

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 5
Held via TEAMS video call on Monday 10th May 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 (HR)
Jamie Pirie (JP)
James Wiggins (JW)
Sophie Summers (SS)
Michael Barnes (MB)

STAFF

David Forrester (DF)
Ann Smith (AS)

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
106	<p>Welcome</p> <p>106.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from Simon Burch (SB). HRi joined at 5pm. RP left at 6pm. Apologies accepted by Governing Board.</p> <p>JB led the opening prayer.</p> <p>106.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed over the video conferencing call. Nothing was noted.</p>	
107	<p>Minutes from last meeting (FGB 15th March 2021)</p> <p>107.1 Approval of Minutes Minutes approved.</p> <p>107.2 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>	
108	<p>Safeguarding</p> <p>SS is now the Safeguarding Link Governor.</p> <p>Two main areas of discussion: Child Sexual Exploitation (CSE) and Child Criminal Exploitation. Papers had been circulated prior to the meeting. DF presented highlights of each area to the group and how they will be lead within school.</p> <p>No additional questions from Governors.</p>	
109	<p>Governor updates</p> <p>109.1 Training – Microsoft Teams & School Data All Governors were invited to two training sessions: Microsoft Teams and School Data. Both sessions were recorded and notes have been circulated to all Governors. Chairs will meet to discuss training to cover for rest of this year.</p> <p>109.2 Wellbeing Governor</p>	BD/Chairs of committees

	<p>Keen for this to be a focus on not just the children but staff and Governors. IG has taken on the role of Wellbeing Governor for staff to help collate and coordinate areas for this. BD will produce a role description.</p> <p>[Addendum: IG will work with JB on staff wellbeing and meeting with DF to agree a structure before the next FGB]</p> <p>109.3 GovernorHub GovernorHub is used by most school Governors. It would replace some of the existing governor files on Microsoft teams. JW & SR will take forward.</p> <p>109.4 Ofsted documents preparation Progress has been made on ensuring all documents are up to date. HR has produced a spreadsheet which enables Governors to see where documents are & when they need to be reviewed. SDG on 24th May will look again and another progress check meeting is booked for 17th June.</p> <p>2021 Staff Survey has been drafted and will be sent out by the school office on Monday 17th May. Look at feedback in next FGB meeting and committees will take forward.</p> <p>Aiming for the next FGB to be at school. SR will update meeting invite.</p>	<p>BD</p> <p>JW/SR</p> <p>JB/SR</p> <p>SR</p>
<p>110</p>	<p>Headteacher report</p> <p>110.1 Headteacher report An extensive report was submitted to Governors before the meeting. Main positive points included:</p> <ul style="list-style-type: none"> • The return to school has been calm and stable. The children have been in most respectful, sensible and able to focus on learning. There is definitely a frustration on their parts as to some of the restrictions and expectations arising but pupils are generally happy and teachers are mostly in a good place • Y5 & 6 are very excited with their current theme (Space). Lots of great Home Learning time building solar system models. Haven't seen an actual Orrery yet – but I wouldn't be surprised if one appears at some point! • The Senior Leadership Team is in place for next year. • The gradual easing of Lockdown is reducing the tension in general society and that does impact how everyone feels in school • The children are signed up for the first Sports competitions (Cricket) in June and we are so looking forward to taking them out to mix with other schools. • Clubs have started. Parental response has been positive. <p>Questions from Governors</p> <p>Do we have any treats planned for the children? Return of parent readers into school has begun, school trips are taking place and circus skill activities are being planned in conjunction with the PTA. Year 6 camp will go ahead.</p> <p>How can we improve school communication? An app is going to be introduced in term 6 to bring together all school communications in to one central place. It is an app that is successfully used by other schools.</p> <p>What is the financial impact of that? Costs have been looked at and they are in line with everything we currently do separately. The app also allows you to translate content which will be helpful for some of our EAL families.</p> <p>Any expansion on the frustration/behaviour in children following return to school? Not a big issue for us but there have been some situations with poor listening. All teachers working together to overcome this. DF will meet with HR/RP to discuss as part of the Behaviour agenda</p> <p>Levels in attendance have improved? Teachers have worked extremely hard and closely with FLW to get children back in to school that were previously struggling.</p> <p>Is there any national data available on Covid gap? HMI reporting and EIF reports, tend to be large scale observations so not very conclusive as yet. It will be difficult to highlight impact of the lockdown in T3 and 4 but we have the original benchmarking from T1 and will be able to identify progress this year based on this measure. .</p> <p>Any plans to encourage parents to help over the summer with covid gap? No. This is a sensitive issue for parents and they need to make their own decisions on it for their</p>	

	<p>child(ren). The school transition review will support that but not in a “this is what you need to do” way.</p> <p>How well has the Sports Project been received? Been really positive. Working together as a team in sessions and looks to support wellbeing.</p> <p>Community links available, especially during the summer? FLW will promote these opportunities. The weekly school newsletter advertises all local community events.</p> <p>DF, HR, RP will meet to review Behaviour Policy. DF to send date.</p> <p>The Governors thanked all school staff for their continued hard work.</p>	DF
111	<p>SEF</p> <p>A 1 pager SEF document will be circulated by DF soon. No questions/comments were noted from 6 page document as this is a document ‘in progress’. Governors to email or call DF if you have comments.</p> <p>A review of the SEF elements involving Governance will take place at the SDG meeting on 24th May.</p>	ALL
112	<p>SEND & Inclusion Update</p> <p>3 documents were circulated before the meeting for Governors to review. General feedback from the Governors were that the documents are clear and presented well. We have much better consistency with current procedures in place. Huge improvements in this area have been seen.</p> <p>Summary of HRi & HWJ walk around will be reviewed at next FGB.</p> <p>Parent voice will be reviewed at next FGB.</p> <p>SEND Pupil Voice will go out in term 6 and again be reviewed at next FGB.</p> <p>Questions from Governors</p> <p>Are staff feeling the impact of better procedures in place? They’ve always been there but are now much better documented with a very clear agenda. Support staff have been working really hard and confidence has grown. There is more opportunity for shared staff experience.</p> <p>What are the implications of the SEN Code of Practice for EYFS? The biggest element is transition. HWJ and the FLW will be much more involved in this going forward. Reviews will be done earlier and recorded clearly.</p> <p>Governors to ask subject leaders about SEN in their subject leader review meetings. How are SEND children accessing this information?</p> <p>Thank you HRi for all the work in this area.</p>	<p>HRi</p> <p>ALL</p>
113	<p>Committee Reports</p> <p>113.1 Finance (HR & AS)</p> <p>There has been a detailed reforecasting as we approach year end. We are in a much improved position now that some budget items are more certain. Finance committee have met and approved assumptions.</p> <p>113.2 Quality of Education</p> <p>Curriculum focus for the last meeting, in particular science. It was noted there was a mixed level of access to Science topics during home learning, possibly because they were in the ‘Should’ and ‘Could’ lists. Space topic in year 6 is proving very popular. Need perhaps more topics like this to spark interest and learning. School needs to make more use of Science and Engineering skills in the parent community for support with Science topics. Video calling will enable us to access more parents as resources.</p> <p>113.3 Leadership & Management</p> <p>Next meeting 15th June.</p> <p>113.4 Personal Development</p>	

	<ul style="list-style-type: none"> The work on Oracy has not really been possible via Remote Learning, but plans are now underway for the project to be implemented in T1 2021/2022. The Pupil Voice is now complete and work has started on the responses, to be actioned in T6. Work has also started on Equality & Diversity, working alongside Vickie Melton and Claire Woodman-Smith, the Family Link Worker (FLW). 	
114	<p>Link Governor Reports/updates</p> <p>114.1 Inclusion DF presented the SBPS Inclusion model. No updates were noted.</p> <p>114.2 Church Links/SIAMS Strong, positive things happening in this area. Church staff are now onsite during some lunchtimes to provide opportunity for older children to chat about what's on their minds. This will continue with more year groups as the year progresses. All to be continued.</p> <p>114.3 Health & Safety No updates. The revised Risk Assessment is on the website.</p> <p>114.4 Website audit JP volunteered to look at the Governors area of the school website and make recommendations. To be reviewed at next FGB.</p> <p>114.5 Equality & Diversity Equality & Diversity headed up by CT. A draft document has been created with VM and HWJ. There will be more feedback to governors about priorities in this area at future meetings. All governors to make a note of their community links to be added to this document. SR will send a reminder.</p> <p>114.6 IT JW heading up this area. IT Strategy document will be reviewed at next FGB. DF to send to JW. SR & JW to explore GovernorHub.</p>	<p>JP</p> <p>CT/SR</p> <p>DF/JW SR/JW</p>
115	<p>115 Policies</p> <p>115.1 Equality & Diversity This policy needs to be reviewed by L&M then approved at July FGB.</p> <p>115.2 RSE Approved.</p> <p>115.3 Finance Manual Approved.</p>	
116	<p>Correspondence Nothing noted.</p>	
117	<p>AOB</p> <p>IG took the opportunity to thank all staff and Governors for their hard work and comment on how impressed she has been with the set up at Stoke Bishop. Well done everyone!</p>	

The meeting closed at 6.31pm

Date of the next meeting: Monday 28th June at 4.30pm

SIGNED: DATE: