



"Where every child counts"



**Minutes
Full Governing Body Meeting
Monday, 21st September 2020
6.00 pm**

This was a virtual meeting via Zoom because of the restrictions resulting from the Coronavirus pandemic.

Requested Attendees:

Karen Wrixon (Headteacher), Cliff Walters (Chair) Maria Dixon (Vice-Chair), Rachel Barbet, Steve Lewis, Russell Field, Richard Hull, Laura Gilham, David Luxton, Vera Peevor, Annabel Smith, Janine Wagner-Hale, and Catherine Dunkley-Jones (Clerk)

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| 1. Welcome and Apologies - The chair welcomed all to the meeting. There were no apologies. |
| 2. Notification of Any Urgent Business No items were raised |
| 2.1. Declaration of any business interests None were declared. The clerk asked governors to email details of any new business or pecuniary interests so the Summary of Business Interests can be updated for the website. This was agreed with a two-week timescale for any amendments. |
| 3. Annual Elections (CDJ) 3.1 Election of chair and vice chair CW agreed to continue as chair for one more year, and this was unanimously agreed. MD also agreed to continue as Vice-Chair at a later point in the meeting. 3.2 Committee Membership All agreed to keep to the same committee structure and remain on the same committees as last year. JWH was invited to attend both meetings before deciding which committee to join. The committee structure for 2020/2021 is as follows: Curriculum Committee Cliff Walters (Chair), Maria Dixon (Vice-Chair) Russell Field, Laura Gilham, Richard Hull, Karen Wrixon, Janine Wagner-Hale and Vera Peevor Finance and Personnel Committee / Environment Committee David Luxton (Chair), Maria Dixon (Vice-Chair), Rachel Barbet, Karen Wrixon, Steve Lewis – MD joined the meeting at 18.15 pm - |

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3.3 To RESOLVE governors with Performance Management responsibility for the headteacher.

All agreed that CW, MD and DL will continue to form the HTPM panel. The next meeting will be on Wednesday 30th September at 2.30 pm. CW to send out details to those concerned.

3.4 Link Governors

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| Karen Wrixon | Health and Safety |
| Maria Dixon | Safeguarding, PP, E-safety, EYFS and SRE and Reception |
| David Luxton | Y1 and English |
| Vera Peevor | Y2 |
| Cliff Walters | Y3 and Mathematics |
| Steve Lewis | Y4 |
| Rachel Barbet | Y5 and SEND |
| Janine Wagner-Hale | Y6 |
| Annabel Smith | Y6 |

CW and MD briefly explained the nature of link governor roles and responsibilities to new governors; how visits are important to evidence governor awareness of what is happening in the school. The SDP should be linked to all visits. At the moment, link governor conversations with teacher will take place via Teams or Zoom.

3.5 Governor Vacancies

There is currently a vacancy for one parent governor. It was decided that the clerk will send out a letter to parents notifying the vacancy and some information about the nature of the role. KW also agreed to add a paragraph in a newsletter.

4. Minutes of Last Meetings and Matters Arising (Chair)

4.1 The minutes of 6th July, 2020 and the extraordinary meeting of 9th July, 2020 were reviewed for accuracy and adopted.

4.2 There were no matters arising. Fire inspection is still outstanding. KW unclear when they will restart. The H & S official who did the audit is aware of the situation.

M-o-U No further updates as it was agreed at the last meeting that this is not something the school is going to actively pursue at this point. KW has notified those concerned.

5. Standing Orders and Code of Conduct (Chair)

5.1 It was agreed that the Standing Orders, Terms of Reference and Year Planner will remain the same for the next academic year.

6. Headteacher's Report

Total NOR: 170

The school is currently lower in numbers as several families moved away over the summer. More families are also due to move soon which will have an impact on the budget.

Changes to note – Mrs Karen Rose handed in her resignation over the summer holiday. Mrs



Hannah Bealing is covering at present and we will look to train a TA as an ELSA. We will be interviewing for a permanent replacement.

Mrs Julie Bennet has handed in her resignation as a LTS, we will be interviewing for a replacement.

Mrs Julie Newell will be leaving to move out of the area at the end of half term. Karen will be the SENDco and we will cover her PPA with one of our present staff.

Observations – It isn't really appropriate to be doing observations at the moment because it involves entering other people's bubbles and spending time in a different class. This was also discussed at a recent pyramid meeting on Teams. However, book scrutinies and work scrutinies can continue virtually. Staff and leadership meetings are also being done via Teams.

The LA have reminded staff to keep socially distant as much as possible and to use Teams wherever possible,

Has anybody had to be tested yet?

Yes, quite a few although no positive results yet. If we do, we will talk to Public Health England and the LA and take their advice.

The return has gone well. The pick up arrangements have been amended as this was causing congestion on the driveway. Parent governors confirmed that the situation is much better and have heard good feedback from other parents and carers.

KW strongly recommends to parents that masks are worn but cannot legally enforce it.

KW has spent a lot of time phoning parents and advising them on what to do if their child has symptoms. *If their child has symptoms they cannot coming in until they are symptom-free or have a negative test result.*

Discussed the problems of getting tests. The school has some and has requested a new order, allocations are based on the size of the school. Tests are currently being done in Cardiff and several parents have gone there to get a test.

Staff quarantine – this is not covered by insurance if caused by a member of their family and could potentially have an impact on the school's budget.

It was agreed to members of staff should have a flu jab and should be able to claim their school budget if they so wish.

Premises

Y 3 and 4 mobiles have been renovated and 5 and 6 will be done next summer. The lintel is not a danger but needs some more brickwork, and the wall to the recreation ground has been mended.

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The school will be receiving approximately £80 per pupil for catch up funding. The school will be accountable for how this is spent.

We are waiting to hear how much money we received from our Covid claim from the LA.

PTFA events cannot be held at present.

We cannot have reading volunteers in at present because it means close contact with the children.

This term there will be no panto, discos, Christmas nativity or church service or any other live events. Staff will endeavour to do things online where possible. Governors suggested online quizzes and other activities which could help people come together as a community.

Do you have any major worries of which governors should be aware?

KW was initially concerned about parents not accepting attendance rules, but this has improved. If it hadn't, KW would have requested a letter from the governors.

7. Safeguarding Update

Discussed problems of accessing appropriate training now Governor Services.

Staff did Prevent Training at the start of term. Governors have read the Prevent Action Plan and Guidance for Schools.

MD met with KW on 16th September to do the Safeguarding Audit and is meeting Clare Kendall on 23rd September to do the Safeguarding Review of the Central Register. It was agreed that as Safeguarding Governor, MD will take on the role for Managing Allegations.

It was confirmed that all governors have read the appropriate sections of KCSIE.

8. Policies

Privacy Policy for governors – a new draft policy

GDPR privacy notices for staff and pupils – standard review

Child Protection - Clerk to add appropriate links to the CP policy.

Dealing with Allegations of Abuse against Members of Staff and Volunteers

CDJ to resend the Privacy Policy

The other policies were all agreed.

9. Any Other Urgent Business (Chair)

Training – NGA training attempts not going well. Governors need login to Learning Link and there is confusion over whether the school is subscribed or not. CDJ will investigate.

10. To Agree Dates of Future Meetings (Chair)

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| <ul style="list-style-type: none"> • Curriculum Committee – November 9th at 6.00 pm | Curric |
| <ul style="list-style-type: none"> • Finance and Personnel Committee - 19th October at 5.30 pm | Financ |
| <ul style="list-style-type: none"> • FGB 2 and Annual Staff/ Governor Meeting – November 23rd | |

The meeting closed at 7.21 pm.

Summary of actions agreed at this meeting

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