

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting 24.03.20	Start Time 17:00	End Time: 17.55
<i>Present: Elliott Draper (ED) Veronica Stoodley (VS) Mike Smith (MS) Esther Andrews (EA) Rupert Kellie (RK) Catrin Adlam (CA) Clare Branney (CB) Kirsty Goldsmith (KG) Dr Lucinda Maloney (LM) In attendance: Governor Hub (GH)</i>	Apologies: Anna Strong (AS), Amy Cox (AC) Esther Andrews (EA) arrived at 17:10 Catrin Adlam (CA) arrived at 17:15		
Chair: Kieron Robinson deputised until Elliott Draper arrived at 18:05	Clerk: Kieron Robinson		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	<b>1 Welcome and apologies for absence</b> The Chair welcomed Governors to the meeting. A quorum was established and the meeting commenced. The Chair accepted apologies from AS and AC and noted EA and CA would arrive as soon as they could.	
2. Declaration of Interest	<b>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</b> None. <b>2.2 To raise AOB for discussion either at the meeting, or as an Agenda item for a future meeting</b> No issues were raised, at this time, for the current meeting when this item was covered	
3. Minutes of previous meeting held on 28th January 2020	<b>Minutes of the Meeting were reviewed by the FGB. Chair of Governors (ED) to digitally sign them as a true and accurate account of the meeting</b> <b>Actions:</b> Clerk – To remind Governors of material that she has uploaded onto the GH for their attention (completed) 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, Chair reminded governors to go on to Governor Hub and check) HW – Update on replacement for JY when she has finished her term of office as Foundation Governor in December - HW just returned from sabbatical so had not had chance to look at this yet (ongoing) LM – to review Safeguarding data on the Governor Pool (ongoing, LM was not able to get into the Governor Pool currently, VS offered to put the Safeguarding doc on GH) CBR – To share with the rest of the FGB where she has saved the Ofsted Prep. Questions on the GH (CB confirmed she had posted a link on GH) MS has uploaded the Benchmarking to the GH and the Governor Pool (completed) FGB – To read/review the Code of Conduct for Governors published 2016 (ongoing) 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 (ED had checked with Governor	<b>HW to review VS to put on GH</b>



Main points discussed	Decisions/Actions	Action
<p>6. Reports from Committees</p>	<p><b>6 Reports from Committees:</b>  <b>Committee chairs shared notes and updates from committees beforehand.</b></p> <p><b>6.1 RESOURCES met on the 20<sup>th</sup> March, 2020</b></p> <ul style="list-style-type: none"> <li>• <b>VS</b> mentioned a staff request for flexible working, which is ongoing, and is complicated by the current situation. The school has NQTs who now will not be able to complete their NQT year by the end of the school year potentially. This all has a knock-on effect on staffing requirements, and therefore the decision on the flexible working request.</li> <li>• <b>ED</b> asked if they may waive NQT requirements due to exceptional circumstances. <b>VS</b> said that it would be about demonstrating the standard required. Usually the NQT period is just extended based on how long any absence is. Most likely another school term added to the NQT period for those staff members to complete their assessments. <b>VS</b> said she wasn't sure how that might affect pay based on timing for pay recommendations.</li> <li>• <b>MS</b> mentioned a funding top-up due to something that had been missed out in the per-pupil funding as part of the funding formula.</li> <li>• <b>MS</b> mentioned the requirement for agreement on the SFVS, and that the Chair needed to sign it for it to be sent back to Hampshire in time for the deadline on the 31st March. <b>ED</b> confirmed that he could e-sign it so it could be sent in due to current situation.</li> <li>• <b>MS</b> reported that <b>VS</b> had informed them of an incident regarding a Subject Access Request: <b>VS</b> explained that a Governor had been approached with a subject access request and had not immediately recognized it as one. Consequently, the SAR there was a delay in this being passed on to the DPO. By the time the DPO received the request the records (in line with the retention schedule) had been destroyed. This was very unfortunate as had the initial request been passed on the records would still have been available. <b>VS</b> asked all Governors to be aware that as part of their legal duties they must pass on any subject access request to the school office. If they are in doubt, it is better to pass on the request to <b>KB (DPO)</b> than not. <b><u>This should be within 2 weeks of the request.</u></b> Governors should note that a SAR can be made verbally, in writing, by email etc. <b>VS</b> has already amended the policy and process on the website to check that it is fully clear to anyone who might wish to make a SAR. The process already on the website was correct but aspects highlighted in BOLD/ RED to help identify who to contact at school- though <b><u>any member of staff or governor can be approached.</u></b></li> </ul> <p><b>6.2 Standards and Curriculum</b></p> <ul style="list-style-type: none"> <li>• <b>CB</b> said a lot of the meeting was spent discussing <b>SIAMS</b>, which was now on hold anyway.</li> </ul>	<p><b>ED to sign, VS to sendoff</b></p> <p><b>FGB</b></p> <p><b>All Governors to review DP policy and SAR process so they know how to proceed if they have a SAR</b></p>

**7. Contingency Planning**

**For the school**

**ED** noted that the situation was still very fluid and new, but thought a discussion on the current state of play and understanding might be useful.

**VS** said that they had up to 35 children that could be eligible for school provision, but that currently they only had 11 in. **VS** said they had a planning day on the first day by staying closed, to ensure they were ready, and that it was very useful. **VS** said they were under the impression currently that the school might not fully re-open until September, and as such were trying to plan for that, in terms of staff rota – the rota is one week on, two weeks off. They are working on a programme of work for pupils. Always a Senior Management person on site, as well as someone trained in First Aid. Ensuring the staff that are present are still able to take breaks during the day. Hours are currently 8.30 to 4.00, so slightly extended but not wraparound care. Covering the same range of activities as being posted online for the children studying from home. Making the most of the weather, **EA** doing outside activities. Trying to make sure learning is happening, but also that it's a little more relaxed and fun.

**VS** said that they are required to send back data to the DfE, as a register so they know how many pupils and staff are in school. **VS** is aware of things continuing to change potentially going forward, with schools maybe combining into hubs to pool resources, but raised concerns over Safeguarding and other things that would need to be considered.

**ED** asked if there was a system where parents could let the school know if they would be sending pupils in, to help manage resources and capacity. **VS** said they were running with around 7 staff a day, 4 teachers, which would allow the school to scale if more pupils attended than anticipated. If less attended, then 2 teachers could work with the kids at one time, with the other 2 doing planning, and then switch in the afternoon. **VS** very early at the minute though, so need to wait to see how some of it works out. The school was amongst the highest locally with registered interest, but take-up has been less than expected. Other schools have only had one child attending though!

**VE** asked if any staff members had been stood down, and if any furlough scheme was required. **VS** said some staff had been stood down if they (or family members) were in a high-risk category, and in that case were doing planning work from home. **VS** said that government had confirmed budget allocations were the same and staff would continue to be paid.

**LM** asked about vulnerable children and if there was any outreach for those children. **VS** said some will still have a social worker, and those would be eligible for a place in school, but that they aren't required to take the place, just encouraged to do so. Social worker would be involved in the discussion to encourage attendance. Meetings with workers and parents would need to be remote.

**RK** asked about anything in particular that was being put in place for Y6's. **VS** said that the SATS had been cancelled, and that it may be likely they wouldn't return to school unfortunately, which was very sad. They had organised activities at short notice on the last day before closure for them to have a goodbye in case it was their last day at FM.

**HW** said that the school had handled everything very well. Asked about shutting down parts of the building not being used, to avoid heating costs etc when not being used. **VS** said that the staff had done some of the tasks they would normally do when shutting down the school for summer – cleaning out lockers etc. They had identified the rooms that were going to be used in the short-term, with everything else switched off and closed down.

**HW** asked about cleaning contracting, as new contractors were being reviewed. **RK** said that it was being looked at, with the company they were in talks with seeming to be on top of cleaning/deep cleaning related to Coronavirus.

**ED** echoed what **HW** said about dealing with the situation so well and reacting to the changing circumstances. **RK** also agreed, mentioning the adaptability of the staff and the resources being put together for children at such short notice.

**VS** mentioned how good the staff had been in putting everything together.

**ED** said to **VS** to make sure she leans on the governors for support if needed as things change, for whatever arises

**VS** said that if the school was to need to close entirely due to staff sickness for example, then the Chair would be required as part of that decision-making process.

	<p><b>For Governor business</b></p> <p><b>ED</b> said that it'd be likely we'd need to conduct meetings remotely for the rest of the school year, committee meetings too.</p> <p><b>VS</b> said that it may be that S&amp;C meetings wouldn't be necessary currently. The Sex &amp; Education in Relationships would still need discussing as currently it was due to come in in September, and that hasn't currently been changed. Staffing considerations and budget reviews would still need to be considered for Resources</p>	
<b>8. Governor Visits</b>	<p><b>8 Governor Visits</b></p> <p>None</p>	
<b>9. Safeguarding</b>	<p><b>9. Safeguarding</b></p> <p>Nothing to discuss</p>	
<b>10 Health and Safety</b>	<p><b>RK</b> had a couple of H&amp;S visits early March, to go through various files related to Health &amp; Safety, and looking at fire safety management, legionella checklists etc. Completed reviews on those, and did a walkround with Karen Ballard – nothing in particular to call out that is new, just things that had already been discussed, such as new fire doors. <b>RK</b> asked <b>VS</b> if that was likely to still go ahead, and <b>VS</b> said she wasn't sure at the minute.</p> <p><b>RK</b> said new caretaker had helped to make a start on todo list of various items that had been on the backlog for a while.</p> <p><b>RK</b> also mentioned fencing, and Resources committee continuing to review potential spend on new fencing.</p>	
<b>11. AOB</b>	<p><b>11. AOB</b></p> <p><b>HW</b> said thanks to <b>RK</b> and <b>ED</b> for organising remote meeting capability.</p> <p><b>VE</b> asked if we would need a meeting before next FGB, <b>ED</b> said we can organise an extraordinary meeting if needed, and be led by <b>VS</b> as to whether that is needed, and otherwise meet as normal.</p> <p><b>MS</b> mentioned budget approval at next Resources meeting, to then bring to the next FGB.</p> <p><b>ED</b> asked <b>VS</b> to pass on thanks on behalf of the Governing Body to all staff for dealing with the circumstances so well.</p> <p><b>The meeting ended at 17:55</b></p>	<b>ED</b>
<b>16. Date of Next Meeting</b>	Date of the next meeting – <b>12<sup>th</sup> May, 2020</b>	

A handwritten signature in black ink, appearing to read "E. J. Draper". The signature is written in a cursive style with a prominent initial "E".