



MINUTES OF THE FULL GOVERNING BODY MEETING HELD VIA MICROSOFT TEAMS ON MONDAY 22.3.21 at 6.30pm

| NO. | ITEM | ACTION |
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| 11.21 | <p>GOVERNORS PRESENT: Sarah La Porte-Jones (SLPJ) (LA Governor), (Chair of FGB), Catherine Souch (CS) (Head Teacher), Kelly Way (KW) (Vice Chair), (Parent Governor), Claire McConville (CM) (Staff Governor), Jane Clapham (JC) (School Business Manager) (Co-opted Governor), Sophie Walker (Parent Governor) (SW), Rev'd Dr Hugh White (HW) (Foundation Governor), Samantha Charles, (SC) (Parent Governor), Anthony Bates (AB) Co-opted Governor), and Also present Peter Allen (PA), (Clerk)</p> <p>GOVERNORS ABSENT WITH APPROVAL: Kurt Baldwin, (KB), (Co-opted Governor)</p> <p>RESIGNATION: Roisin Collins (RC) (Parent Governor) – Email received by Chair, HT and Clerk resigning her position of Parent Governor. This email has been officially acknowledged by the Clerk. For the record there are now only two vacancies – one Parent Governor and one Foundation Governor. Governors agreed, in the present Covid situation it made sense to leave filling these two posts for the time being.</p> <p>PECUNIARY INTEREST: The Pec. Interest sheet was not circulated to avoid Covid-19 risk instead Chair asked governors if they had any pecuniary interest with items on the agenda. None were declared.</p> <p>QUORATE: The meeting was quorate.</p> | |
| 12.21 | <p>URGENT BUSINESS: No matters of urgent business raised.</p> | |
| 13.21 | <p>MINUTES OF FGB MEETING HELD 25.1.21</p> <p>Accuracy – Governors agreed that the minutes were a true record of the meeting and authorized the Chair to sign them as such and for them to be properly filed.</p> <p>Matters arising –</p> <ul style="list-style-type: none"> (a) Min. 3(a) Further risk assessment had been circulated and agreed. (b) Min. 6.21 P and L to arrange meeting – see later in these minutes (c) Min. 9.21 Adjustment to Committee membership – Chair and | <p>CLERK</p> |

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| | <p>HT recommend: SW to move from finance and join P and L. SC to move from Safeguarding and join SIAMS. KW to step down from SIAMS. KB to join Finance. HW on SIAMS and to joint HT and Staff appraisals. Governors agreed these adjustments. Chair kindly agreed to update the committee chart and send to Clerk to form an appendix to these minutes.</p> | <p>SW SC KW KB HW CHAIR</p> |
| 14.21 | <p>HEAD TEACHER'S REPORT INCLUDING COVID UPDATE:</p> <p>(a) Current roll – HT was pleased to share with governors that the present roll stood at 111 and that after Easter it is forecast to be 114. Chair asked HT to comment on this increase. HT replied that a number of helpful measures had been taken including: the Website had been refreshed and a short film has been uploaded, entry in the RAF magazine has been secured; leaflets have been created and circulated to the nearby new development. These measures are beginning to show results now and will be useful in the future.</p> <p>(b) Attendance – Again the HT was pleased to report that attendance after the “shutdown” had been excellent. Unwell children are asked to stay at home and those displaying Covid symptoms are asked to get a PCR test. Governors asked what the School’s protocol was in such cases. The HT detailed the protocol. Given that a number of other nearby schools had had to close bubbles, the school is adhering to its detailed risk assessment and procedures.</p> <p>(c) Send – see HT’s report.</p> <p>(d) Staffing – HT explained that now it is clear the virus problem is not simply a short term problem, she felt it would be prudent to produce a long term staffing plan (up to July 21). HT has consulted with staff on the plan and shared the details with the governors. Governors thanked her for her diligence.</p> <p>(e) Internal tracking - Assessments are now starting and P and L’s attention was drawn to the need to keep this under review.</p> <p>(f) Catch up tuition – The HT confirmed to Governors that the Government had “done what it said” and provided the promised £80 per child of which £1,870 had been used and plans to spend the balance were now being considered.</p> <p>(g) Health and Safety – A number of actions taken are detailed in the HT report. Governors attention was drawn to a leaking roof which may need some major work. The SBM has arranged for the OCC to visit and inspect the roof and she has got an early visit from them i.e. 23.3.21. so hopefully work can be progressed quickly.</p> <p>(h) Bullying/Racial/safeguarding incidents – There have been no bullying or racial incidents this term. 6 safeguarding incidents are on the books – all of which are being dealt with in accordance with the School's Safeguarding Policy.</p> <p>(i) Parents’ meeting - This had an excellent response and was backed up by telephone contacts.</p> <p>(j) COVID: The HT has given a very detailed report on the challenge and the school’s response to that challenge. The</p> | <p>HT</p> <p>P&L</p> |

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| | report gives a unique insight into what can be achieved by a committed HT and her staff. Governors thanked the HT and staff for their commitment and their solid achievements in these difficult times. | |
| 15.21 | <p>SAFEGUARDING:</p> <p>KW, Chair of Safeguarding reported that she had been in contact with the HT but now it would be helpful to arrange a safeguarding meeting. She proposed 20.4.21 6.30pm This was agreed by Safeguarding members.</p> | SAFE GUARDING COM |
| 16.21 | POLICIES FOR RATIFICATION: No new policies. | |
| 17.21 | <p>BRIEF FEEDBACK FROM OTHER COMMITTEES AND LEAD GOVERNORS:</p> <p>It was agreed that the service committees needed to return to regular meetings and the following dates were agreed:</p> <ul style="list-style-type: none"> (a) P and L – 26.4.21 – 6.30pm (b) Finance – AB, Chair, will circulate proposed time and date to com members. Sometime during week beginning 26.4.21 (c) Safeguarding – See Min.15.21 | CHAIRS |
| 18.21 | DATE OF NEXT MEETING: 10.5.21 6.30pm | |

Gov2/mins22.3.21