

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting 12.05.20	Start Time 17:00	End Time: 18:52
Present ED - Elliott Draper, EA - Esther Andrews, HW - Howard Wright, MS - Mike Smith, VS – Veronica Stoodley, RK – Rupert Kellie, LM – Lucie Maloney, CA - Catrin Adlam, KG - Kirsty Goldsmith , CB – Claire Branney, VE – Victoria Efstathiou Anna Strong (AS) from 6pm <i>Esther Andrews (EA) left around 6:30pm</i>	Apologies: Charlotte Bloomfield (CB), Amy Cox (AC)		
Chair: Elliott Draper	Clerk: Victoria Efstathiou		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	1 Welcome and apologies for absence	
2. Declaration of Interest	2 Declaration of Personal and Pecuniary Interest/AOB 2.1 To record any change to pecuniary interests, which should already be recorded on the Governor Hub, and to advise of any conflict with any item on the Agenda none	
3. Minutes of previous meeting held on 24 March 2020	4. Minutes of meeting held on 24 March 2020 Minutes of the Meeting were reviewed by the FGB and the Chair of Governors (ED) signed them as a true and accurate account of the meeting when he arrived at the Meeting	

Main points discussed	Decisions/Actions	Action
<p>4. Matters arising</p>	<p><u>Actions:</u> FGB – Requirement for next meetings that all Governors were to sign, to confirm they have read the Safeguarding Policy and the Child Protection Policy (which is in two parts), and the Keeping Children Safe in Education Part I and Working together to Safeguard Children Annexe (A) Needs to be ticked on the pecuniary interest (ongoing) ED/KB – To liaise in connection with the election of a new Parent Governor (ongoing, difficult during this period of COVID) FGB – All members of the FGB to check their information on the Governor Hub is correct and ensure their pecuniary interest section is complete and accurate (ongoing) Clerk - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee Schoolgovernance@winchester.anglican.org (completed to-date and ongoing)</p> <p>HW – seeking a replacement Foundation Governor (ongoing) LM – to review Safeguarding data on the Governor Pool (ongoing) ED - review Hampshire governor record site for out-of-date data, terms of office and DBS checks (ongoing) ED - sign off on SFVS, VS to send back to Hampshire before 31st March deadline (done)</p>	<p>HW LM ED</p>

Main points discussed	Decisions/Actions	Action
<p>5. Reports from Committees</p>	<p>5. Reports from Committees</p> <p>5.1 RESOURCES met on the 1st May 2020</p> <p>MS gave an overview of Resources Committee meeting -</p> <ul style="list-style-type: none"> • Outturn reports - £75.5k positive ending and better than we thought. • Flexible working staff and ongoing disciplinary (confidential). • Draft budget plan was reviewed. • H&S update – not a lot going on, COVID taking attention. • In depth discussion about remote learning and upgrade of IT. Specification of staff laptops – cameras and microphone missing. RK has discussed with VS and Catrin about IT, ordered 5 laptops for staff to borrow – bank, RK - Quote for full 12 and get them out asap. Order on top as and when we see the need. All through DRIFT (current long-term supplier for school) <p>Webcams for classrooms for virtual classroom set up, shortage of supply – Drift involved in getting – long lead time. RK has spec what we need. Waiting for drift to give lead time and then we can place an order. Idea 1 per classroom – so cost vs lead time. Integrate with boards. Discussed software – google classroom</p> <p>Katrin spoken to drift today – they would set up a team for each class, teachers can upload work and students can submit. Katrin prefers to use the Microsoft version G Suite – as this will be familiar to teacher, children and parents. Catrin benchmarking with another school. VS delegated decision to Catrin to get on with it and make the decision and get this started. VS thanked Catrin and RK. KG suggested can use some children to test on</p> <ul style="list-style-type: none"> • MS – new terms of reference is ready to use for start of new academic year • Refer to the minutes. <p>5.2 STANDARDS & CURRICULUM met on the 27th April 2020</p> <p>CB gave an overview of the S&C Committee meeting –</p> <ul style="list-style-type: none"> • Discussed not using assessment data, per government for this year – agreed. Staff finding a way to report this back to parents. 1st few terms and nothing on the summer term report. • Reviewed policies – <ul style="list-style-type: none"> ○ Collective Worship & R.E. ○ Mental health and Wellbeing policy – reviewing to agree in the future once they have been adapted of purpose. • Current provision the school is offering – website – Facebook pages – more interaction with kids and teachers – as a parent CB thinks successful. Extra support for next year – transition for yr. R. Extra teacher. Targeted learning. • Refer to the minutes. 	<p>RK / VS / CA</p>

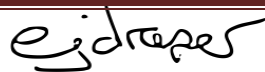
Main points discussed	Decisions/Actions	Action
<p>6. Budget</p>	<p>6 Budget ED – reviewed at resources and approved. MS – to highlight IT and additional staffing needs particularly for year r into yr. 1 VS – staffing might change now as we go back into school and how long it will last. Factored flexibility in the budget as best she can. Extra staffing allows PT staff member for the whole academic year overseeing transition of yr. r & additional catch up work with groups. With different year groups. Higher staffing budget factors illness and duty to pay, self-isolating, shielding or illness. MS - Running an in-year deficit – using reserves. £46.5k outturn planned for end of the year.</p> <p>ED and MS agreed the budget.</p>	

Main points discussed	Decisions/Actions	Action
<p>7 Policies</p>	<p>7 Policies</p> <p>Consultation on Relationships and Sex Education Policy</p> <p>There will always be concern from parents, always different to what parents expect and in terms of gender etc and VS would appreciate feedback from governors and particularly parent governors and how it will be received.</p> <p>ED – trusts the school will teach it in a responsible manner and thinks it was well laid out and there will always been some parents vocal.</p> <p>RK – interesting to see responses and thinks it is perfectly balances. FAQ are good and from parents’ point of view – particularly good</p> <p>MS – asked VS if she has heard from diocese as they were supposed to be leading a plan to help schools – VS has not seen anything and we are running out of time and have duty to law and equality as part of the school values and wonders what the response would be. MS says the report should have been supportive.</p> <p>VS reference to the church policy where they are supportive to children to respect differences in people – if it is in keeping with the law and doesn’t consider the church to be concerned.</p> <p>Reason for change – life was different 20 years ago and how they interact with each other and about time the policy reflects the reality that children live in, same sex families, adopted and make up and set up. Important to recognise the importance for children and not something that should not be spoken about. Puberty is starting so much earlier in girls. In a timely way and not addressing it after it has happened.</p> <p>Responsible, responsive change. But understands that some parents will think “too young too soon”.</p> <p>KG – not discriminate in UK law in the workplace – really important point in the FAQ across the board, nice that school are supporting you and not having to leave to parents. Influence of social media they will hear earlier or not appropriate.</p> <p>RK asked about the survey on the consultation how would this work – log in.</p> <p>VS survey monkey – Karen is sorting. And there will be a follow up.</p> <p>HW – asked how it is difference from previous policy and how the policy was drawn up – VS responded that FAQs put together from reference to “no outsiders in our school” literature for exploring relationship material and from PHSE association pilot schools who have adopted a year earlier and provided guidance on how formulate your own FAQ. HW thinks it looks great and has no problems but and will review further with regards the diocese view.</p> <p>LM says the presentation is comprehensive</p> <p>ED good to know as parents what is being taught at school.</p> <p>Reassure parents that response has been carefully considered. She would have done this by face 2 face presentations to take on questions from parents.</p> <p>ED asked Governors for agreement.</p> <p>VS points to the draft curriculum map, which ties into the science units. VS might need to change some parts to fit better with teaching. Expect to change the appendix at back.</p>	
<p>8 Governor Delegation Plan</p>	<p>8 Governor Delegation Plan</p> <p>ED & HW thanked VS. VS used guidance from NGO and other resources. EHDC does not have this and VS foresees this as a gap.</p> <p>ED asked all governors to review – review at next committee meetings to agree at the first FGB at start of academic year. HW has some questions but will bring up in resources.</p>	<p>ALL FGB DISCUSS AT COMMITTEE MEETINGS</p>

Main points discussed	Decisions/Actions	Action
<p>9 Update on School Closure</p>	<p>9 Update on School Closure ED invited VS to lead us.</p> <p>VS started on action plan for reopening. Timescales? Given the recent announcement from government 2 days ago – year 1 and year 6 to return to school 1st June. Concerns:</p> <ul style="list-style-type: none"> ▫ Envision that all year groups back 1 month before school holidays. ▫ Whatever we put in place could be the norm for the next 6 months of foreseeable future. So VS is careful that the good plan is robust and sustainable. ▫ With class sizes at 15 Concern – only a part time education if ALL school years come back. ▫ Managing H&S biggest challenge <p>VS has started on an action plan for re-opening, Considering:</p> <ul style="list-style-type: none"> ▫ Classes to remain in “home groups” with specific teacher ▫ Possible attendance : Change over of different groups – VS is interested in governor views. <ol style="list-style-type: none"> 1. Morning / afternoon. 2. Alternate days / 3. 1 week on / 1 week off weeks – ▫ Points of the day that become more challenging – meal and play times, change over of classes. ▫ Parents on and off site – will pose a great challenge ▫ Cleaning / decontamination in between groups ▫ One-way system – stagger collections – temperature of children – parents would come in at bike gate and leave by gate at far field. And reverse on collection. No pavement on field gate and on the leave would only be adults. ED – are we allowed to do this? Parents on site at all? ▫ Staffing structure not sufficient to supervise children at break ▫ How best to offer safe working for staff eg staff room, toilet & PPE for first aid care / care of child with COVID <p>Anna Strong joined 6pm</p> <p><u>Governor comments:</u> Governors discussed parents collecting and drop off ideas. Walking bus – parents and not staff LM – brought up the staffing – one week on and off to take off burden. Would help with cleaning / decontamination VS – will be a challenge keeping the children to home groups during breaktimes and lunchtimes. How to manage wet weather play? How to give staff a break? Half days send groups home for lunch time, switch over groups and have time to wipe down. Could help keep children apart. It won't be school as they will remember, and break times will be hard to manage. ED – how to manage class size of 15. VS – cannot manage 2m apart. Worried about staff and passing back to wider community when they go home. R 1 & year 6, if we cannot manage this safely, we must be able to offer some sort of education and open in the near future. Longevity and not massive change each time. Staff lunchtimes. ED - preference to what works best. – need to consult staff. Longer break for children contained and away from buddies in another class – will be hard. How will VS staff that? No support staff to supervise. Won't have full staff structure. ED – says guidance says 48 hrs notice to schools. How much notice would we get? Could we be ready for this? HW – reiterated that governros are here support the teachers in the decisions and not make it harder for you. Urging VS to use governors to bounce ideas off. VS to meet SMT, Karen and Sonja to go through the options and write to parents with a consultation and what would best suit parents on a PT option. Duty to keep staff and children as safe as possible.</p>	<p>VS</p>

Main points discussed	Decisions/Actions	Action
10 Safeguarding	10 Safeguarding Teachers are in contact with vulnerable families. Working still with other agencies as before, but in a different way. ED – are there any vulnerable children that should be coming to school – but aren't. VS – there are some, but have good reasons to not attend. School are in contact with thm	
11. Health & Safety	11. Health & Safety	
12. AOB	12. AOB	
13. Date of Next Meeting	Date of the next meeting – 7th July 2020 Interim meeting Tuesday 26th May 5pm – TBC by ED / VS if required	ED / VS

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FGB MEETING –

24th March, 2020
12th May, 2020
7th July, 2020

Actions:

Governor Comment: The declaration ...

Declaration of Personal and Pecuniary Interest

To record any change to pecuniary interests, which should already be recorded on the Governor Hub, and to advise of any conflict with any item on the Agenda

... regarding ‘interests’ should also include ‘related party transactions’ when mentioned in future Agendas/Minutes. This was duly noted, and future Agendas and Minutes will extend the Declaration to include this

Clerk – To remind Governors of material that she has uploaded onto the GH for their attention **(ongoing)**

FGB – Requirement for next meetings that all Governors were to sign, to confirm they have read the Safeguarding Policy and the Child Protection Policy (which is in two parts), and the Keeping Children Safe in Education Part I and Working together to Safeguard Children Annex (A) Needs to be ticked on the pecuniary interest **(ongoing)**

ED/HW - To conduct a poll/otherwise discuss the best day/time for the FGB and Committee meetings moving forward, with the possibility of changing the time for each meeting depending on the Governors who needed to be present **(ongoing)**

FGB – All members of the FGB to **check their information on the Governor Hub is correct and ensure their pecuniary interest section is complete and accurate (ongoing)**

HW – Update on replacement for **JY** when she has finished her term of office as Foundation Governor in December.

The Committee was advised that **HW** was on sabbatical, and had left the responsibility for filling this post to **MS & VE** and he would take over the search when he returned, should the vacancy remain unfilled **(ongoing)**

LM – to review Safeguarding data on the Governor Pool **(ongoing)**

CBR – To share with the rest of the FGB where she has saved the Ofsted Prep. Questions on the **GH**

MS has uploaded the Benchmarking to the **GH** and the Governor Pool

FGB – To read/review the **Code of Conduct for Governors** published 2016

ED to liaise asap with School Secretary regarding elections for a vacancy for a **Parent Governor** which is a Constitution requirement. As there is also a vacancy for a Co-opted Governor this gives flexibility if more than one person puts their name forward as a Governor.

FGB - DBS checks for Governors extending/renewing their terms of office

This needs to be followed up

FGB - Governors **always ask safeguarding questions of staff when they are in school**, there is a document with different safeguarding questions near to the pigeon holes outside **VS**'s office. There is also a **‘visit book’** which should be completed when Governors attend school to do a monitoring visit or meet with a member of staff. Governors need to record the date and purpose of the visit. It helps to keep them all in one place, and offers Ofsted quick evidence of visits along with Minutes of meetings

RK Reported there was nothing done this term so far. However, there is a walk around due and he will organise this with Karen. **There should be a Risk Assessment for the garden.**

ED – To arrange a Poll to discuss convenient days/times for future meetings. (Wednesday and Friday not convenient for School Teachers, and Mondays difficult for **VS** personally, until June)

Clerk - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee

Schoolgovernance@winchester.anglican.org

Items for next agenda:

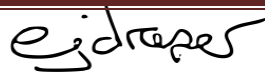
RESOURCES AGENDA - Resources Chair to sign **Terms of Reference** at next meeting. **(S&C completed and filed)**

FGB AGENDA –

AS is leading the working party on the **School’s Financial Standard**, and will be bringing a response to the next full FGB with some recommendations on that work

MS Has Governor training on Finance and will report back the outcome to the FGB at the next meeting

DBS - Checks required for Governors extending/renewing their terms of office

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