

Minutes
Full Governing Body Meeting
Monday, 8th March 2021
6.00 pm

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

Requested Attendees:

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

Agenda Item
<p>1. Welcome and Apologies</p> <p>The chair welcomed all to the meeting. No apologies other than long-term apologies from GS. VP and SL have resigned since the last meeting.</p>
<p>2. Notification of Any Urgent Business</p> <p>-</p>
<p>3. Declaration of any business interests</p> <p>No business interests were declared.</p>
<p>4. To approve the minutes of the last meeting - 23rd November 2021 – and any matters arising not addressed by this agenda.</p> <p><i>Are there going to be any updates about the draft financial plan?</i></p> <p>Not specifically, but CK and KW have started the budget-setting as they have received the provisional figures. HR have been sent the draft financial plan, and it looks like it might be possible to make some savings, so there may be possible revisions. Hopefully, we will be able to update further at the next F & P meeting. HR will continue to offer advice on how best to proceed.</p> <p><i>Were there any further actions from the Safeguarding Audit?</i></p> <p>No, the LA haven't said there are any outstanding actions.</p> <p>The minutes were agreed to be an accurate record of the last FGB.</p>
<p>5. Committee Reports</p> <p>Minutes of the committee meetings were shared in advance of this meeting.</p> <p>5.1 Curriculum Committee – met on 1st February</p> <p>CW summarised the main points of the last meeting. KW had to carry out four home visits.</p> <p><i>Have you had to carry out any more home visits?</i></p> <p>Yes, one was a follow-up visit.</p> <p>During the last lockdown, all pupils had access to home learning. Lots of help from staff, government and community, including a £2000 anonymous donation. Well done to all involved who enabled children to continue to receive a good-quality education during the lockdown.</p> <p><i>Has the rest of the catch-up money been received yet?</i></p> <p>Not yet, as the children only returned to school today, but the first instalment was received, so we will start with the catch-up programme as soon as the children most in need have been identified.</p>

Any further updates on the Young Interpreter Scheme?

Yes, we have signed up, and the next step is attending the training.

This scheme is run by Hampshire Council and involves teachers teaching pupils to mentor peers who need help with English. Apparently, it is excellent and mutually beneficial. The cost was approximately £700.

5.2 Environment Committee – met on 22nd February

The main priority is the electronic barrier for the car park. After some discussion, it was decided to proceed with 'Openings: Electric Gate and Door Specialists', a company based in Bournemouth. The company will be asked for clarification on what exactly the quote will provide.

This barrier has become even more of a priority as the situation with parents using the car park is escalating and is becoming a major problem. RH and DL agreed to liaise as 'project managers' with the company.

5.3 Finance and Personnel Committee – met on 22nd February

The committee also reviewed the quotes for interior decorating, although this is on hold until September.

It was decided to renew the staff absence insurance as it needed to be renewed by 1st March.

The outturn was also approved and has since been signed and sent to the LA.

The SFVS will be completed at the next F & P due to a formatting issue, which has since been resolved.

6. Update on Remote Learning

Hopefully, remote learning is over now for the time being – children returned to school on 10th March and were welcomed with balloon arches.

Is remote learning continuing for children who cannot attend?

Yes, but only for those who are self-isolating.

KW explained the background to the current remote learning offer.

The remote learning provision was shared before the meeting and is also on the school website.

Governors must be familiar with this document as remote learning is an area of focus for OFSTED.

In March, we went into lockdown quickly – keyworker and vulnerable children attended school on a more flexible basis, and remote learning involved paper packs and folders of learning sent home each week.

This worked well as the majority of parents lived within easy reach of the school.

We also set up emails for all parents, so they had access to class teachers for questions. We started using White Rose maths, Oak National Academy and other resources we could email to parents. Teachers took great pains to make regular contact with KW and vulnerable pupils, such as regular phone calls.

As the pandemic went on, the government made it clear that schools would have to offer more remote teaching via digital methods and would put in a laptop offer. A £2000 grant was given to each school in the country. We made sure we could put a remote offer in place via MS Teams. We received the funds in September, so we could set up a platform all parents could access. All parents had access to a Teams login to access the learning.

We then started to train ourselves, which involved people trialling methods, up-skilling themselves, and sharing learning at staff meetings.

A child had to self-isolate in the autumn, and then a half a class, so there were several opportunities to

SignedDate

put learning into practice; teaching via Teams and a class in school at the same time.

During the last lockdown, three hours' remote learning was the statutory minimum for primary children, although KS2 received more as older children are more capable of independent learning.

If there is another lockdown, staff are prepared to deliver remote learning. Learning packs are ready at home. Pupils have received a home learning code of conduct and logins.

WB offers the broader and balanced curriculum to all children with adaptations to some topics, such as practical science experiments, which are taught in class when the children return.

Questionnaires have been sent to parents, and feedback has been very positive. Several governors recently attended a live lesson with JN, which was 'very impressive'.

How do you plan to measure the success of the remote provision?

We have actually been assessing pupils all the time – asking families to email work back so it can be evaluated and monitored. Everyone already has a good outline of where the gaps are.

Work done in books is also being returned, so there is a good assessment range.

Parent's evening were recently held remotely and their feedback also proved to be very useful in identifying gaps.

Children would upload a photo of their work for teachers to give feedback, which was marked electronically. Parents would get a notification to say when the marking had been done.

This worked really well for parents helping their children. Governors agreed that this was a brilliant opportunity to develop the parent partnership.

Maths: RH showed some of the allocated assignments via a screen share example of Y5 Teams and explained how it works. You can see a number of items handed in and marked and see a list of assignments that have been handed in. The White Rose website was really helpful - as we couldn't have limitless live lessons because of the broadband. The site has lots of different lessons, and links to video. Very good quality - not as good as a teacher interacting with children but a pretty good substitute. It was also advantageous for parents to have the pre-taught lessons to learn the current teaching methods.

Teachers also prepared their own lessons and videos via Vimeo.

Teams will also continue to be used; for example, a link to the phonics sessions will be shared with parents who can't physically come in and join lessons at the moment.

The governors congratulated all staff for their remote learning efforts, going above and beyond the offer provided by many other schools.

7. Headteacher's Report

KW presented the report, which had been previously promulgated to governors.

Fran Ridout is retiring at the end of April. The position will be advertised, possibly with a slightly revised job description to include additional caretaker skills.

A former governor and volunteer reader, Heather Bowden, sadly died several months ago and kindly donated £5,000 to the school. It was decided to allocate this money on reading resources and support as this was her area of interest. We have written to the estate to thank them.

KW is seeing families virtually at the Family Drop-In meetings and writing Family Action Plans. KW will give details of vulnerable children numbers as requested by the Chair at the FGB. Cliff has asked for more information on Family Partnership. Karen worked with Family Workers and was a Lead Practitioner for Team around the families before joining William Barnes. At the time of joining the school, Dorset started to form Locality areas. KW started to meet up with families to offer support and set-up a Team around the family meetings. The school had a Family Worker allocated, and monthly drop-ins were set-up. KW then worked with families with the family worker to offer support. Family Action Plans were set-up with families. If other agencies need to be involved, a Team round the Family is held. Locality meetings were held where different agencies in North Dorset get together to discuss how families can be supported. KW was asked to chair these meetings. As part of her role as Chair, she was asked to join the Children and Young People's strategy group. This group then produced The Dorset Children and Young People's Strategy meeting. This document has been sent out for the meeting. KW is still on the strategy group and the working party for Best Education For All.

Questions arising from the report:

How many families do you currently have?

KW has attended five virtual meetings this term along with the family worker.

There are two children on child protection and eight in-need children.

SEND

The Chair asked for specific numbers of pupils with various categories of need:

42 entitled to Pupil Premium

29 are classed as EAL

37 have SEN

18 pupils have a medical SEN, although this encompasses things such as hearing and allergies.

There is obviously some crossover between the children.

The Chair thanked KW for the report and the figures.

8. Policies

To approve the following policies recommended by committees for adoption:

Curriculum Committee:

E-safety

Able pupils

F & P Committee:

Attendance Management Policy for Staff

Charging and Remissions

Managing Medicines (Supporting Pupils with..)

PDR – Support Staff

These policies were agreed.

FGB

Aggressive Behaviour – because of a recent incident involving a parent, it was agreed to revise this policy.

ACTION: Clerk to update policies. KW to write additional paragraph for the Aggressive Behaviour policy.

SignedDate

Post-meeting note:

KW's amendment is as follows:

Staff should always ensure they are not isolated when meeting with a parent, carer or member of the public. The Governor's room can be used, ensuring there are other staff nearby and able to see the staff member through the panel. If a staff member requires assistance they can raise their hand with their thumb across their palm and another member of staff will enter."

9. Safeguarding Update

The Safeguarding Audit didn't highlight any issues that need to be addressed. Staff have managed to update all our training now. Governors were reminded to use the NGA Safeguarding for Governors if not already complete. The clerk advised that the Safeguarding governor and the Chair should aim to revisit this course as a refresher. Governor Services have stated that this is fine as L2 training is no longer offered by the LA.

10. Well-being: to receive an update on the well-being of staff

All received JWH's detailed report.

JWH had researched the requirements for well-being and the role of the well-being link governor before the meeting. Everything she read emphasised the need to change the way a school prioritises well-being. However, staff and pupils at WB are hugely lucky as KW and the SLT have prioritised well-being for many years, well before COVID, undertaking Emotion Coaching Attachment Training. KW is very good at leading on well-being and supporting staff and pupils, the priority for governors is to look out for KW and the SLT.

JWH informed the governors about the Governors for Schools website which has a free three-part course about well-being.

The Chair thanked JWH for her report.

11. Chair's Briefing

An OFSTED inspection is due in the next year or so. Governors need to be aware that there will be monitoring visits at the moment, most of those will be virtual. The focus is almost certainly going to be on remote learning, understanding the curriculum and visits.

12. Clerk's Briefing

The clerk asked everyone to start to think about succession planning so that future roles can be discussed at the next FGB. A skills audit will be sent out over the next few weeks the results of which can be used to target future governor recruitment.

Discussed Plans for addressing governor vacancies – Inspiring Governance is one options and could possibly place an ad in Blackmore Vale online..

Update on Clerks' Briefing of 2nd March – this report was shared in advance of the meeting, which mainly highlighted the importance of evidencing challenge in the minutes. There were no questions.

13. Link Governor Update – any training, visits

Remote visits:

MD visited EYFS on 08.12.2020

RB made a visit as SEND governor on 23.92.2021

JWH visited as Well-being governor on 26.02.2021

CW visited Y3 on 03.03.2021

This year's visit forms will be stored in a folder; the clerk asked for any outstanding forms to be emailed.

Discussed importance of completing paperwork for link governor visits. Need to make class visits a priority, linking visit objectives with the RAP as evidence of strategic monitoring. Governors were asked to send the clerk any recent visit forms.

At the Chair's Briefing, the speaker suggested recording phone calls, emails in the form and submitting at the end of the term or year, but on balance it was felt that the current form was the best way forward.

Link governor categories have been updated:

Link Governors

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

14. Any Other Business

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15. Dates of next meetings:

- 26th April, 2021 at 6.00 pm F & P Committee - Budget-setting – all governors are invited.
- 10th May, 2021 at 6.00 pm Environment Committee
- 14th June, 2021 at 6.00 pm Curriculum Committee
- 28th June, 2021 at 6.00 pm FGB

The chair thanked everyone for their contributions and the meeting ended at 19.49 pm.

Actions agreed at this meeting:

Clerk to update policies

Skills audit to be sent out and completed

DL and RH to contact Openings

KW to revise Aggressive Behaviour Policy

SignedDate