



"Where every child counts"



**Minutes
Full Governing Body Meeting
Monday, 28th June 2021
6.00 pm**

This will be 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, Gilford Sweetenham, and Catherine Dunkley-Jones (Clerk)

Agenda Item
<p>1. Welcome and Apologies The chair welcomed all to the meeting. Apologies were received and accepted on behalf of MD and RB.</p>
<p>2. Notification of Any Urgent Business -</p>
<p>3. Declaration of any business interests -</p>
<p>4. To approve the minutes of the last meeting - 8th March 2021 – and any matters arising not addressed by this agenda.</p> <p>Minutes The minutes were agreed to be an accurate record.</p> <p>Actions from the last meeting: Skills audit to be sent out and completed and the results will be used to inform new governor recruitment. Governors were thanked for completing this. All of the actions from the meeting were completed. KW confirmed that catch up money has now been received and expecting more soon. Future succession planning: The chair reminded governors of his intention to leave the position of chair by December this year. There followed a discussion about filling the committee chair positions -AS kindly volunteered to chair the Curriculum Committee in September. CW, AS and MD to arrange a meeting. Still need to fill the forthcoming vacancy for the F & P chair as DL's term of office ends this July.</p>
<p>5. Committee Reports To receive brief reports on the recent meetings of the committees of the governing body and address and questions arising from the minutes The minutes of all recent committee meetings were shared in advance of this meeting.</p> <p>5.1 Environment Committee – met on 10th May The barrier was the main focus, and the difficulties in appointing a janitor. A local handyman has since been appointed for odd jobs and two cleaners.</p>

Signed.....Date.....



5.2 Curriculum Committee – met on 14th June

CW summarised the minutes. Restrictions are in place until 19th July so parents are unable to attend school events. The school are using end of year tests to help their teacher assessment. Year 6 data will be sent to the High school and LA but will not be used for Ofsted.

What will the Y6 transition look like this year?

There will be a virtual meeting on the evening of 8th July and in September, there will be a day just for the new Y7. Some vulnerable children and their families are visiting after school. There is also the option of the week-long summer school which many Y6 WB pupils have signed up for.

What is the Singapore Bar Method?

The Singapore Bar method is being used in maths, a way of helping children understanding difficult wordy maths problems by drawing bars to represent the numbers which helps them to visualise what the problem is.

RF gave a précis of the new in-house vocabulary and oracy scheme, which has many strands. Vocabulary Ninja is an online platform which is a small part of what teachers will be putting in place from September.

The amount of hard work that teachers, especially KW, have done this year must be emphasised. CW will write on behalf of governors to thank them for their tremendous effort.

5.3 Finance and Personnel Committee – met on 21st June

DL was absent from this meeting, but signed the outturn last week, which was approved at the meeting. CK attended and presented the notes from the outturn very clearly and answered questions so all had a good understanding of the school finances.

6. Link Governors

To review impact of link governors and governor monitoring activity over the year
There have been many link governor visits – mostly virtual – this year. Reports were shared in advance of this meeting on SharePoint. Next year, the aim is to link governor visits closely with the SDP/ RAP, planning visits at the start of the term with clear, agreed objectives in place.

7. Discussion about the school barrier

Background – originally planned to install an automated barrier, but as the estimated costs of groundwork and ongoing maintenance spiralled, governors decided to investigate having a manual barrier instead at the top of the car park, leaving some spaces. CW trialled this with three plastic cones across three spaces in.
CW found that there were almost always 6 people who visited the car park who were authorised, which is a concern as having the barrier in that place could be dangerous with cars attempting to turn around in such as small space. CW had to let people go through the barrier, turn around and come back. Suggested giving an earlier slot for these people.

Governors decided to cancel the plans for the automated barrier due to costs and ongoing maintenance.

It was decided to use the LA grant to pay for a proper swing gate and a non-permanent sign informing restricted access at certain times.

Signed.....Date.....



"Where every child counts"



KW will email MD to update her about this decisions and to discuss the way forward.

8. Headteacher's Report

KW presented the report. Since the report, another cleaner has been hired by the agency due to the high turnover of cleaners. A cleaner is expected to go on maternity leave in September. October and agency staff will probably be used to provide cover.

Are agency staff much more expensive?

Yes, but in the long-term it is more cost-effective to use agency cleaners as will have to pay for maternity cover and cleaning cover in the autumn. The F & P committee will monitor the cost of the cleaners.

Naomi Lewis has just been appointed as the job-share for Reception.

Is anyone self-isolating at the moment?

Yes, two children from the same family are currently self-isolating and have been offered work and support as needed.

Are children joining reception still being given or loaned books to encourage parents to read to their children?

Stepping Stones haven't been happy about sending any books home at present because of Covid but it will happen in the future.

This years' intake are all from Stepping Stones apart from one child. This year is a notably small intake year in terms of population.

The mentor scheme from Hampshire Council will start in September.

KE ended by thanking all governors for their ongoing support during these difficult times. It has truly been an unprecedented few years and all staff should be congratulated on rising so magnificently to the challenge of remote teaching.

9. Academisation update

It was agreed to keep academisation as a standing item on the agenda as recent chairs' and headteachers' briefings have indicated that academising maintained schools remains a government priority and it is important to continue to investigate options in a proactive way.

In the autumn term, the headteacher of Shillingstone has offered to talk about her experience of joining a MAT so the first step is to meet as a pyramid and possibly invite someone from the MAT to talk to the governing body or a group of governing bodies.

10. Policies

To approve the following policies recommended by committees for adoption:

Curriculum Committee:

Signed.....Date.....



"Where every child counts"



Design and Technology, English, Geography, Computing, Data Protection, History, Maths, Mobile Phone (with E Safety), Modern Foreign Languages, Outdoor and Adventurous Activities, Jigsaw, RE, Science, Single Equality, SEND, Teaching and Learning
RE, JN to be removed as named person

Environment Committee: Accessibility, First Aid , Healthy Food

All were agreed.

11. Safeguarding Update

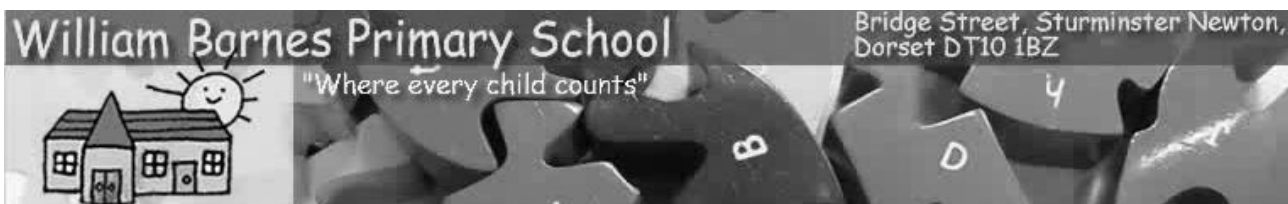
The school has now signed up to Operation Encompass, so police notify the school via email the day after a reported domestic violence incident. This has been added to the safeguarding policy so everyone is aware. KW has updated staff on some serious case reviews.

12. Well-being

Staff have worked extremely hard well-being remains a priority. JWH attended an interesting webinar slides of which were sent out last week. Governors will continue to be mindful of staff well-being. The government are doing a well-being charter for staff to sign up for in September which KW will sign up for.

13. Chair's Briefing

A new school advice line is going to start in Sept with specialist teachers and psychologists, although it's not clear exactly what support will be offered.
Also discussed was virtual school in care and Best Education for All. KW explained that looked-after children have a virtual head and personalised plans. There are no looked-after children at WB at the moment.
KW is part of the steering group for Best Education for All , which aims to ensure that all schools get the support they need.



14. Clerk's Report

Clerk's Briefing, Summer 2021

Nicky Diment from Governor Services was tasked by Mark Blackman to pull together all the statutory policies on the DfE website; how often they need to be reviewed, whether Dorset council has a model policy and if so the date of the current policy

The Complaints policy, for example, was last reviewed on 6 Dec 2019 and was due for review spring 2021 but it has been delayed. It should be a helpful tool to see if the policies we have are the right version. ND will send out to clerks in September when the document is ready.

There was also a presentation from a rep. from the NGA, encouraging everyone to sign up.

More slides were shown from the link governor training led by Peter Farrington, with an emphasis on how clerks can support link governors. Not really a clear answer, other than encouraging governors to develop the skills to ask challenging questions in the right way for the board to gather that information and to ask further questions in a meeting, and signposting training.

There is a new benchmarking website recommended by V Eddy - previously for academies but now for maintained schools – 'View My Financial Insights' on gov.uk.

Governor Skills Audit

The results of the skills audit completed by the entire governing body were shared before the meeting. The overall results indicate a confident and able governing body.

Training

Recommend governors on the F & P Committee, if they haven't already, complete the following NGA courses; 'Finance – making the most of what you've got' and 'Understanding school finance' - between 40 to 60 minutes each.

Attendance Report

Am in the process of updating meeting attendance records. Will share when they are finished before publication on the website.

Constitution of Governing Body

There is currently a vacancy for one co-opted governor and there will be another vacancy for a parent governor when DL's term expires at the end of August. RF was reappointed as a co-opted governor in the spring. Looking ahead, RH's term as co-opted governor is due to end at the end of September 2021.

Suggest the parent governor role is advertised in the autumn term to target parents of reception children and the co-opted vacancy advertised in the wider community and Inspiring Governance.

15. Any Other Business

-

16. To agree the dates of the next meetings

Provisional meeting dates for 2021 – 2022

Autumn Term
20/9/21 FGB
11/10/21 CC

Signed.....Date.....



"Where every child counts"



15/11/21 F & P / Env

22/11/21 FGB

Spring Term

17/1/22 CC

14/02/22 - F & P (outturn / SFVS)

21/3/22 Environment committee

28/3/22 FGB

25/04/22 - Budget Setting

Summer Term

9/5/22 CC

20/6/22 F & P / Env.

27/6/22 FGB