

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 2
Held via TEAMS video call on Monday 7th December 2020 at 4.30pm

Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Beverly Richardson (BR)
Jema Ball (JB)

MEMBER APPOINTED

Paul Wake (PW)
Isobel Gelder (IG) joined at 5pm

STAFF GOVERNORS

Barbara Woolwright (BW)
Andy Quinton (AQ) joined at 5.30pm

PARENT GOVERNORS

Bridget Davies (BD) (Chair)
Helen Rowe (HSR)
Jamie Pirie (JP)
James Wiggins (JW)
Sophie Summers (SS)
Michael Barnes (MB)

STAFF

David Forrester (DF)
Ann Smith (AS)

Guest

Cynthia Treharne (CT) left at 6.15pm

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
73	<p>Welcome</p> <p>73.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from: Helena Richards (HRi) and Simon Birch (SB).</p> <p>JB led the opening prayer.</p> <p>73.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed over the video conferencing call. Nothing was noted.</p> <p>74.3 Code of Conduct & Governors Code of Practice All agreed this can come off the agenda. All Governors have read & signed.</p>	
74	<p>Minutes from last meeting (FGB 28th September 2020)</p> <p>74.1 Approval of Minutes Minutes approved.</p> <p>74.2 Matters Arising & Review of Action Points BD read through action points and gave an update on each point. All items had been completed or would be covered under the agenda for this meeting. Governors agreed to approve minutes. Now available on the school website.</p>	
75	<p>Safeguarding</p> <p>DF took everyone through the safeguarding action point presentation and plan. This is an extremely comprehensive document and Governors need to review after the meeting. Any questions should be directed to DF. Governors were satisfied that the school has a detailed plan on all action points.</p> <p>Safeguarding will remain a future agenda item for all FGB meetings.</p>	
76	<p>Governor updates</p> <p>BD welcomed Cynthia Treharne (CT) to the meeting. Cynthia is listening in to the meeting today and is interested in becoming a Member Appointed Governor.</p> <p>New parent Governors were also welcomed to their first FGB: SS, JW & MB.</p>	

	<p>76.1 Training During the last meeting we highlighted 3 key training sessions to focus on and most Governors have completed them, well done! Governors should continue to inform SR when they have completed training. General feedback is the courses are a bit dry in places but the content is relevant and accessible. All governors should feedback on courses that they have found particularly useful by email to the FGB. Two courses to focus on before the next FGB (25.1.21) will be : 1. Monitoring - the role of the governing board and 2. Equality and Diversity. We will continue to feedback on these courses in the next FGB.</p> <p>76.2 Ofsted for Governors update HR has created a document with a list of questions governors have been asked by Ofsted in the past. Action for all committee chairs to look at this document and add comments. We will discuss further in next FGB and SDG.</p> <p>76.3 Governor learning points from Covid Action for all governors to look at this document and add to or send extra comments to HR before next meeting.</p> <p>76.4 Governors Day SR chased for all governors to respond to doodle poll to identify the most appropriate day for us all to get together next March. Further information will follow from SR & BD.</p> <p>NW24 Inset Day Training – SR to let DF know about Governor uptake for this training.</p>	<p>ALL</p> <p>ALL</p> <p>SR</p> <p>Committ ee Chairs ALL</p> <p>SR & BD</p> <p>SR</p>
77	<p>Headteacher report 77.1 Headteacher report DF took the governors through a full headteacher report with particular focus on:</p> <p>Power of Positive Thinking</p> <ol style="list-style-type: none"> 1. Hub Reviews have shown a strong picture of practice that is really something to feel confident about in terms of how the Hubs are working to improve the provision we want to see for the children. 2. Real PE training for all staff has been very well received, particularly by the TAs, who are applying it already. 3. Only 2 bubbles have had to self isolate so far (unfortunately the same one on two occasions) which means we have managed to avoid a large number of the pupils being impacted by any isolation. That's great for their learning and mental health –not to mention the mental health of their parents. Of course we have to be conscious of the impact this may have had on that one year group, their parents and the staff. Self-isolation is a hard thing to negotiate. 4. Our partnership and the support we have received from St Mary's. The focus that JB and RP have brought to supporting the children through activities and assemblies has been significant. Recent events have been their involvement in the Remembrance Service and the organisation / delivery of Christmas in a Box workshops. 5. Progress with SEN. The focussed work on SEN has made a significant difference to the children, their parents and staff. We can now set about building provision in this area that we can be proud of so that it becomes a key strength of the school. <p>Biggest Challenge? Keeping everyone Believing it's Possible–despite the drain on their emotional energy from a second lockdown and the on-going physical & emotional strain the Covid 19 measures puts on children, staff and families.</p> <p>Discussion with Governors included: How can we reduce the load on the Senior Team? There are some measures in discussion but the Covid restrictions and staff absence continue to make it difficult. Discussion about the new remote learning platform SeeSaw that was trialled by Year 4 during their two periods of isolation. The platform has been a success and the learning from this year</p>	<p>BD</p>

	<p>group will be reviewed for any future class in isolation. This includes consideration of the social needs of the children as well as the academic work.</p> <p>BD will send a link to all governors with the SIA report.</p> <p>The Governors thanked all school staff for an amazing effort this term & recognised the pressure on DF with key members of staff out of school. Governors are keen to offer support where necessary & DF stressed the importance of keeping focused on teaching & Learning.</p>	
78	<p>Committee Reports</p> <p>78.1 Finance (HR & AS)</p> <ul style="list-style-type: none"> • Approval and signing of the Annual Report & Financial Statements All governors approved. • Letter of representation and management letter We had a clean audit report. • Financial statements – BF key facts • Review of the effectiveness of the external auditor (including re-appointment of auditors) HR took governors through the questions asked about the external auditors and the process in which they have been re-appointed. No comments noted & all agreed to continue using Bishop Fleming (BF). • FGB summary – August 2020 management accounts No comments noted. • Approval of Pay Policy All governors approved • Annual summary report of the Responsible Officer No comments noted. • ESFA letter to Accounting Officer No comments noted. • Draft minutes 24.11.20 No comments noted. <p>Thank you to AS & RG for all the hard work in this area.</p> <p>78.2 Quality of Education JP updated the governors on this area with particular focus on new books as discussed in the QoE meeting on 19th Nov. More actions will be looked at in the future following data point 1 results. All governors should be meeting their Subject Leader this term and will fill in feedback in the standard format.</p> <p>78.3 Leadership & Management PW, SS & DF have had two meetings (20th Oct & 17th Nov) which have focused on: Terms of Reference, processes for reviewing policies & procedures, meetings with Subject Leaders, plans for the Parent Survey, Church Links, Wesport, Foodbank & have started to review the Complaints & Admissions policies.</p> <p>78.4 Personal Development Advocacy now present as part of Personal Development within the SDP but not separate action. Examples of pupils showing advocacy are being collated by BW. The Committee has discussed opportunities for Pupil Leadership even though these are restricted at the moment due to Covid restrictions. Early conversations with staff have identified some possibilities to provide a clear focus and a sense of responsibility for the children, particularly in the older years. Behaviour & Attitude will be reviewed through Personal Development committee. HR & RP to set a timetable with DF to review the objectives in this area.</p> <p>78.5 SDG Terms of Reference BD circulated this document prior to this meeting. No comments were noted and these will now be adopted.</p>	HR, RP, DF

79	<p>Link Governor Reports/Updates</p> <p>79.1 Inclusion HRi was unable to attend this meeting, but had sent a written update on SEN progress and plans.</p> <p>All agreed we will focus on Inclusion for the next FGB.</p> <p>79.2 EYFS report HR met with SA 7/12 & discussed a number of items. Highlights included:</p> <ul style="list-style-type: none"> • The induction process went very smoothly and the EYFS team are very impressed how settled the children are. They seem to be emotionally and behaviourally strong which, despite fears, may be because they have had an extended period at home with their parents. • It was noted that initially lots of the children played in isolation as they have got used to being alone during the lockdown period. Specific games and tasks were put into place to encourage them to play together and they are now forming many friendship groups. • There are challenges with Covid restrictions as there are less soft furnishings allowed and rotation of resources has to be done carefully. There is also no freeflow inside the classrooms as there normally is. As the children have to be escorted to the toilet, this has proved to be quite time consuming but the children have adapted to this well and have perhaps settled into a routine more quickly than normal. • The new reading books are matched to the classroom phonics progression which is working really well and the EYFS team feel the children are obtaining a more embedded phonics knowledge. • Noted that it is a much more diverse cohort than in some previous years with a high number of EAL children. • The high number of boys means that the EYFS provision has been adapted to focus the development of communication and fine motor skills. The topics and activities are also being developed accordingly but it was acknowledged that it needs to be ensured it is not assumed that boys will prefer certain activities and creating an unconscious bias. <p>79.3 Church Links This has been a hugely positive area for the school. JB stressed that the church will continue to ask how we can help during this time. DF & BD reported that they and JB met with DoBAC in December for the annual review. It was a positive meeting and focussed on how the school is maintaining its Christian Ethos and building church links.</p> <p>79.4 GDPR Update AS presented the actions document following the Audit last academic year. This is progressing as planned and Governors will receive training in the New Year.</p>	SR / HRi
80	<p>Correspondence Nothing noted.</p>	
81	<p>AOB SS suggested we make use of the chat option in Microsoft teams videos to help manage questions. SR to take forward.</p> <p>SDG will address the issues raised about time spent on each agenda area and the need for separate meetings and key items if necessary</p>	BD

The meeting closed at 6.36pm

Date of the next meeting: Monday 25th January at 4.30pm

SIGNED: DATE: