure log contains. The asset register is a list of portable items (mostly IT equipment). <p>The guide will be reviewed regularly and kept up to date in line with statutory guidance.</p>	

	<p>A reasonable charge can be made if putting request for information together costs money. The guidance states costs of printing and postage but does not make allowance for staff time.</p> <p>The GB adopted this policy with BT making the relevant changes to the guidance document.</p>	
7.	<p>Feedback from OCC reviews (EY and Full)</p> <p>The reports and SIP were loaded to the hub prior to the meeting.</p> <p>JuC confirmed that the feedback had been discussed in the latest curriculum meeting. The School Improvement Plan (SIP) has been amended to reflect the Covid situation and school closure.</p> <p>Questions were invited.</p> <p><i>Q: OCC has made the point of ensuring enough is being done for the high achievers as well as the lower performers. Can BT highlight what aspects of the School Improvement plans would impact on and address these areas?</i></p> <p>A: BT explained verbally a number of measures that the school puts in place for these pupils. He assured the GB that this will be included in the remote learning plan. JuC added that during Curriculum meetings this is visible during their discussions on data.</p> <p><i>Q: Subject leaders were to be allocated time for planning / preparation – how will this be done during school closure?</i></p> <p>A: BT had planned for half termly meetings for subject monitoring and planning. He is currently working out how this can be done remotely.</p> <p><i>Q: What time is required for subject leaders to do this work?</i></p> <p>A: Weekly allocated time is not possible in a school of this size, but subject leaders are released for specific key training, events or meetings when they are available.</p>	
8.	<p>Committee reports</p> <p><u>Finance, Resource, Health & Safety (FRHS)</u></p> <p><i>The minutes were loaded to the hub for governors to view.</i></p> <p>BT reported. The good news is that pupil numbers have increased by 5 to 100. This is unfortunately after census day so it will not reflect in the budget until year 2 and 3. The in-year budget is looking healthy. The school should be in a position to pay off the deficit this year.</p> <p><i>Q: Has there been a further YouGov comparison with similar schools and their financial position?</i></p> <p>A: There has, but there have not been enough changes to make a significant difference to a comparison.</p> <p>School Financial Value Statement (SFVS) – this will be looked at in the next FRHS meeting. BT has run through it and the only area of expenditure that is highlighted in red is the teachers salary costs at 51.6%. Ideally this would be 45-48%.</p> <p>There is a strategy in place to replace any UPS teachers with MPS teachers as and when they leave.</p> <p>A Fire Risk Assessment of the school premises took place today by a company called Red Box. The headlines are that in terms of life saving risk, everything is considered to be OK. The weakness is fact there is a manual system, so out of hours there is no link up to raise the alarm. If a fire occurred, it may not be attended to in time.</p> <p><i>Q: Does the school have to change this system?</i></p> <p>A: BT will wait and see what the recommendations are and then the GB can discuss.</p>	

	<p>There was a discussion about the site not being secure out of hours. LD has recently had to ask some older teenagers who were playing football to leave the field.</p> <p><u>Curriculum</u> <i>The minutes have been loaded to the hub for governors to review.</i> JuC reported. The minutes were loaded to the hub today. The main discussions were around Remote learning provision – already discussed this evening OCC reviews – there is a frustration and concern that the good progress made so far will be slowed down due to school closure. Data – this was reviewed and scrutinised.</p>	
9.	<p>Governor Monitoring SEN monitoring and PHSE KJ has spoken with Mrs Clark (Lead teacher) and discovered that this area is much larger than she first thought. She and HD proposed sharing the monitoring role. There were no objections to this.</p> <p>GC stated that two English monitoring sessions last term were focussed on writing. Should she continue with this or focus on another area? A: BT requested that she continues with writing at the stage. He will liaise with GC about this.</p> <p><i>Q: KJ carried out a SEN monitoring session. She asked all the relevant questions. Should she be asking Mel Carruthers (SENCo) about parent questions?</i> A: BT is happy for KJ to drop MC an email about this and to copy him in. If a trend is noticed then by all means raise it with the SENCo. BT will also talk to her about this. There was a short discussion around a network group for parents of SEN children who may benefit from sharing experiences and knowledge. Virtual sessions could be arranged and/or signpost parents to organisations. A network group in school could be a positive thing. KJ has a contacts document that may be helpful if she could share it, or have it loaded to the school website. BT is happy for KJ to discuss with MC.</p>	
10.	<p>Safeguarding report JuC asked if the Safeguarding meeting dates will still be virtual? It was confirmed they are. Action: Book a meeting date for Safeguarding monitoring No further updates.</p>	JuC / SC
11.	<p>Parental engagement The event was well received, even though it was not very well attended. BT did record his presentation, but will need some IT support in order to share it on the website. The low attendance was discussed, and a possible reason was due to the timing of the session clashing with children’s bedtime. It was agreed that more work is needed to get the message out on what the school is doing and what has been achieved so far.</p> <p>The prospective parents for September intake have been impressed with the school tours and BT is quietly confident about the numbers for September.</p>	
12.	<p>Health & Safety BT will be following up on any action points raised in the Fire Risk Assessment.</p>	

13.	<p>Governing body business SC will be putting together a news article for the Slate newsletter.</p> <p>Governor training No updates</p> <p>Governing body vacancies There has been no interest in the staff governor vacancy. The current staff have either already been a governor at Stonesfield or they are /have been a governor at their children's school and not interested at this stage.</p>	
14.	<p>AOB HH advised the governors of a Covid briefing (virtual) on Thursday 28th January from 6-7pm. He attended the previous virtual briefing. One governor from each GB is encouraged to attend. HH asked if any governors would book on to this one? SW will attend this briefing and report back to the GB. HH thanked SW.</p> <p>LD asked if there were future decorating plans for the school? There was a brief discussion. Was this a priority and does the school have the funds? Decorating the school hall last summer made a real difference. This needs to be kept on top of or the school will just become shabby and tired looking. Action: Discuss in the next FRHS meeting</p> <p><i>Q: KJ asked about staff well-being – is everyone OK?</i> BT reported that the latest lockdown and school closure is a very challenging and difficult time for all. He is trying to manage the staff through this and also manage parent expectations. <i>Q: Is there extra support for the staff?</i> A: BT has bought into the staff well-being service. This is a 24 hour phone line manned by trained counsellors. He has advised all staff that this is available. There are also Occupational Health referrals he can make if required. HD recommended an online counselling service that is free of charge. It is helpful for maintaining staff morale. Would BT like the details? BT would appreciate this information. Action: HD send online counselling information to BT</p> <p style="text-align: center;">Meeting closed at 9.09pm.</p>	<p>FRHS committee</p> <p>HD</p>
Next Governing Body Meeting: 03.03.2021		

Actions log

Meeting date	Agenda Item	Action Required	By whom	By when	Outcome
18.11.2020	4	All governors to submit declaration of interests form or submit via Gov Hub declarations page	ALL	Next FGB meeting	1 remaining declaration required
18.11.2020	6	Send a photo and pen profile to KJ to increase governor profile within school.	ALL	By next FGB	To do asap if not done. Use profile folder on Gov Hub. SC & HH have done theirs.
18.11.2020	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		Discussion minuted
18.11.2020	7	1. Advise LD when BT speaks with Mark Harris 2. Report the boiler problem to the Strategy Group	BT BT /SC		LD has been kept in the loop Done
18.11.2020	7	1.Send link for governors for schools website to SC 2.Send link for Inspiring Governance website to SC	KJ Clerk		Done Done
18.11.2020	7	Contact a plumber for school plumbing issues	LD		All OK at the moment. This has been left with Thames Water.
18.11.2020	9	BT include KJ's Safer Recruitment training on the safeguarding audit report	BT		Done
18.11.2020	10	Reach out to the film making contact for school promotional film	JuC		Completed. Contacted Nick Langley too. Cost comparison is underway.
18.11.2020	12	Staff governor role – encourage candidates	BT		No one has come forward yet.