**Tutshill Church of England Primary School**

**FGB 2 meeting**

**G2 Monday, 16th November 2020 18:00 – 20:00**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  Vicar David Treharne  Alex Watson  Amanda Cooper  Natalie Fryer  Abigail Ryder  Jo Kibble  James Bradbury  Diana Cave | Tom Robinson |  |
| Kathy Clarke – FGB 2 Chair  Also attending Nina Williamson (Clerk) | | |

Meeting held virtually through Microsoft Teams.

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **25.** | **Opening Prayer** | 5 mins | Chair |  |
| **26.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **27.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **28.** | **Approve minutes of last meeting** | 5 mins | Chair |  |
| **29.** | **Matters arising from last minutes** | 15 mins | Chair |  |
| **30.** | **Declarations of Interest** | 5 mins | Chair |  |
| **31.** | **GCC Governor Review to include skills matrix** | 10 mins | HT | Do we want a GCC Governor review? All governors to complete audit to support identification of training and future governors. |
| **32.** | **Annual Governors Report** | 15 mins | Chair | Decide what is to be included this year and delegate responsibility. |
| **33.** | **INSET day – teaching and learning and deep dives** | 10 mins | HT and NF | This is an overview of the day. NF will deliver a presentation in FGB 3 that will share T&L updates. |
| **34.** | **SDP** | 10 mins | HT | Update on the school priorities |
| **35.** | **Parent views/ communication** | 5 mins | Chair |  |
| **36.** | **Attendance** | 5 mins | HT |  |
| **37.** | **Safeguarding** | 5 mins | HT |  |
| **38.** | **Chair’s Comment & Correspondence** | 5 mins | Chair |  |
| **39.** | **Committee reports** | 15 mins | Committee Convenor |  |
| **40.** | **Any Other Business** | 5 mins | Chair |  |
|  | **Dates and times of next meetings:**  **FGB 3, Monday 11th January 2021**  **FGB 4, Monday 29th March 2021**  **FGB 5, Monday 17th May 2021**  **FGB 6, Monday 19th July 2021** | 5 mins | Chair |  |

FGB 2 Chair – Kathy Clarke

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **25.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **26.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. Apologies received from Tom Robinson. Lisa Hebborn will not be attending as resignation from post received and accepted by Co-Chairs. |  |
| **27.** | **To agree items of Any Other Business previously notified**  A positive case of COVID-19 had been reported in the Cool Club over the weekend and it was decided to discuss the implications at the start of the meeting. A staff member at Cool Club has tested positive for coronavirus. School was notified on Sunday, 15th November 2020 with Cool Club having already contacted Public Health England. HT and SBM discussed the impact to the school and were satisfied that appropriate actions had been taken. All close contacts had been notified and were advised to self isolate until Sunday, 22 November 2020. Due to the impact on staffing at Cool Club with several members of staff also needing to self isolate, the Cool Club will not be operational until Monday, 23rd November 2020. A Governor asked how many children were self isolating. This has affected 17 children. A Governor asked if the children affected were spread across the school. It was confirmed that the children self- isolating were from different year groups. Tutshill School already had children off on Friday, 13th November for Covid reasons eg. waiting for a test result/ symptoms/ parents with confirmed case. A Governor asked if school could highlight in the next update bulletin that school is aware of positive cases in the locality and remind of importance of following current guidelines with particular regard to social distancing and not mixing households. It was agreed this would be sent in the next update. A Governor asked if the staff member lived close to school. This was not known. It is thought people are catching the virus from social interaction and family households but once traced the link does not lead back to the children. Two more school staff members have taken Covid tests but this has not affected any bubbles. A Governor asked does self -isolation affect absence figures. This is classed as an authorised absence. With the 15 children off on Friday plus the 17 isolating from Cool Club, there is the equivalent of a whole class absent from school. |  |
| **28.** | **Approve Minutes of Last Meeting**  Minutes were accepted and approved. |  |
| **29.** | **Matters arising from last minutes**  Pen portraits still required for Governors. | Pen portrait required for James Bradbury (photo received). Pen portrait required for Alex Watson (photo received). |
| **30.** | **Declarations of Interest**  Declaration received from Natalie Fryer (associate Governor) regarding the purchase of stickers for school created by Mark Fryer (her spouse). These are bespoke stickers for the Teaching and Learning strategies for the school. Other suppliers had been approached but none was able to provide the specification required.  The Co-Chairs asked at this point for it to be minuted that Lisa Hebborn (parent Governor) had resigned from position with immediate effect. The Governing Body wanted to pass on thanks for Lisa’s positive contribution to the Body and committees. |  |
| **31.** | **GCC Governor review to include skills matrix**  It was suggested that Governors may want to undertake a Governance review with a consultant form the Local Authority. A skills matrix has been uploaded to eSchools which Governors would need to complete and will be used to identify where there are any skills gaps and ensure skills are being used effectively. A number of documents would be collated by the clerk and sent to the LA prior to a virtual meeting where they will ask questions and talk about roles within the Governing Body and discuss functionality. The reasons for suggesting that the Governing Body should complete a review are that this school has never had one take place before and it would suggest options to consider alternative ways of working. The LA would provide a work plan for strategic development across the year. A Governor asked if we would have to pay for the review. There will be a cost but it would be an effective use of funds as the results would be effective for the entire Governing Body. Ofsted would look favourably on this being completed. A Governor commented that they had completed self assessments before but not a comprehensive strategic overview. There is now a Governor vacancy and if current Governors completed the skills matrix, this could be used to identify where we need to recruit and advertise appropriately. A Governor asked if the vacancy was for a co-opted or parent Governor. The vacancy is for a parent Governor. Headteacher experience is that the suggestions provided were useful and provided short, medium and long term priorities. A Governor asked if there was any disadvantage to taking part during lockdown. The meeting would be called between the clerk, Headteacher and Chairs and Vice chair. There would be no advantage if the meeting was face to face rather than virtual. It was asked whether Governors agreed to taking part in the review and completing the skills matrix. All agreed to take part and to submit completed matrices to the clerk by December 18th 2020. | Skill Matrices to be completed and returned to clerk by 18/12/20. |
| **32.** | **Annual Governors Report**  It will be important to produce a report this year to share successes even though there will be no academic data to present. School has still been open and operational throughout the pandemic and it will be important to celebrate ways in which the school has overcome the challenges presented. Parents are aware of what school has implemented but it would be useful to produce a report for all stakeholders. Parents will only take notice of what is happening in their child’s year group and therefore the report is useful to show parents the whole school overview. A Governor commented that the Open Day video produced and on the school website is lovely and does a good job of promoting the school. It was acknowledged that this had been a daunting task for staff to undertake but the video was necessary as nobody is allowed on site this year for the usual school tours. A Governor suggested that the video could be linked to the report or could the Governors produce a report video? As there is no academic excellence this year it was discussed as to whether the entire format of the report should be changed to reflect this. Governors commented that report could show successes before Covid arrived and how the school is coping with the crisis. A Governor asked if there were any statistics that could be produced from SeeSaw to show how many children and parents have been active online. This would be looked into as this could demonstrate how work and learning has continued. Headings on the report would need to be identified but will focus around Start of year to beginning of March before Covid followed by sections on Learning through Lockdown; How the school is coping now and blended learning. A Governor commented that in order to maintain the children’s education the wellbeing of staff and children has been considered and should be shared with stakeholders. The probity statement can still be produced as normal. A Governor asked whether any data could be shared. The report will run from September 2019 to July 2020 and therefore won’t include data from Summer. A Governor commented that the report should include the safe environment that has been created and the learning curve that led through to the safe full reopening of school. A Governor further commented that the report should also mention not just what has been done but the way in which it has been done which reflects the ethos and vision of the school. A Governor commented that this report could be bigger than previous years with many different sections to encompass. HT will prepare titles and share with SLT to populate with bullet points and distribute within a week. | HT to create report titles, share with SLT and distribute to GB. |
| **33.** | **SDP**  SDP presented and shared with GB. SDP on a page format has been kept as an easy reference with full report supporting. Meetings have taken place between the LA and WGSP with the resounding feeling from Headteachers that school improvement will not be at the normal speed. Whilst staffing levels have been fine, children’s absence means the priorities cannot continue as would normally be expected. A Governor asked what numbers of children have been affected. Number of children in receipt of FSM has doubled, some families have not returned to work and may be on borderline of being eligible for support. School has written to parents to come forward confidentially if they need support. Staff members are very interested in helping parents and Trick Box is able to offer parental support and there may also be a way to support through funding. It was noted that although priority 2 is to close the gap and acknowledged that whilst we may not be able to close the gap, the support in place is preventing the gap from getting wider. A Governor asked whether staff had noticed any difference between girls and boys attitude to learning. There is less disruptive behaviour at break and lunch time due to the shortened time period. Due to the structure of the day being well timetabled and organisation in place does not allow for children to behave badly. Not all the children like this style of learning but support is on hand and all children are accessing learning equally. Boys prefer outdoor learning. |  |
| **35.** | **Parent views/ communication**  Chairs had not received any correspondence. HT asked if GB wanted to send out a parent questionnaire to establish whether we are doing enough. The questionnaire could be sent to parents after the report has been sent out. It was suggested that this be looked at in FGB 3 and Governors to present questions/ thoughts for questionnaire and the feedback used in a way to support the school and take it forward. A Governor asked if there was any way of reducing the number of platforms used. It was agreed that the number of platforms would be looked into but there will be a cost implication as SeeSaw is currently a free platform and would incur charges to upgrade. Communication platforms would need to be considered. A Governor asked whether it would be worth considering moving to Tapestry as Reception already use this. It was agreed it would be a good idea to get a comparison of costs. | Governors to think about questions for questionnaire for FGB 3. |
| **36.** | **Attendance**  A change was made to the agenda as incorrectly sent out as attendance policy. Attendance until last week had been good at just under 97%, however at the end of last week there were 15 children absent for Covid reasons. Attendance officer has created data for Governors and with further 17 absences due to reported case in Cool Club, attendance is dropping. Attendance is still being monitored for safeguarding but there are no AIMs required as absences are linked to Covid. Ofsted cannot use the data this year. A Governor asked if attendance was still being celebrated. Attendance is still displayed on website but 100% attendance is not being celebrated. Attendance letters are not being sent out. There are no persistent absences other than for Covid reasons. No holiday requests have been submitted. A Governor asked if any families have chosen to home educate. It was advised that 1 family has not returned and the school is in contact with Education and Inclusion service at LA regarding this. |  |
| **37.** | **Safeguarding**  There are no additional safeguarding concerns. 1 LAC has joined school with reviews and meetings attended. There are concerns around physical behaviour of 1 child. There have been no referrals for the Front Door or MASH. The site is safe and secure. HT and one Co- Chair to attend missed safer recruitment training. |  |
| **38.** | **Chair’s comments and correspondence**  COG meeting has taken place which was positive. Challenges faced by Executive Headteacher in her role should not be underestimated. It is likely the collaboration will extend past the 1 year initial agreement. |  |
| **39.** | **Committee Reports**  The committee convenors reported on Teaching and Learning; Finance and Premises and Human Resources committees.  **T&L** – Provision of remote learning is a legal requirement, although Head of Ofsted has admitted a full curriculum cannot be delivered remotely. SDP key priorities were looked at and children will be expected to catch up. Robust questions were asked at the committee meeting to ensure Governance.  **F&P** – All accounts and reconciliations are up to date. Half year review has taken place. Holiday Sports club took place over October half term for 4 days. Lettings income has fallen. 210 children were counted at census for next year’s funding. Covid expenses are accounted for separately. Teachers pay award and options were discussed. Renovations for S106 funding being considered are MUGA, KS1 toilets and outdoor EYFS area.  **HR** – Measures are in place for a safe and secure working environment for staff. Staff room is out of use due to size and unable to remain at distance in area. Behavioural issues in 1 class were discussed. A teacher has been appointed to cover maternity leave. Provision to restart hot meals was discussed. Performance management annual reviews have taken place through observations with targets met. Teachers pay award discussed and agreed. Staff offered flu vaccinations. Good uptake of flu vaccinations amongst children. |  |
| **40.** | **Any Other Business**  A Governor asked how school is going to deal with Christmas. There will be a carol concert for Castleford care home delivered remotely. Each class will deliver a scene for a production. Post Box will be set out for Christmas cards following quarantine guidelines. Christmas lunch offered to all children. PTA are considering remote fundraising activities as usual fayre cannot happen. |  |
|  | **Date and Time of next meetings**:  FGB 3, Monday 11th January 2021  FGB 4, Monday 29th March 2021  FGB 5, Monday 17th May 2021  FGB 6, Monday 19th July 2021 | Clerk to send invite for Team meeting. |
| Meeting Closed at 20:05  **Date and time of next meeting: Monday 11th January 2021 @ 18:00** | | |
| Approved by Chair as being a true record of the meeting  Signed Print: Dr Marion Evans Date: 15th January 2021 | | |

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |