

Oswald Road School

Governing Body Meeting Minutes

Quorum: 5 (met at this meeting)	Approved as a true and accurate record.
Chair: Richard Price	Name.....
Date of meeting: 15 June 2020	Date.....
Venue: via Zoom Video Conference	Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent - A
Richard Price (RP)	Co-Opted (Chair)	30/03/22	P
Ali Ayub (AA)	Parent	04/01/24	P
Scott Davenport (SD)	Co-Opted	17/06/22	P
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Peter Martin	Associate Member	22/09/23	P
Yogita Patel (YP)	Parent	30/10/21	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Tom Sumner	Co-Opted	22/09/23	P
Liam Trippier (LT)	Co-Opted	25/11/22	P
Georgia Dey	Co-Opted	22/09/23	Ap

Also Present	Role
Craig Taylor	School Business manager (SBM)
Kat Rowe	Curriculum Lead
Donna Wealleans	Deputy Headteacher (DHT)
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies, Introductions and Welcome
1	The Governing Body noted that apologies for non-attendance were submitted by Georgia Dey.

There were no issues raised and the Governing Body agreed to accept the submitted apologies.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept submitted apologies. 	Governing Body	

Item 2	Declaration of Pecuniary Interests	
There were no declarations of pecuniary interests in relation to any of the items on the current agenda.		
Resolutions / Agreed Actions	Owner	Date

Item 3	Minutes of the Previous Meeting and Matters Arising (25.11.19).	
<p>The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document there were no amendments / corrections identified.</p> <p>Governors approved the document as a true record of the meeting and a signed copy of the document was retained on record.</p> <p>Matters Arising.</p> <p>Governors reviewed and considered the actions carried forward from the previous meeting and noted these had been addressed prior to the meeting or represented items for the current agenda.</p> <p>Co-Opted Governor Elections.</p> <p>Governors noted that following the discussions at the previous meeting Ali Ayub (AA) had expressed an interest in remaining as a Governor. It had been proposed and agreed that AA would continue as a Co-Opted Governor and his term of office would commence at the end of his term as a Parent Governor. In addition, the school had advertised the current Parent Governor vacancy and discussions associated with this matter would be addressed under Item 9 below.</p> <p>Staff Governor.</p> <p>The Chair confirmed that this matter would be addressed under Item 9 below.</p> <p>Chair of Governors</p> <p>The Chair confirmed that the matters for discussion related to this item would be addressed as part of Item 9 – see below.</p> <p>There were no additional matters arising to address that were not on the current agenda.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (25.11.19) as true record. Agreed – appoint AA as Co-Opted Governor from earlier discussions with four-year term of office. 	Governing Body	
	Governing Body	

**Item
4**

Headteacher's Report

The Headteacher presented an oral report around the 2020-2021 staffing structure that had been sent. Emails had been circulated and questions asked and answered around the copy of the Quality Assurance (QA) report for the Spring Term, the 2020- the Headteacher's report (both from spring 2 FGB) and the summary document dated 12 May 2020. Governors noted these and additional documents had been circulated prior to the meeting and the following points were noted in discussion.

Governors noted and reviewed the summary document issued in May 2020 which related to the position of the school at that point in time and the potential for expanding to include other year groups.

There were no additional issues raised in relation to the document and it was agreed to accept the summary document into the record of the meeting.

The Headteacher provided an overview of the proposed staffing structure completed for the start of the 2020-2021 academic year. It was that staff had been appropriately allocated for each year group and that the senior leadership team (SLT) was established. However, Governors considered that there was no guarantee that the national situation would be back to the 'previous normal' in terms of social distancing and the removal of the current quarantine restrictions.

The Headteacher confirmed that there were many unknown aspects to the position of the school in September 2020; there were too many variables to fully address the situation. As a result, the schools focus was on the near future with extending the wider opening of the school to extra year groups.

There were no issues raised in relation to the 2020-2021 staffing structure and this was approved by Governors.

The Headteacher confirmed that the usual aspects of the Headteacher's report were not fully available. It was noted that attendance was not being 'measured' as previously – even with the wider reopening of the school there was no requirement for pupils to attend and no sanctions applied if parents determined they wanted their child / children to remain at home. It was also noted that in terms of data collection and assessments these had been deferred during the quarantine period – the Headteacher confirmed that the main aspects of this issue would be discussed under Item 5 below.

Governors noted that the previously submitted Headteacher's report had been circulated prior to the 23 March 2020 meeting which had been cancelled. However, it was appreciated that the document represented a snapshot of the school's position prior to the imposition of the current quarantine restrictions.

There were no issues raised in relation to the previous term's Headteacher report and it was agreed to accept the document into the record of the meeting.

Governors noted that the QA report was a focus mainly on a specific subject (maths) and had been circulated to the Governing Body via e-mail in April 2020. In reviewing the document, it was appreciated that 12 lessons across Years 1, Year 2, Year 4 Year 5 and Year 6 were visited. In the process of these visits it was noted that learning

was proceeding well and behaviour was making a positive contribution to learning. It was also noted that the application of the 'White Rose' program was developing maths beyond calculation; also the use of variation problem-solving and reasoning was developing at the top of Key Stage 2 (KS2). Governors noted that in summary the QA report considered that maths was strong across the school and the older pupils achieved well. In addition, the older pupils were used to tackling a wide variety of problems and developing their mathematical reasoning. It was appreciated there was consistency between classes in approaches, but there was scope for adjustments which would ensure better learning and approaches were captured for the next time a particular unit is taught. The QA report highlighted that the Headteacher had a strong grasp of the subject and was keen to develop it further.

There were no additional points raised or noted in discussion and Governors agreed to accept the Spring Term QA report into the record of the meeting.

There were no additional points raised or noted in and Governors agreed to accept the Headteacher's report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Agreed – accept summary document into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Approved – 2020-2021 staffing structure. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept previous term's Headteacher report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Spring Term QA report / maths focus into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept current term's Headteacher report into record of meeting. 	Governing Body	

Item 5	Committee Reports
	<p>Teaching and Learning Committee – 03.02.20</p> <p>Liam Trippier (LT), Chair of the Teaching and learning (T&L) Committee presented a report based on the minutes of the previous meeting. In the course of these discussions Governors noted the document had been circulated prior to the meeting and the following points were considered in discussion.</p> <p>LT confirmed that the meeting had addressed the data / outcomes and key priorities at that time and also had reviewed and considered the analysis of the target groups across the school. It was appreciated that the Committee had noted and discussed the school's work in developing the curriculum – in association with the QA professional (Adrian Guy).</p> <p>Governors also noted that the Committee had received reports from LT and Ellie Russell (ER) following separate visits to the school focused on Key Stage 2 (KS2) pupils and the special educational needs and disability (SEND) cohort, respectively.</p> <p>The Headteacher confirmed that during the quarantine period the staff had progressed the development of the unit plans for different aspects of the curriculum especially</p>

supported by the Assistant Head for Curriculum and the staff for each subject area. It was recognised that some subject areas had progressed further than would have been expected prior to the quarantine period. It was emphasised that most subjects had complete intent statements established and the subject leaders were more confident in what was expected of them in their roles – and the expectations from Ofsted in the event of an inspection visit.

Governors noted that this was important progress at a difficult time and that from September the challenge for schools would likely be how the curriculum was implemented and maintaining consistency. It was appreciated that this would be especially important considering the potential for staff absences. Governors recognised the pro-active approach of the SLT and staff.

Kat Rowe, (KR), the Curriculum Lead, highlighted the extensive work related to music and the high standard of the intent statement. In addition, there was good progress made in relation to religious education (RE) and phonics. It was confirmed that KR expected the unit plans to be completed prior to the start of the new academic year – with history and geography to follow. Her hard work on this was very much appreciated.

Q. Were the staff addressing personal, social, health and economic (PSHE) education as a separate subject area?

A. Yes.

Donna Wealleans the Deputy Headteacher (DHT) confirmed that once pupils returned to the school on a 'full-time' basis from September 2020 the school would focus on a recovery curriculum initially to address gaps in learning. There would be greater resources available and a rich PSHE lead curriculum and this would commence as more children were accessing the school with a wider opening.

Q. How were the staff preparing for this currently?

A. KR had circulated work to teachers remotely working through the 'Seesaw' learning journal program.

The Headteacher confirmed that PSHE was at the start of the planned transition / recovery curriculum and then there was a strong focus of the core subject areas to address the gaps in learning. There would be a transitional curriculum intent to define the rationale for the process adopted. However, the school would also work towards integrating other curriculum areas.

Q. Usually the sex education aspect of the PSHE curriculum would have been addressed in the Summer Term with the Year 6 cohort – how would the school meet this issue?

A. The school had already been in contact with the high schools that the pupils transitioned to and raised the issue with them – this was especially raised in relation to the looked after children (LAC) and adopted children.

There were no additional points raised or noted in discussion and Governors agreed to accept the T&L Committee report and minutes into the record of the meeting.

Resources Committee – 03.02.20

Ali Ayub (AA), Chair of the Resources Committee, presented the report and minutes associated with the meeting convened February 2020 and the following points were noted in discussion.

Governors noted that the Committee had reviewed and approved the Period 9 budget monitoring report and the updated three-year budget projection. During these discussions the Committee had considered and approved the identified budget variances and the budget changes.

Governors raised no issues with these discussions and ratified the Committee's decisions.

AA confirmed that the Committee had considered the major costs areas for the budget as this was a 'standing' item for the Resources Committee. It was noted by Governors that the major costs were linked to supply staff, the cost of administration / office staff and 1:1 support for specific pupils – generally those pupils with additional needs / an education health care plan (EHCP). During this discussion, the SBM confirmed that the latter expense represented the initial position for the school – the school attempted to secure staff on fixed-term contracts going forward.

In relation to health and safety (H&S) matters it was noted that the school had completed a 'condition survey' promoted by the Department for Education (DfE) – this was a requirement for maintained schools nationally. The outcome of the survey indicated there were a range of issues highlighted – these were considered generally as minor. The SBM had confirmed that there was ongoing remedial work which was in place prior to the condition survey and half-termly site tours completed with the Headteacher. This approach acted as an 'audited' to the work of the site staff and ensured actions were completed; the tours had a specific focus - the current focus was on grid covers, signage and hygiene. In addition, the Committee had noted the introduction of a lockdown procedure based on a policy approved at the previous Governing Body meeting.

Governors noted that the General Data Protection Regulations (GDPR) issues would be addressed as part of Item 7 below.

In relation to the policies considered by the Committee it was noted that the Nursery Admissions Policy and the Safer Recruitment Policy had been approved. There were no additional points raised in relation to these documents and they were ratified by the Governing Body.

There were no additional points raised or noted in discussion and Governors agreed to accept the report and minutes associated with the resources Committee meeting – 03.02.20.

Resources Committee – 06.05.20

AA, Chair of the Resources Committee presented the report and minutes associated with the meeting convened via Zoom video conference – 06.05.20. During the discussions, the following points were noted.

Governors noted that the Committee had reviewed and approved the 2019-2020 budget closedown - the SBM had confirmed that the end of year resulted in an in-year deficit of £150,000 which was in line with the planned budget. It had been highlighted that completion of the closedown was complicated by the quarantine restrictions it was

expected that any final adjustments would be minor. It was noted that the cumulative surplus was therefore £200,000 – the projected carry forward (c/fwd.) for the 2020-2021 financial year. The Committee had also approved the 2020-2021 budget although the initial draft was based on a series of 'rough' assumptions due to the extensive 'unknowns' involved in the quarantine restrictions. However, the main cost area was represented by staffing as outlined in the 2020-2021 staffing structure approved above (see Item 4).

During the meeting, the challenges associated with the current quarantine restrictions were discussed. It was appreciated that the quarantine had impacted negatively on different income streams for the school and Governors noted the SBM had investigated the use of the furlough scheme promoted by central government – this approach was being investigated by other schools in the local cluster. This related to the: kitchen staff and the sports coach who provided out of school activities / clubs. In addition, the school was reviewing the current music provision contract with One Education which could not be fulfilled by the provider and there were doubts that it would be viable at the start of the new academic year.

Q. Did the school furlough any staff?

A. No – there were no staff that met the required criteria / LA had advised against this.

The SBM confirmed that there had been further discussions with One Education in relation to the service level agreement (SLA). There was no cost for the end of the Spring Term, but there was no agreement related to the Summer term.

Q. Was the cost included in the current 2020-2021 budget?

A. Yes.

The SBM confirmed that One Education would continue to provide the basic service virtually, but would not be able to provide the full service which families pay for / this was an additional cost. The revised service would not be viable for the school as an expenditure, but there was also a concern that some families may not find it affordable. In addition, Governors considered whether it would be appropriate considering the extent to which pupils would require extra support to fill gaps in learning.

Q. Could the school determine that it was better not to renew the contract and then address the matter in the Autumn term when more information was available?

A. Yes.

Governors agreed not to renew the One Education music SLA for 2020-2021.

The SBM confirmed that an updated overview of the lost income and increased costs for the school had been circulated prior to the meeting. In addition, this information had been included in the updated draft of the 2020-2021 budget. It was highlighted that there was a £200,000 carry forward from 2019-2020 and the projected 2020-2021 budget was balanced – as a result there was an expected surplus for the end of the 2020-2021 financial year of approximately £200,000. However, Governors recognised that this was based on the assumption that the previous version of normality resumed.

Q. Was there a greater degree of risk in the budget with increased costs / expenditure?

A. No – the additional expenditure associated with the quarantine and the savings that resulted in other areas generally balanced / they cancelled each other out.

Q. Were there any major planned projects that could be cause for concern?

A. Yes – the school had experienced a major leak through the roof following the storms today and it had resulted in the ceiling collapsing on some ICT equipment was the main area of concern.

The SBM confirmed that the school was aware that the roof needed to be reviewed, but it was now a priority – the situation should be assessed to determine the problem and what action was required. There were several areas highlighted in the DfE condition survey, but extra funds would probably be required for the maintenance budget to deal with the roof.

There were no additional points raised or noted in discussion and Governors ratified the 2019-2020 budget closedown.

There were no additional points raised or noted in discussion and Governors approved the 2020-2021 budget.

There were no additional points raised or noted in discussion and Governors approved the three-year budget plan.

Q. Were there any additional health and safety matters for consideration?

A. The school had circulated a series of risk assessments and additional documents associated with the quarantine, the access to school for vulnerable pupils and the children of key workers. Further documents related to the wider opening of the school had also been shared.

Governors noted that these documents had been reviewed, considered and approved as part of the ongoing e-mail communications during the quarantine period. The discussions associated with these documents had been recorded under Item 7 of the 'E-Mail Discussions' – see below.

There were no additional points raised or noted in discussion and Governors agreed to accept the Resources Committee report / minutes 06.05.20 into the record of the meeting.

E-Mail Discussions March / April 2020

The Chair presented the minutes generated from the ongoing e-mail discussions carried out during the quarantine period and the following issues were noted in discussion by Governors.

Governors noted that the standard of communication by the school towards parents and Governors was excellent.

Q. Were there any additional pieces of information related to the reopening of the school?

A. No – it was appreciated that the school had been supported in delaying the wider reopening. The extra time allowed the school to ensure that the planning was secure and actions appropriate for the benefit of the pupils and staff.

Governors noted that the delay was generally supported by parents in e-mails forwarded to the school, but it was also recognised that many families were frustrated by events generally.

Governors noted that the quarantine had prevented the completion of the Pay Committee in addressing the position of the two DHT across the school. Governors noted and ratified the decision to progress the DHT along the leadership pay scale.

In relation to the schools' financial value standards (SFVS) self-assessment document, it was recognised that the document had been reviewed, updated and completed off-meeting. The final draft of the document was circulated and approved by Governors. There were no additional points raised at this point and the SFVS self-assessment document was ratified by the Governing Body.

Governors noted that the safeguarding discussions contained in the document would be addressed as part of Item 6 below.

Governors noted that the discussions related to the policies would be addressed under Item 8 below.

There were no additional points raised or noted in discussion and Governors agreed to accept the 'E-Mail Discussions' report and minutes into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept T&L Committee minutes (03.02.20) and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Ratified – Period 9 budget monitoring, budget variances, budget changes and three-year budget projection. 	Governing Body	
<ul style="list-style-type: none"> Ratified - Admissions Policy. 	Governing Body	
<ul style="list-style-type: none"> Ratified - Safer Recruitment Policy. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accepted Resources Committee report / minutes 03.02.20 into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Ratified – 2019-2020 budget closedown. 	Governing Body	
<ul style="list-style-type: none"> Ratified – approved 2019-2020 budget surplus / analysis of reserves. 	Governing Body	
<ul style="list-style-type: none"> Approved – 2020-2021 budget. 	Governing Body	
<ul style="list-style-type: none"> Approved – thee-year budget projection. 	Governing Body	
<ul style="list-style-type: none"> Agreed – not to renew One Education music SLA for 2020-2021. 	Governing Body	

<ul style="list-style-type: none"> • Agreed – accept Resources Committee report / minutes 05.06.20 into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – 2 x DHT progression on leadership pay scale. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – SFVS self-assessment document. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept E-Mail Discussions report / minutes into record of meeting. 	Governing Body	

Item 6	Behaviour and Safety of Pupils / Safeguarding
	<p>Donna Wealleans, the DHT, presented the behaviour / safety of pupils and safeguarding report which had been circulated through a series of documents off-meeting and prior to the current meeting. During these discussions, the following points were raised and noted.</p> <p>The DHT confirmed that a series of safeguarding and pastoral plans had been communicated to Governors outlining the approach and actions to be applied by the school during the current quarantine period. In addition, the safeguarding lead Governor, Yogita Patel, (YP) was in weekly contact to provide an ongoing review and support.</p> <p>Q. The plans were amended / changed? A. Yes – in response to any changes in guidance from central government.</p> <p>The DHT confirmed that the documents had been externally reviewed and audited by Elizabeth Rose, the senior Quality Assurance (QA) officer for safeguarding at MCC. The feedback was that the documents were thorough and complete. In addition, the relevant safeguarding / pastoral support policies had been amended to meet the current situation. However, the DHT emphasised the challenge was increasing – earlier in the quarantine period the school had been dealing with two children per week, this was now 8-10 pupils, with additional challenges related to parental mental health in the previous two weeks.</p> <p>Q. What were the main issues / concerns for the families? A. The concerns raised related to children struggling generally with anger management, not sleeping at night and worries associated with the virus and missing friends.</p> <p>The DHT advised Governors that the class teachers had been completing ‘welfare’ telephone calls to families and especially any child who had not accessed the Seesaw program – it was a matter of checking that these children were okay. This was especially important for those vulnerable pupils – those designated as child in need (CIN), child protection or those already receiving significant pastoral support prior to the introduction of the quarantine.</p> <p>Q. What support was there for the looked after children (LAC) and / or adopted children? A. All LAC / adopted children had received regular telephone calls and doorstep visits</p>

The DHT confirmed that the child protection online management system (CPOMS) was especially useful – staff updated information regularly and there was regular monitoring from the safeguarding team. There were some children brought into the school for safeguarding concerns and the school continued to receive e-mails from the local police service as part of the Operation Encompass project.

Governors recognised that despite the quarantine restrictions the school / staff maintained their safeguarding awareness.

YP confirmed the extent to which she was kept informed / up to date with changes and the action plans were thorough. It was appreciated that as the quarantine restrictions were eased, and the school was more accessible there would be an increase in challenges. There were many uncertainties still to be addressed within the wider context.

Q. Did the school consider that it had received appropriate support from MCC?

A. The in-school team have been brilliant and Elizabeth Rose very supportive – even out of hours. There had been delays in communication, but this was only to be expected considering the unprecedented nature of the ongoing events.

Governors noted that the main challenge was engaging with social workers who had been allocated to families.

KR also provided an update related to the school's pastoral offer – the changes and what was offered. This included the content provided by teachers on the Seesaw program – individual written messages and video content. These actions had prevented some pupils from losing their engagement with the work set for them.

In relation to the Year 6 cohort there was more cohort specific work to offset the disappointment of not completing their final year and transitioning to high school. This included virtual certificates, video of memories and medals; there were class blogs established to support interaction with their peers. In addition, the school was working with the pastoral lead at the local high school to share PSHE information as part of the transition process; with the current Year 6 pupils also completing online e-safety awareness.

KR confirmed that work was completed on the PSHE curriculum to support the pupils in their the transition to the next year group – this was work they would have completed in school previously, but would better place them at the start of the new academic year.

Governors noted the additional individual work provided by teachers to ensure engagement amongst their pupils. It was appreciated that this had led to some extra to develop greater consistency, but the children were getting more than the basic work allocation and the level of engagement was high. During this discussion one Parent Governor confirmed the standard of the work provided and the improvements. Parent Governors confirmed that the school staff did well to manage the 'parent load' involved in the work that was set for the pupils.

There were no additional points raised or noted in discussion and Governors agreed to accept the behaviour, safety and safeguarding report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept behaviour, safety and safeguarding report into record of meeting. 	Governing Body	

Item 7	General Data Protection Regulations (GDPR).	
<p>The SBM presented an oral GDPR report and the following issues were considered and discussed by Governors.</p> <p>Governors noted that MCC had launched the updated training programme for staff – this was scheduled in as part of the ongoing continuing professional development (CPD) for staff. In addition, it was recognised that the school would ensure that the data protection impact assessments were completed where either new technologies were used, or existing processes were used differently.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the GDPR report into the record of the meeting.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept GDPR report into record of meeting. 	Governing Body	

Item 8	Policies for Ratification	
<p>The Chair presented the series of policies and documents that had been circulated prior to the meeting and the following points were noted in discussion by Governors. It was noted that the policies had also been supported by a narrative report and also the minutes associated with the 'E-Mail Discussions' – in both of these instances Governors had already had an opportunity to review and consider each document.</p> <p>Attendance Management Policy. There were no issues raised and the document was approved by Governors.</p> <p>Anti-Fraud and Corruption Policy. There were no issues raised and the document was approved by Governors.</p> <p>Appraisal Policy – Office Support Staff. There were no issues raised and the document was approved by Governors.</p> <p>Behaviour Policy – Covid 19 Appendix. There were no issues raised and the document was approved by Governors.</p> <p>Charging and Remissions Policy. The SBM confirmed that due to the current situation there were no changes to the charges levied by the school in relation to school meals / dinner money and nursery fees. There were no issues raised and the document was approved by Governors.</p> <p>Dinner Money Debt Policy. Governors noted minor changes associated with references to 'SIMS Agora' which was the previous payment system – it was accepted that the references would be replaced by Parent Pay.</p>		

There were no issues raised and the document was approved by Governors.

Disciplinary and Dismissal Policy.

Governors noted there were specific amendments / changes to the previous version of this document. In addition, there were minor corrections related to the date indicated on the document.

There were no issues raised and the document was approved by Governors.

First Aid Policy.

There were no issues raised and the document was approved by Governors.

Flexible Working Policy.

Governors noted there were no changes to the document and the Policy was approved.

Freedom of Information Publication Scheme.

There were no issues raised and the document was approved by Governors.

Food and Drink Policy.

There were no issues raised and the document was approved by Governors.

Grievance, Bullying and Harassment Policy.

There were no issues raised and the Policy was approved by Governors.

Late Collection Policy.

There were no issues raised and the document was approved by Governors.

Leave of Absence Policy.

There were no issues raised and the document was approved by Governors.

Lone Worker Policy / Appendix.

There were no issues raised and the document was approved by Governors.

Maternity Policy.

There were no issues raised and the Policy approved by Governors.

Parental Leave Policy.

There were no issues raised and the Policy approved by Governors.

Positive Handling Policy.

There were no issues raised and the document was approved by Governors.

Restructure and Redundancy Policy.

There were no issues raised and the document was approved by Governors.

Safeguarding Policy.

Governors noted that the document represented an update taking into account the most recent statutory guidance from central government / DfE.

There were no issues raised in relation to the document and it was approved.

<p>Risk Assessment and Staff Guidance Document. There were no issues raised and the document was approved by Governors.</p> <p>Staff Capability Policy. There were no issues raised and the Policy approved by Governors.</p> <p>Whistleblowing Policy. There were no issues raised and the Policy approved by Governors.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved - Attendance Management Policy; Anti-Fraud and Corruption Policy; Appraisal Policy – Office Support Staff; Behaviour Policy – Covid 19 Appendix; Charging and Remissions Policy; Dinner Money Debt Policy; Disciplinary and Dismissal Policy; First Aid Policy; Flexible Working Policy; Freedom of Information Publication Scheme; Food and Drink Policy; Grievance, Bullying and Harassment Policy; Late Collection Policy; Leave of Absence Policy; Lone Worker Policy / Appendix; Maternity Policy; Parental Leave Policy; Positive Handling Policy; Restructure and Redundancy Policy; Safeguarding Policy; Risk Assessment and Staff Guidance Document; Staff Capability Policy; Whistleblowing Policy. 	Governing Body	

Item	Governance Matters
9	<p>SEND Governor Visit. ER presented the supporting narrative in relation to the focused visit to the school in March 2020.</p> <p>ER confirmed the SEND focus and the benefit of the visit – highlighting the range of diverse needs of the children across Key Stage 1 (KS1) and Key Stage 2 (KS2). Governors noted that some children received specific / targeted support in small groups in the morning, with several accessing other support, such as Lego therapy, to develop teamwork skills. In addition, it was confirmed that many of these pupils had specific interventions, tailored to their needs – this included learning to touch type.</p> <p>ER confirmed that she also had direct time with a number of the teaching staff and was made aware that they wanted to do their best for all of the children in their class, but catering for such a diverse range of needs was challenging. It was noted that teachers reported the children were doing their best when the teacher worked with them on a 1:1 basis, but there was limited time that a teacher could apply to any one child.</p> <p>ER advised it would be beneficial for any Governor to schedule time to complete such a visit.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the SEND visit report into the record of the meeting.</p> <p>Governing Body Membership.</p>

The Chair confirmed that the Parent Governor election process had almost been completed – the quarantine restrictions had prevented the completion of the vote by two days. Following the discussions at the previous meeting it was determined to allow five days for anybody to cast a vote that had been prevented by the quarantine. This was considered a fair extension to ensure that everyone had an opportunity to cast their vote.

Governors considered that once the election process was completed there would be an opportunity to source Associate Members for the Governing Body from the original pool of candidates – this approach had worked well for the Governing Body previously as a form of succession planning.

It was confirmed that the candidates would be informed of the process going forward.

The SBM confirmed that the progress towards securing a Staff Governor had also been stifled by the quarantine. Governors noted that there were two potential candidates for the role and they would be invited to the next full meeting at the start of the academic year. It was considered that one of these individuals could secure substantive Staff Governor role that role and the other individual could be appointed as an Associate Member. The proposal was considered and approved by Governors and it was recognised that the issue would be finalised on the return to school – at the start of the new academic year.

Q. Did staff consider they were kept fully informed and that they had a 'voice'?

A. Yes – the staff were very well supported through the union representatives and there were good lines of communication. The staff were good at raising questions.

The DHT confirmed that regularity of Governor visits and the high profile of Governors ensured that the staff were aware of the work of the Governing Body in supporting the school.

Chair of Governors.

The Chair confirmed that he still intended to retire in the near future, but would certainly continue into the new academic year.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept SEND visit report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Agreed – extend Parent Governor vote by five working days on full return to school. 	Governing Body	
<ul style="list-style-type: none"> Action – inform Parent Governor candidates of extended voting opportunity. 	SBM / HT	July 2020
<ul style="list-style-type: none"> Action – invite potential Staff Governor candidates to next scheduled meeting. 	SBM / Clerk	September 2020

Item	AOB
10	<p>Potential Case of Covid 19. The Headteacher confirmed that a member of the teaching team was on sickness absence currently – they had displayed some Covid 19 symptoms but had tested</p>

negative. However, the doctor had expressed concerns that this may return a positive result when checked again. As a result, the school had closed one 'bubble' as a precautionary measure.

Governors noted the update and reassured the Headteacher of their support. It was appreciated that the policies were in place for actions in the event of a positive result and a negative result, but not a negative result where a doctor considered the result should be positive.

Summer Opening.

Governors considered the issues and challenges associated with the availability of the school for key worker children / vulnerable children prior to the new academic year.

In the course of these discussions it was noted that there was no contractual agreement for teachers and / or support staff to work and that educational provision was not likely without qualified teachers. It was appreciated that social events were possible, but that would be determined by the quarantine restrictions.

Food and Drink Policy.

The Headteacher thanked YP for her support and commitment in developing the updated Food and Drink Policy and it was noted that YP would continue to provide further assistance.

Resolutions / Agreed Actions	Owner	Date

Item 11	Date of Next Meeting	
Governors noted the date and time of the next series of meetings would be determined by the 2020-2021 meeting schedule to be finalised at the first meeting of the academic year. It was appreciated that the first meeting was due to take place on Monday 21 September 2020 at 6.00pm.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Noted – dates / times of next scheduled meetings as above. 	Governing Body	