College Town Primary School



**Full Governing Body Meeting**

**Monday 18th May**

**Held via Teams @ 5pm**

**Draft Minutes**

**meeting was also recorded and copy of this will be kept on file.**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | 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 | Clerk |
| **Apologies** |  |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None – all members present |  |
| 2.0 | **Protocol for Online Meetings**  The NGA Guidance for Protocol for using alternative arrangements was presented. All members read and agreed.  **Proposed by Rita Carvosso**  **Seconded by Jenny Hipkin**  **Unanimously carried** |  |
| 3.0 | **Terms of Office:**  KC explained that TB current term of office expired on 15th May and RC term is due to expire on 17th June there are also 3 vacancies following departures in the last 12 months.  RC is a local authority governor so needs to complete a nomination form and get TS to sign and submit to governor services and governors to vote for her to be re-elected now prior to her term running out.  Under the current situation TBs term of office can be extended and continue until next term and then parent governor elections held once things are back to normal. It was agreed that TBs term is extended until the first governing Body meeting in September.  **Extension of TB Term of Office**  **RC Proposed**  **TB seconded**  **Carried unanimously**  **Unanimously agreed by all governors**  RC then went through details of Angela Harris who had completed BFC form expressing an interest in becoming a school governor. Angela it turns out is a parent at the school so governor services sent the details on to us. AH has skills which will be of use to the board and replace some of those which have been lost recently.  RC proposed that she be co-opted onto the governors with immediate effect. TW agreed that her skills set would be useful to have on board.  **RC Proposed**  **TB seconded**  **Carried unanimously**  RC to contact AH and advise KC to update governor services. | **RC / KC** |
| 4 | **Minutes of previous meeting / matters arising**  FGB 10th February 2020 – read and approved. Will be electronically signed and originals filed when able to access school.  Extra ordinary meeting 22nd April 2020 – read and approved. Will be electronically signed and originals filed when able to access school.  No matters arising |  |
| 5 | **Declaration of Pecuniary Interests and Business Interests:**  No changes or additions to current list. |  |
| 6 | **Headteachers Report:**  TS had sent out a report prior to the meeting for everyone to read but went over the following:  **COVID 19**  There have been a lot of documents to read over the last couple of months and a plan has been put in place for pupils returning on 1st June following the DfE guidance.  Communication with staff and parents is good, teachers are contacting their pupils once a week by phone. Pupils attending the keyworker sessions are doing well.  *TS asked governors/parents if they are happy with the home/school communication?*  *TB yes all is good.*  *JP children had asked for weekly calls to continue as they found it valuable.*  *TS : weekly calls will not be possible once the YR, Y1 and Y6 pupils are back in school due to the restrictions on teaching staff time.*  The support and monitoring of vulnerable pupils still continuing with EP consultations taking place, ELSA staff talking to vulnerable families – although the uptake to attend school by these families has been poor. They have been visited, had food delivered and laptops dropped off to home and there is regular contact with BF social care where required.  FSM voucher ordering system has had issues, but all vouchers have been issued ach week.  *RC – Is there any child that is of particular concern?*  *TS – the 2 that were of concern seem to be ok. 1 we have visited unannounced and phoned parent always responds – no flags being raised. The other is an RMA pupil and we are working with army family support and they should be back in school in June.*  Moving forward with the re-opening to certain year groups on June 1st. Approx 150 pupils expected over the 3 year groups, nursery and keyworker children.  Start times and finish times will be staggered, entering and leaving through different gates depending on times.  There a couple of pupils who are a concern as to whether they will be able to attend with their known behavior issues – 1 spits and licks people and objects and 1 runs away. They will be closely monitored and asked to go home if necessary.  Staff will be in every day and PPA time has been worked into the timetable to enable staff to complete in school.  **Teaching & Learning**  The teaching and learning emphasis will change once pupils return on 1st June more targeted teaching hot housing maths and English in the mornings including phonics for year 1 and reception groups – SL will be monitoring.  **Results**  Don’t need to report anything for SAT’s.  Were on track to have good progression for some of the students. The extra sessions run in Spring half term had been showing good results and the pupils had worked hard with staff to improve.  **Reports**  Staff had been advised that if lockdown occurred reports would need to be prepared and sent out to parents. This has been done and been well received by parents.  *EB – feedback from parents has been very good*  *TB – Any complaints from parents during the current situation?*  *TS/EB – none as of yet but that may change with the re-opening.* |  |
| 7 | **Chairs Briefing:**  The most recent briefing was postponed and then cancelled due to COVID-19. Awaiting new dates.  The last 2 STEP reports have been uploaded to the governor zone as promised. |  |
| 8 | **Clerks Briefing:**  KC had taken part in a Teams clerks briefing on 7th May.  The minutes of the meeting have been sent to chairs and headteachers as well this time.  Suggested clerk and chair take a look at the annual plan and see what items can be moved around and either delayed or brought forward with the least impact on the SLT. Items done in the autumn such as terms of reference and code of conduct can be reviewed in July as they don’t need SLT input.  KC and RC will have conversation and go through this | **KC / RC** |
| 9 | **GB Monitoring Programme:**  The main body of the monitoring programme has not been undertaken under the current circumstances. RC is in weekly contact with TS and team to check on the situation including vulnerable pupils and staffing etc.  The parent questionnaire had started to be reviewed and this will be completed once the situation returns to normal.  *TB : The staff monitoring questionnaire hasn’t gone out yet has it – would now be a good time to send it?*  *TS : Agree now would be a good time – it was scheduled to go out during the summer term so whilst many staff are working at home it may be a good time to get a true reflection on they are felling and the impact of the current circumstances and the upcoming staff changes*  CW will send out to all staff. | **CW** |
| 10 | **Curriculum Committee Update:**  No meetings have been held due to COVID-19 |  |
| 11 | **Policies for Approval / Review**  Safeguarding / Behaviour Policy - whilst reviewing these policies in preparation for pupils returning on 1st June it came to light that there needed to be some additions regarding spitting, scratching and pupils who runaway affecting safety of all concerned. These amendments have been made and will be part of the policy going forward.  *RC vote needed to accept amendments and update policy.*  **TB proposed**  **JP seconded**  **Carried unanimously** |  |
| 12 | **Part 2:**  See Staff and Finance meeting minutes |  |
| 13 | **AOB:**  KC: Meeting dates for next year. CW had prepared draft as per this year’s just move on as needed. FGB/S&F Mondays and Curriculum Thursday morning.  All agreed with these – KC to update and upload to website / circulate to governors. | **KC** |
| 14 | **Date of Next Meeting:**  Monday 6th July - timing will be dependent on whether meeting is held in school (if permitted) or online again. These details will be confirmed nearer to the date. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 18th May 2020**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Contact Angela Harris re being co-opted on | 18th May | RC |  |  |
| **Action 2** | Update governor services re Angela Harris | 18th May | KC |  |  |
| **Action 3** | Circulate staff questionnaire | 18th May | CW |  |  |
| **Action 4** | Review annual plan | 18th May | RC/KC |  |  |
| **Action 5** | Update and circulate 2020/21 meeting dates | 18th May | KC |  |  |