College Town Primary School



Full Governing Body Meeting

21st September 2020

held via Teams @7pm

meeting was also recorded

Draft - Minutes

|  |  |
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| Present | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Toni Barton (TB) | Parent Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| In attendance | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
| Apologies |  |
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| Minute No. | Details | Action by |
| 1 | **Apologies and Welcome:**  None |  |
| 2 | **Election of Chair and Vice Chair**  JH has decided to stand down from her role as vice-chair of the governing board and will be resigning as a governor at the end of this year.  RC was happy to stand again in the position of Chair for the coming year whilst making sure that succession planning is being undertaken.  TB put her name forward to stand in the now vacant vice-chair position.  RC and TB left the meeting and the remaining members held discussions about the proposed change and ensuring succession planning is undertaken.  *Governor stated they were happy with the proposed change on the proviso that succession planning is put in to action for the next change.*  *Governor asked if a vice chair automatically becomes chair if the position becomes vacant – advised no there has to be an election each year, though it could be dependent on whether anyone else was to stand for the position.*  **Proposed : TW**  **Seconded : JP**  **Approved : Unanimously**  RC and TB rejoined the meeting and were advised of the result. |  |
| 3 | **Review Committee Structure and Terms of Reference :**  RC congratulated TB on her new position and said she looks forward to working with her.  The remaining committee structures were discussed  TW happy to stay as chair of the Staff and Finance Committee – all governors to be on committee as meetings are directly after FGB.  JH happy to step down as Curriculum chair if someone else was to step forward – TB offered but was felt it may too big to take this and vice-chair on at the same time. After discussion JH agreed to stay in post but work with TB in a view to her taking on the role next year should no-one else step forward.  JP / TB / JH / RC / TS form curriculum committee.  Terms of reference amendment to item 11 regarding the amount above which the Governing body would prefer three quotes to be obtained, minimum BF requirement is one quote under £10k. Change minimum level from £3k to £5k. |  |
| 4 | **Declaration of Pecuniary Interests**  These need to completed and returned to KC for submission to RC for countersigning and then the updated table to be uploaded to the school website.  Copies emailed to all last week - need to be completed and returned to KC only 4 so far. Must be done by Friday 25th. | ALL  KC |
| 5 | **Minutes of Previous Meeting:**  All approved and agreed  **Matters Arising from Previous Minutes:** staff questionnaire and exit interview results to be compared to look for possible threads and a workshop to take place for feedback to be prepared as soon as is possible. ONGOING | RC / TB |
| 6 | **Review Policies**  Administration of Medicines - only changes COVID specific and added that Calpol will only be administered for pain relief not for feeling unwell  Behaviour and Antibullying - no changes since the additions ones for the COVID 19 details.  *Governor observed that Mr Peaple is referred to in the document and has now left the school*  *CW : Will remove and replace with the job title rather than a personal name*  Child Drop off and Collection - COVID 19 specific information added  COVID 19 School Closure - no longer required  Health and safety - COVID 19 appendix added  Mobility - COVID 19 specific information added  Safeguarding & Child Protection - new amended BFC has been adopted.  All policies voted on mass.  **Proposed JH**  **Seconded CB**  **Approved Unanimously** |  |
| 7 | **Head Teacher Report:**  TS had produced a full and thorough report (copy attached) governors had been sent this prior to the meeting. TS asked if there were any questions on the details in her report regarding the full re-opening and the COVID guidance or the supporting well being sections – none were put forward.  **ATTENDANCE**  Poor at the start of term but has picked up in the last week. Parents had been keeping pupils off for any symptoms not just covid ones. Any questions or comments? – none made.  **DATA**  KS1 data looks completely different to all previous years and isn’t good reading.  KS2 data looks fairly normal, but this is mostly down to the work done with Year 6 prior to the closure.  Pupils have come back ready and keen to learn hoping this will continue and progression will be maintained.  Looking at catch-up programme to be put in place using the funding being provided. Class teachers working with groups of pupils possibly to include during October half term and February half term. Not sure on exact requirements as of yet, but basic planning started.  *Governor asked for more explanation on how this will work*  *Proposing Yr 5 & 6 working during October with those who have fallen more behind to catch them up more quickly. Would be teaching staff on a voluntary basis with either time off in lieu or paid for the hours on a supply basis. Obviously optional for pupils on whether to take part or not.*  *Governor asked will this only be for pupils who are struggling?*  *SEN pupils will already be receiving support.. PP/vulnerable first, then pupils who may have slipped from ARE to get them back on track. All pupils will get some catch-up work but will be dependent on their individual needs.* |  |
| 8 | **Head Teacher Performance Management**  BFC still keen for these to go head as usual.  JH/TW/RC and the schools STEP to carry out. Various dates provided by the LA but all agreed on 9th November.  TS to advise the STEP of the date and advise if this will be undertaken virtually | TS |
| 9 | **GB Monitoring**  Not being undertaken in usual manner, however regular contact with TS checking on government requirements regarding safeguarding etc.  Checking on staff wellbeing and all risk assessments for new style opening. |  |
| 10 | **Governor Training**  RC attended Succession Training during the summer term  AH booked on to new governor training.  KC and TB to attend Minute Taking training on 24th September  NGA Chairs Dev Programme free place worth £500 with DFE funding recommend for TB to attend in new role/  *Development governor advised that she doesn't get the details of any NGA training completed - any one who completes any needs to advise her and the clerk to ensure records are updated.*  *Governor asked if more than one person can attend with free place?*  *KC to enquire and advise asap* | KC |
| 11 | **Clerks Briefing**  This is being held on 29th September. Once minutes received clerk to upload to governor zone as soon as received and sent actions to relevant governors | KC |
| 12 | **Chairs Briefing**  RC had attended via teams and the reports have been uploaded to the governor zone. |  |
| 13 | **Part 2**  None |  |
| 14 | **AOB**:  None | All |
| 15 | **Date of Next Meeting:**  Meeting ended 8.08pm - next meeting 16th November 2020 - 7pm |  |

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date:

**Actions arising from FGB meeting on 21st September 2020**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Complete and return declaration of Pecuniary interests | 25/9/20 | All |  |  |
| **Action 2** | Update Pecuniary interests register and return to CW | asap | KC |  |  |
| **Action 3** | Update meeting attendance records and upload to website | asap | KC |  |  |
| **Action 4** | Update governor training records and upload to website | Asap | KC |  |  |
| **Action 5** | Review and feedback on staff questionnaire | Asap | RC/TB | ongoing | Needs to be looked at alongside the exit interview feedback and pupil and parent questionnaires to look at possible threads throughout.  RC/TB to hold a workshop to compare asap |