



“Learning together to achieve our best”

Stonesfield Primary School

The Minutes of the Full Governing Body Meeting

held on Wednesday, 9th February 2022 at 7.00pm via MS Teams

Present:

- Sue Corrigan (SC) (Co-opted Governor), Co Chair
- Hannah Crowe (HC) (Parent Governor)
- Les Days (LD) (LA Governor)
- Helena Doucas (HD) (Parent Governor)
- Harry Holland (HH) (Co-opted Governor), Co Chair
- Andrew Moore (AM) Co-opted Governor)
- Conrad O’Brian (CO) (Co-opted Governor), Vice Chair
- Nicola Rounce (NR) Parent Governor) – joined at 7.27pm
- Katherine Spencer (KS) (Co-opted Governor) – joined at 7.15pm
- Ben Trevail (BT) (Headteacher)
- James Venables (JV) (Parent Governor)
- Simon Warr (SW) Co-opted Governor)

In attendance:

- Nicole Brooks (NB) (Local Authority Clerk)

Meeting started at 7.04pm.

1.	<p>Welcome and Apologies SC chaired this meeting and welcomed everyone to the re-scheduled FGB meeting. <u>Apologies:</u> None <u>Absent:</u> Rashi Dawson (RD) (Co-opted)</p>	
1.1	<p>Confirmation of Quorum The meeting was Quorate.</p>	
2.	<p>Notification of Any Other Urgent Business HC reported that some parents are asking about a sum of money (S106 funding) generated from the sale of land in the village. It is supposedly earmarked for building an additional classroom. BT replied. He has also been approached by a parent. He has had communication with OCC since he has been at Stonesfield and Kevin Griffin (OCC) has been looking into this. The last email received was in May 2021. BT has chased up this week. BT has never received anything in writing regarding S106 funding for the school. He is unsure who holds the money (whether it is Parish Council, District Council or County Council).</p>	

	<p>The governors discussed. There are no guarantees of receiving this money. With current pupil numbers an extra classroom is not a requirement, but replacing the terrapin building would be a worthwhile project.</p> <p style="text-align: center;"><i>SW joined the meeting at 7.10pm</i></p> <p>Action: Raise this at the next OCC strategy meeting Action: Keep chasing Kevin Griffin for an answer to include confirmation of what the funds can be used for / any conditions attached.</p>	BT BT
3.	<p>Declaration of Pecuniary Interests No new declarations were made.</p>	
4.	<p>Review of the Minutes of the Last Meeting (24th November 2021) The minutes of the last FGB meeting were reviewed. They were agreed to be a true and accurate record of the meeting, to be signed by the chair and filed at the school.</p> <p>4.1 Matters Arising - the actions were reviewed and updated in the actions log at the end of the minutes.</p> <p style="text-align: center;"><i>KS joined the meeting at 7.15pm</i></p>	HH
5.	<p>HT Report – <i>loaded to the hub prior to the meeting</i> BT reported that there were no major changes to the original report he had prepared for the meeting on 19th January. There was a Covid outbreak in school with most people affected between 14th and 28th January. There were 65 pupils absent and 4 staff including BT. There was one day (31.01.2022) that reception class was closed due to staff shortage, but they remained open for the rest of the school.</p> <p>The school offered remote learning for those pupils who were isolating at home. Take up was not high. Some of the children were feeling ill and BT would not expect them to study when ill, but others could have.</p> <p>Once one week of schooling is missed, the impact of missed learning and re-integrating is evident, plus a whole new cohort absent a following week made it very challenging for the teaching staff.</p> <p>Two new pupils will join the school after half term and one child is leaving (due to relocation).</p> <p>The school SENCO is applying for additional funding for a further 6 months. SEN assessments have been carried out, so they have an idea of how the data looks for SEN pupils.</p> <p>Pupil Premium (PP) – the data has been reviewed at the Performance and Standards committee. There is an improvement in maths. The data shows the impact of the work undertaken on the quality of teaching in maths.</p> <p><i>Governor question – Can BT provide further information on the 6 months SEN funding and what it is used for.</i> BT confirmed that they use the funding to pay for the adult support needed to carry out interventions needed for SEN pupils.</p>	

Attendance data is included in the report. BT explained that he hasn't just included the headlines. He has drilled down on year groups / target groups etc to give a more detailed picture.

He drew attention to how Y5 are the lowest attaining cohort. During the Autumn term they were the lowest attending cohort too.

PP pupil attendance is also lower. BT has taken action to try and improve this:

1. Early help processes
2. SEN expertise
3. Spelling out the impact of absence to the parents

Covid disruption has made it harder to monitor and manage absence.

Biomass boiler

The boiler has broken down again. BT has made contact with a different firm to replace the faulty part and to set up a service contract. He has received a quote for the faulty part replacement.

Action: Email the boiler repair quote and service contract to LD to review (BT)

BT

Recruitment

There have been some difficulties with recruitment, but BT has employed an ECT (Early Career Teacher) who has joined Yr 3-4 class and already made a very positive start.

No appointment made for the Y4/5 teacher yet, but there are now 3 applicants and BT will be interviewing next week.

If he does not appoint he will continue with the current arrangement for the remainder of this academic year and look to appoint someone for a September start.

Two Teaching Assistants (TAs) have started and have settled well. There were 2 further TA vacancies but only one required now.

NR joined the meeting at 7.27pm

A discussion has been recorded under confidential minutes

Governor question – Can BT give some further information on the RAP (Rapid Action Plan)?

BT explained that OCC have asked to see a half termly SIP. The Spring plan has been formed from the strategy meetings.

This term they have focussed on looking at phonics and a potential validated scheme to sign up to. A phonics audit has been started including what the school wants from a phonics scheme.

Early Years is also going through development.

Maths – SEN focus. Staff training has taken place and evaluating how well the practices are being embedded. When good practices have been observed they are shared across the school. Examples of good practice have been showing clear sequences of learning and commentary in school books. BT has been highlighting what good practice in assessment looks like.

Next term they will look at the wider curriculum along with greater focus on English.

	<p>BT stated that the RAP has brought some professional dialogue to their discussions and planning and has found it very positive. Joseph Rubba (school improvement partner) will review the RAP next month when he visits as part of his SIP support.</p> <p>BT confirmed that Joseph Rubba also offers support with curriculum and middle leadership.</p> <p><i>Governor question – Has the impact of the RAP been affected by the recent Covid disruption?</i></p> <p>BT has so far only made notes up to the first couple of weeks. He will be RAG rating the outcomes and will share the result with the Curriculum and Standards committee.</p> <p><i>Governor question – has the RAP been shared with the staff?</i></p> <p>BT has so far shared it with the teaching staff and some have taken the lead with the work / tasks. Moving forward he plans to share with the TA team aswell.</p> <p>The governors believe it would benefit the wider staff too. BT added that he needs to get the timing right because not all of the TA staff are all in at the same time.</p> <p><i>Governor question - SC and HH were scheduled to meet with Joseph Rubba but it was cancelled. Should they re-book the meeting?</i></p> <p>Action: BT will discuss this with Joseph when he next visits the school.</p> <p><i>Governor support - The governors feedback that the RAP document is very clear and straight forward and hope that it works well for the school. They are impressed that BT has stuck with the actions despite covid disruption</i></p>	BT
6.	<p>Policies to review:</p> <p>There were no policies to review / approve at this meeting.</p>	
7.	<p>Committee reports</p> <p><u>Finance, Resource, Health & Safety (FRHS)</u> <i>the meeting minutes were loaded to the hub prior to the meeting</i></p> <p>SC reported. They have held 2 meetings this term. The first on the 12th January. There was no budget information so they dedicated the meeting to a review of the complaints policy and the addition of 'serial and unreasonable complaints' appendix policy'. Both the DfE and Governor Services are encouraging schools to have this in place. The committee adopted the DfE model template. They should now be equipped to deal with any cases that might arise.</p> <p><i>Governor question – the complaints policy that is on the website is dated November 2021 (when the FGB approved it). Should this be amended to reflect the additional appendix document?</i></p> <p>There was a short discussion. BT had added a note to the complaints policy to explain that Appendix A ('serial and unreasonable complaints') was added in January 2022. The governors believe that this should be more obvious to the reader and agreed that the title for the complaints policy should change to say 'Complaints policy January 2022 – 2023.</p> <p>Action: Complaints policy document name to be changed (BT)</p> <p>The second FRHS meeting was held to discuss the budget and complete the SFVS document. The budget reports show that the school is currently on track for the OCC requirements and the OCC Finance Officer has confirmed this. The budget documents are in the finance folder on Gov Hub.</p> <p>Staffing and the boiler issues were also discussed and the SFVS was completed.</p>	BT

	<p>NR added that she had an action to provide a terms of reference for different staffing option costs. She apologised for the delay and will complete this weekend.</p> <p>BT added that the committee also agreed that the fire alarm and emergency lighting package costs will be set against capital funding rather than revenue.</p> <p><u>Curriculum</u> – <i>the meeting minutes were loaded to the hub prior to the meeting</i> HD reported that the committee reviewed the Autumn data drop. The data was generally as expected. The data for Y2 is showing be strong, in contrast Y5 data is a concern. The other year groups look to be generally OK.</p> <p>The attendance policy was reviewed, and some minor amendments were made. JV advised the GB that the policy was not formally approved at the meeting and proposed that the GB review tonight. BT displayed the policy on the screen and pointed out the changes that were made. The key information is now at the start of the document and timings have been made more consistent.</p> <p>Decision made - The governors considered the information and approved the policy.</p> <p><u>Pay committee</u> HH reported that the pay committee met and approved the recommendations made and all relevant notifications have been carried out.</p>	
8.	<p>Safeguarding – BT confirmed that all staff are up to date with safeguarding training. He has also requested a safeguarding review to be carried out by the Education Safeguarding team at OCC. The last review was done in 2019. BT talked about having robust processes in place, governor monitoring to include a safeguarding aspect and how the school has audit tools and documents in place for safeguarding requirements.</p> <p><i>Governor question – Are all governors up to date with safeguarding training?</i> BT will check and confirm to the GB. He added that online training is available for governors to book onto.</p> <p>Action: Check that all governors are up to date with safeguarding training (BT)</p> <p>BT shared some good practice information and pointers for governors while they are in school for monitoring visits:</p> <ol style="list-style-type: none"> 1. Speak to the children – ask them ‘Do they feel safe in school’ and ‘Do they feel happy in school’. Request for a conversation with a selection of pupils to speak with. 2. Always ask a safeguarding question when on a monitoring visit. <p>SC would also like to speak with a small group of pupils in connection with the anti-bullying policy / effectiveness.</p>	BT
9.	<p>Parental engagement BT explained that plans for a parent forum have been delayed due to staff Covid absences.</p> <p>Parents evening is going ahead. The meetings will all be face to face in school on the 8th, 9th and 10th March. Governors are very welcome to attend – to help with refreshments and chat with parents. It would be a good opportunity to increase governor awareness among the parent community.</p>	

10.	<p>Health & Safety – including Covid-19</p> <p>BT reported that he is working on actions that arose from the audit in December. He has attended several training courses (asbestos awareness, legionella and educational visits co-ordinator training).</p> <p>The water hygiene risk assessment will take place next week and will be reported to FRHS committee.</p> <p>Covid safety measures are in place:</p> <ul style="list-style-type: none"> • Restricted movement between classes • Mask wearing • Two sittings for pupils at lunchtimes • No whole school gatherings <p>These measures are in place until half term with a view to lifting them after half term.</p> <p><i>Governor question – What is the likely impact of no restrictions? Will attendance be worse if more Covid cases are in circulation?</i></p> <p>A: Attendance could be worse, but as over 60% of pupils had Covid in January cases may not immediately worsen in school. If there is no statutory isolation period, then pupils may well be back sooner if they are not poorly, and absence could even be reduced.</p> <p>The governors discussed testing protocols, and this is not completely clear, but BT will wait for new guidance at the point that all restrictions are lifted.</p>	
11.	<p>Governing Body Business</p> <p><u>Governor training</u></p> <p>If training has been booked via governor hub this will automatically populate the training log.</p> <p>The clerk advised that if the training was not booked through the hub, then governors will need to add this training to their record manually.</p> <p>SC encouraged the governors to take advantage of the training opportunities.</p> <p><u>Governor monitoring</u></p> <p>BT requested that governors make contact with the subject lead teacher to book their monitoring visits for next half term.</p> <p>Action: All governors will need to have carried out at least one visit before the Easter break.</p> <p>If they do not have the lead teacher contact details, then contact BT and he can facilitate booking the visit date.</p> <p>HC is in school tomorrow to carry out a SEN monitoring visit.</p> <p><u>Link Governor roles</u></p> <p>There are no updates. All roles are filled.</p> <p><u>Staff governor vacancy</u></p> <p>New staff members have joined the school. There may be some interest in a staff governor vacancy.</p> <p>Action: SC and HH will write to staff to try and promote interest in becoming a staff governor.</p>	<p>ALL</p> <p>SC / HH</p>

12.	<p>Any Other Urgent Business</p> <p>The date of the next FGB meeting set for 9th March was discussed. It is only 4 weeks from this meeting, and it also clashes with parents evening.</p> <p>The governors decided to reschedule the FGB meeting to Wednesday 23rd March – 7pm start.</p> <p style="text-align: center;">Meeting ended at 8.19pm</p>	
Next Governing Body Meeting: 23rd March 2022		

Actions log

Meeting date	Agenda Item	Action Required	By whom	By when	Outcome
24.11.2021	2	Update Governor Hub with SW re-appointment	Clerk	immediately	Completed
24.11.2021	4	Send updated governor information to BT to load to the school website	Clerk	Asap	Completed
24.11.2021	5	Anti-bullying survey to FRHS committee in January	FRHS	Next FRHS meeting	C/F
24.11.2021	11	BT will check EY display as soon as possible to see if information should remain or be removed	BT	Asap	No pupil info on view **
24.11.2021	11	SW will write the EY monitoring report and submit to the hub	SW	Next FGB	Not yet on Gov Hub. SW to re-send to BT
24.11.2021	8	HC will check and confirm if FOSS funds were transferred	HC	Asap	HC has not yet had handover from the FOSS treasurer. C/F

****There are some post it notes hidden behind the display. Names will be replaced by initials. BT is satisfied that pupils cannot be identified this way.**