

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 4
Held via TEAMS video call on Monday 15th March 2021 at 4.30pm

Minutes

PRESENT:

FOUNDATION

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

MEMBER APPOINTED

Paul Wake (PW)
Isobel Gelder (IG)
Cynthia Treharne (CT)
Helena Richards (HRI)

STAFF GOVERNORS

Barbara Woolwright (BW)
Andrew Quinton (AQ)

PARENT GOVERNORS

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

STAFF

David Forrester (DF)
Ann Smith (AS)

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
94	<p>Welcome</p> <p>94.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from: Michael Barnes (MB) and Simon Burch (SB).</p> <p>JB led the opening prayer.</p> <p>94.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed over the video conferencing call. Nothing was noted.</p>	
95	<p>Minutes from last meeting (FGB 25th January 2021)</p> <p>95.1 Approval of Minutes Minutes approved.</p> <p>95.2 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>	
96	<p>Safeguarding SS has agreed to be the Safeguarding Governor. SS & DF will be meeting 17.3 and have a team meeting on 25.3.</p> <p>The focus for Safeguarding this term is on attendance. The school are working closely with 4 families.</p> <p>The Safeguarding Audit is due at the end of term 4. DF has raised some feedback on the audit content and format to both NW24 & Primary Heads group in Bristol. We can hopefully influence some improvements for 2022.</p>	
97	<p>Governor updates BD updated on SS as Safeguarding Governor & MB taking a lead on school data from a Governors point of view. This will help improve Governor understanding of school data. A session on this is also scheduled for Tuesday 30th March with Sophie Aldis. An invite has been sent to all Governors. The session will be recorded. JW will take a lead on IT & update at future finance committees.</p> <p>97.1 Training Since the last meeting Governors have had a chance to catch up on training not completed</p>	

	<p>Before the May meeting we will focus on SEN. BD/ HRI to send further info following this meeting.</p> <p>97.2 Parent Survey A 2 page document was sent out to all parents/carers showing the Parent Survey results and Governor commentary. No feedback has yet been received from parents. All committees should use the Survey results as part of their monitoring and discuss the relevant sections at their next meeting.</p>	<p>BD/ HRI</p> <p>Committee Chairs</p>
<p>98</p>	<p>Headteacher report</p> <p>98.1 Headteacher report DF presented a shortened Headteacher Report in order that the Board use the extended meeting time for evaluation activities and presentations (items 101,102 and 103). :</p> <p>Discussion with Governors included:</p> <p>Are children as we expected with the return to school? Children are happy to be back but tired! Excellent job by all staff to help ease transition and feel comfortable.</p> <p>How is the Family Link Worker role funded and why did it come about? There has always been a recognised gap in the link between school and some families. This role will help us bridge that gap and help engage families with their child's learning. The role has been funded by the school reserves. The FLW has initially been focussing on the families of some EAL children to support them accessing remote learning and school provision.</p> <p>Are there other examples of the FLW role that we can learn from? There are other FLW's within NW24 and school with ensure that Claire is linked into this network so we can learn from their experience.</p> <p>How realistic is it that children will be ready for next year? The focus is on the core curriculum to help transition to next year and make sure they are ready to access the curriculum for the next year group. The year groups are communicating already to help support transition.</p> <p>Can you tell us more about the recruitment process for the Deputy Head role? A brief discussion of the Deputy Head position, interviews are next Tuesday & Wednesday. Two Governors (BD and JB) are on the interviewing panel.</p> <p>How is the catch up funding/programme going? We are following the provision map as outlined before Christmas. The planned tutoring has been delayed due to the latest lockdown but some 121 tutoring is being rolled out next week. Communication to parents and children will be this week. The funding is included in the management accounts.</p> <p>The Governors thanked all school staff for their continued hard work.</p>	
<p>99</p>	<p>Committee Reports</p> <p>99.1 Finance (HR & AS) January 2021 management accounts. Main points to note:</p> <ul style="list-style-type: none"> • Catch up funding and PE Grant confirmed for 20/21 • Sponsored walk donations received added. No music lesson / letting income for T1-2. • Teaching staff costs are marginally less than budgeted after taking into account teacher pay increments and staff changes. This is offset by an additional amount allocated to agency supply costs in respect of catch up funding spend. • Additional SEN time to cover staff sickness . 	

	<ul style="list-style-type: none"> • Appointment of Family Link worker from Term 4. • Agreed work to front of school building budgeted last year, work completed in October half term. • Extra cleaning supplies due to COVID. • PE grant spend for 20/21 added to forecast in addition to carried forward spend from last year. • Additional IT licences purchased - Clicker & See-Saw. • Sponsored walk donations of £2110 added, to be spent on additional resources. • Additional professional services purchased - Therapeutic services that were not in original budget. Education Psychology costs higher than budgeted. • Signs to front of school, entrance lobby and corridor budgeted in 19/20 but work to take place in 2020/21. <p>The Whistleblowing Policy and Accounting Policies were sent for approval to all Governors prior to this meeting. No comments were noted and both policies have been approved by FGB.</p> <p>99.2 Quality of Education JP will step down as Chair, thank you for your work in the role. BD will take on the role for this academic year. School curriculum session on Tuesday 30th March.</p> <p>99.3 Leadership & Management All policies were reviewed during the L&M meeting on 9th Feb.</p> <p>99.4 Personal Development Meeting on 18th March at 4pm.</p>	
100	<p>Link Governor Reports/updates</p> <p>100.1 Inclusion Revised PP & SEN policies and reports are now on the website. There will be SEN documents to read for all Governors before the May FGB meeting and an opportunity for questions. Governors to read and come back to DF, HWJ or HRi with questions either before or at the next FGB.</p> <p>100.2 Church Links/SIAMS</p> <ul style="list-style-type: none"> • The links continue to be very strong between the church and school, even though lockdown #3 has prevented members of the church team being physically present in school. • Since mid-January, Rachel and Jema have been leading a weekly 'Monday Moment' (online Collective Worship) for children to join in with from home, or from in class. These will continue until Easter (culminating with a special online Easter Service) and then hopefully in-person Collective Worship can resume. • Rachel has been working on some Wellbeing group material that would enable small groups of children to become more resilient and give them a space to process some of their feelings following the lockdowns. Rachel is in conversation with Vickie Melton, David and the team about how best the church can support what the school are already planning in this area. • On Good Friday (2nd April) there will be an outdoor event for families at St Mary's called ExploreTogether@Easter. This will be promoted through the school and will be similar to the Follow the Star trail on Christmas Eve which was enjoyed by many of the primary school families. • Involvement from church Governors with the interviews for the Deputy Head position is a positive reinforcement of the importance of the church-school connection. • Reading with the children via online links is working well. <p>100.3 Health & Safety Signed off new risk assessment and this is now on the website. External agencies to come in and help us develop ideas & put together a bid for funding in this area.</p> <p>100.4 Website audit</p>	ALL

	<p>PW has completed this audit. Every link has been checked on the website and a report has been sent to AS. This will be taken forward by the Leadership & Management committee and discussed in detail at June meeting.</p>	
101	<p>Remote Learning Evaluation Governors wanted to get a better understanding of Remote Learning from the point of view of the staff.</p> <p>A detailed Remote Learning Evaluation Framework has been almost completed (to be finalised by 19th March) by Chairs & Link Governors for their areas of responsibility but this is very dry and we realise that the staff voice is missing. Some governors have experience of the RL provision as parents but only in their own children's year groups and certainly not what it looks and feel like from the teacher side. Others have no direct experience of the offering.</p> <p>Each Hub Lead joined the meeting and the Board broke in to 4 groups to have a conversation with hub leaders to give Governors a better understanding of the remote learning provision from their point of view. Suggested areas for questioning were provided to each group and notes taken. The notes will be filed on the shared Teams file under Remote Learning Evaluation. The sessions were seen as very positive by governors who gained a better understanding of the challenges for teachers of managing the remote learning / in school teaching structure and form an important part of the evaluation process.</p> <p>Thank you to the Hub Leaders for their time and candidness.</p>	BD
102	<p>Core School Documents BD took the Governors through a Powerpoint presentation around the strategic governance process. There was particular focus on revisiting the long term school goals and ensuring that these were still appropriate and relevant following the Covid-19 situation.. Governors all agreed that the Long Term Goals should remain unchanged and recognised that we are still moving towards these goals despite the pandemic. BD / HR have reviewed the core documents and identified where these are not currently up to date. HR has created a spreadsheet to help monitor what needs up dating. Governors will be contacted and asked to update core documents that they are responsible for as identified in the spreadsheet. BD to send further info.</p> <p>A question was asked about closing the gap even before children come to Stoke Bishop in reception and a child's transition into school. What does/could/should school do with other organisations (childrens centres etc) to help them put in place the basics before school starts? The Family Link Worker role will really help support us in this area. There was not time for a full discussion but it will be picked up in L&M committee.</p>	BD/ALL PW
103	<p>Curriculum DF led the group through a presentation on how the curriculum fits with our long term school goals.</p> <p>Breakout session 1 took place asking Governors: On a scale of 1-10 how confident are you that you can articulate the intent linked to the Vision, Values and LTG's? Have you challenged it / explored it with the SL?</p> <p>Breakout session 2 took place asking Governors: What is your experience of any of these principles – as a governor working with your SL or as a parent involved in school? On a scale of 1-10 (10 being extremely) where would you say we are in developing these principles fully?</p> <p>Governor questions included: how to explain Grace in the context of our school values? Grace is about going the extra mile for someone, it's beyond just being kind but wanting to do more.</p>	PW

	<p>It was recognised that the children could articulate the curriculum better than the adults. DF agreed and explained that they are the ones living it.</p> <p>Governors noted the importance of having a visual way to represent this. DF has since shared his slide with the visual representation of The Model. Governors noted how closely this was all linked to the work of SIAMS.</p> <p>To be discussed more at the May FGB and a discussion on how to communicate this and bring it to life for parents/carers.</p>	SR
104	<p>Correspondence Nothing noted.</p>	
105	<p>AOB</p>	

The meeting closed at 7.45pm

Date of the next meeting: Monday 10th May at 4.30pm

SIGNED: DATE: