

Please forward any matters relating to the Minutes below to:
THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School
FULL GOVERNING BODY MEETING – TERM 1
Held via TEAMS video call on Monday 28th September 2020 at 4.30pm

Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Beverly Richardson (BR)
Helena Richards (HR)

MEMBER APPOINTED

Paul Wake (PW)

STAFF GOVERNORS

Barbara Woolwright (BW)
Andy Quinton (AQ)

PARENT GOVERNORS

Bridget Davies (BD) (Chair)
Helen Rowe (HSR)
Jamie Pirie (JP)

STAFF

David Forrester (DF)
Ann Smith (AS)

Guest

Isobel Gelder (IG)

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
64	<p>Welcome</p> <p>64.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from: Jema Bull (JB) & Simon Birch (SB). BR led the opening prayer.</p> <p>64.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed over the video conferencing call. Nothing was noted.</p> <p>64.3 Code of Conduct & Governors Code of Practice SR asked all governors to name and sign the sheets at the end of each of these documents. Will be actioned by Friday 9th October. PW gave an update on the Code of Conduct & stressed the importance of the document.</p>	
65	<p>Minutes from last meeting (FGB 6th July 2020)</p> <p>65.1 & 2 Approval of Minutes Minutes approved. Governor Learning from Covid – HR will pick this up since the governor compiling this has resigned. She will report back to next FGB. Update from AS on point 55 GDPR document, has been circulated for today's meeting. AS & HR will meet to discuss next steps.</p>	HR AS/HR
66	<p>Governor updates</p> <p>66.1</p> <p>Welcome to Isobel & Cynthia: Cynthia was unable to attend the meeting but we welcomed Isobel Gelder to the meeting and hope that we can formally appoint them both as Member Appointed governors soon.</p> <p>Update/plan on parent governors: we had 3 nominations within the deadline which enables us to move forward with appointments without the need for an election. A formal communication will be sent out to all parents/carers on Friday 3rd October.</p> <p>Reappointments: as our Articles of Association state the following: <u>TERM OF OFFICE 65. The term of office for any Governor shall be four years. Subject to remaining eligible to be a particular type of Governor, any Governor may be re-appointed or re-elected.</u> BD & HR terms of office due to expire at the end of October have been re-appointed as both happy to continue within the role & no issues from governors were noted. This ensures continuity in the key roles of Chair of Governors and Chair of Finance Committee at this difficult time in school. Rachel Powlesland was re-appointed as a Foundation Governor with all Governors voting yes in agreement.</p>	BD SR/BD/ DF

	<p>Re-election of Chair & Vice Chair: as per our Articles of Association, Chair & Vice Chairs will be re-elected every September. Nominations were made for BD to stay as Chair by DF & seconded by PW, governors ALL voted yes. Nominations were made for HRi to stay as a Vice Chair by HR & seconded by BR, ALL governors voted yes. Nominations were made for JB to become Vice Chair by HRi & seconded by DF, ALL governors voted yes. SR will update all necessary documents.</p> <p>Confirmation of governor roles 20/21: BD will update the governor committee/link roles following new appointment by 9/10/20.</p> <p>66.2 Training: SR has updated training file with recent governor training, moving forward we will look to highlight particularly relevant training courses each month and have the opportunity to feedback relevant areas at future FGB's. Certificates of completion should be sent to SR for entry into the training log.</p> <p>66.3 Staff survey 2020: A staff survey was sent during term 6 of the last school year which recorded the views of 50% of staff. The survey was sent to all staff members and 50% responded. We would like to try and increase this response rate for next year and as a result will work closely with AQ & BW and bring the survey forward to term 5. This will allow us to apply learnings from results for the next academic year. The results were extremely positive and reflected some great improvements from last year's responses.</p> <p>The Leadership & Management committee will take learnings forward. A particular area to improve is how staff feel with regards to approaching governors.</p> <p>66.4 Update from SDG meeting 14.9.2020: minutes from this meeting were circulated pre this FGB. All governors need to read the housekeeping list for committees to ensure all paperwork is completed and published. There was also discussion at the SDG on how to improve future FGBs. This will be taken forward at the next Chairs meeting.</p>	<p>SR</p> <p>BD</p> <p>SR</p> <p>PW</p> <p>BD</p>
67	<p>Headteacher report</p> <p>67.1 Headteacher report</p> <p>DF took the governors through a full headteacher report with particular focus on school attendance being slightly lower than previous years, due to children being off school with coughs and colds.</p> <ul style="list-style-type: none"> • 415 is the current pupil number. • Various actions from the 'focusing on catch up' area of the report will be taken forward with the Quality of Education committee. It has been noted though that children have shown a tremendous amount of resilience during this uncertain time and their return to school. • DF is attending an NW24 Heads meeting on 29th September. <p>DF updated governors on a range of actions in place to improve SEN provision to support return to school. DF & BD updated governors on SEN / safeguarding issues that school is currently responding to. There were a number of questions from governors about the support needs of children and families on return to school and what resources are available / required. All governors agreed to SEN / safeguarding being an FGB December meeting agenda point with extra discussion time needed. SR to action this.</p> <p>Governors asked about school learning meetings during this time & DF confirmed emails will be sent with learning forms completed in order to keep parents informed. Follow up calls will be arranged where required but will not be mandatory for all pupils. Teams calls for all pupils and on-site meetings are not considered practical.</p> <p>Governors asked about staff wellbeing & DF commented that time is a real pressure at the moment due to all the extra Covid procedures. Staff Governors added that the general feeling from staff was positive despite some new challenges. It was noted that the school felt prepared to switch to home learning should the needs arise. Learnings from lockdown document has been produced and will be referred to if needed.</p>	SR
68	<p>SDP sign off</p> <p>All committee heads were in agreement with the SDP & all governors have now signed off this document.</p>	

69	<p>Committee updates</p> <p>69.1 AS & HR led the group through the finance committee updates with supporting documents as follows: ESFA Accounting Officer letter Academies' Financial Handbook 2020 – review of top 10 “musts” no questions were raised from this document but very useful for new governors to refer to. Academy Related Party Schedule (emailed on 15/9/20) please sign & return if you haven't done so. Summary July Management Accounts – surplus has been noted as forecast figure.</p> <p>69.2 Quality of Education committee – JP meeting with DF on 1/10/20 further updates in Dec FGB.</p> <p>69.3 Leadership & Management committee – PW will now head up this committee. Staff survey actions to be taken forward.</p> <p>69.4 Personal Development committee. – RP meeting with DF 29/9/20 further updates in Dec FGB.</p> <p>SR will add committee meeting dates to overall yearly calendar.</p>	ALL SR
70	<p>Link Governor Reports/Updates</p> <p>70.1 Safeguarding DF delivered the annual Safeguarding training including changes to Keeping Children Safe in Education 2020. From December FGB, Safeguarding will be top of the agenda for every meeting to ensure sufficient time for discussion.</p> <p>All governors have signed off the schools Safeguarding Policy for 2020-21. This policy is now aligned to the BCC model policy so it can be easily updated each year.</p> <p>It was noted that more time needs to be allocated to the annual training for Governors next year to prevent the meeting from overrunning. This could be an additional session or reorganising the agenda.</p> <p>70.2 PE 2019-20 PE report has been agreed & signed off by governors. JP has met with PE Leaders in school & will discuss further with DF during the meeting on 1/10/20. This will continue to shape the PE report for this year which is now in a revised strategic format.</p> <p>70.3 Inclusion HRi gave an update on inclusion. HRi & DF will continue to meet on a termly basis. Further updates in Dec FGB.</p> <p>70.4 EYFS HR reported that so far induction for reception children is going well despite the unusual arrangements. HR will confirm to SR when a formal report is due, likely to be March 2021.</p> <p>70.5 Church links Collective workshop dates have been added to school calendar.</p> <p>70.6 Health & Safety No comments were noted.</p>	SR SR HR/SR
71	<p>Correspondence Nothing noted.</p>	
72	<p>AOB SR will send out a vote to decide on meeting times for future FGB's.</p>	SR

The meeting closed at 7.15pm

Date of the next meeting: Monday 7th December at TBC, this meeting will include the AGM

SIGNED: **DATE:**