



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THURSDAY 25<sup>th</sup>  
MARCH 2021 AT 6.00pm DUE TO EXCEPTIONAL CIRCUMSTANCES WITH  
CORONAVIRUS HELD VIA TEAMS**

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	H/T		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair	✓
Mrs Angela Holden	Co-opted	13/05/2021		✓
Mr Rob Burrows	Co-opted	23/11/2021		Apologies
Ms Jackie Stringer	Co-opted	13/05/2021	Vice Chair	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
Mrs Joan Bailey	Staff	15/10/2021		✓
Mrs Steph Crane	Co opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		✓
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Parent			
<b>Also in Attendance</b>				
Helen Young			Business Manager	
Stephen Ewell	Clerk to Governors			✓
Kara Newton	Clerk to Governors			✓

**Part One Non-Confidential Minutes**

**1. APOLOGIES**

Apologies for absence were received from Rob Burrows

**RESOLVED:** That the apologies for absence received from Rob Burrows were accepted

**2. DECLARATION OF PECUNIARY INTEREST**

**RESOLVED:** That there were no additional declarations of pecuniary interest for this meeting.

*Q:- A governor asked for clarity regarding the fact that James Antrobus who had been awarded the grounds maintenance contract, was also her gardener and had been recommended by her.*

*A:- Governors were informed that three separate contracts had been received regarding grounds maintenance and reviewed in detail. The appointment of James Antrobus had been made on merit and there was no requirement to declare any pecuniary interest.*



### 3. MEMBERSHIP/CONSTITUTION

Governors discussed that Mrs Hughes had been appointed as a Co-Opted Governor at the previous meeting, and this had resulted in there now being a Parent Governor vacancy. A Parent Governor election had been held and there was one candidate who applied in addition to Mrs Hughes.

The candidate was Lindsey Tasker who was a Finance Officer for a school in Crewe. She lives in the community and has a son in Year 1 and has completed the Prospective Governor form.

Governors noted that her finance skills would be a great asset to the Committee and agreed to appoint Lindsey Tasker as Parent Governor. Mrs Hughes would remain as Co-opted Governor.

**RESOLVED:-** Governors agreed to appoint Mrs Tasker as Parent Governor for a term of office of four years.

### 4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 25<sup>th</sup> February 2021, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the last meeting held on 25<sup>th</sup> February 2021 were confirmed to be a true record.

The minutes would be signed electronically.

### 5. MATTERS ARISING

Governors reviewed the matters arising/action log items. The updates are detailed below:

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens.  Core subject leaders to contact Jen Hughes to have Team meetings. Staff	Virtual programme being arranged. Mrs J Hughes to email her availability to Headteacher with other governors being scheduled in subsequently.		Is on meeting Agenda. Closed.

				presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at future FGB's.			
Admin	9		H/T	Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.	SC & CM updated in Govs on Website. Safeguarding Policy is up to date. Behaviour Policy requires confirmation.		Policy review is on Agenda. Closed.
Finance	6	21/01/21	H/T	Headteacher to look into PP training for C Meachin (PP link governor) and for C Bate.	Headteacher to send Powerpoint training to C Meachin	March 2021	Confirmed received. Closed.
Teaching and Learning	10	21/01/21	H/T	Headteacher to break down the remote learning engagement of PP children next to non PP children.		March 2021	Closed.
Health and Safety	11	21/01/21	H/T	Headteacher to facilitate Health and Safety training for H Rigby	This training has been requested.	March 2021	Suitable training not currently available. Closed.
Finance	6	25/02/21	HT	Headteacher to present the SFVS to the next FGB.		March 2021	On Agenda. Closed.
Policies	8	25/02/21	HT	Headteacher to present the appropriate policies for ratification to the FGB as soon as possible.			On Agenda. Closed.
Governance	9	25/02/21	CH	Chair to schedule a meeting with Ms Stringer and Mrs Hughes to determine governor training requirements.			Meeting has taken place. Closed.



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## 6. FINANCE

Governors were informed that Mrs Stringer had met with Helen Young the School Business Manager and made a lot of progress on the SFVS. The most recent document was shared on screen for governors to review as follows.

- 6 touch points for Finance required for meetings as below to fulfil requirements of SFVS:  
January, April, Sept - light touch meetings to review exceptions  
February, June, November - full view of finances.
- Audit of voluntary funds from August 2020 will be submitted at the same time as 2021 audit in Sept 2021.
- Manual of financial procedure needs updating - suggest one section per finance meeting to review.
- Investigate RAG ratings and JS/School Business Manager to present findings.
- Benchmarking of SLT v similar schools to take place in Autumn 2021.
- Business Continuity plan needs to be updated.
- Asset register up-to-date for IT but other assets need to be added - to be completed late September.
- Step-by-step guides for staff in admin manager absent - up-to-date except for financial which needs reviewing following on from move to new system.

These actions to be built into Agenda planning going forward. There is also a requirement to develop an action plan for all the actions identified in the production of the SFVS.

An outline full year finance calendar has been developed and is on Sharepoint. Helen young explained that if the FGB dates for the next year are determined then the meetings with Kristy Gomery can be scheduled in to make sure the relevant documents will be ready for the appropriate meetings.

**ACTION:** Chair and Clerk to schedule FGB meetings for Summer 21 and academic year 21/22.

Governors discussed and confirmed that the budget had been reviewed and ratified at the previous FGB meeting.



Governors discussed the SFVS and the outcomes identified plus other actions to progress as follows:

- New governors to be added to competency matrix.
- Governors to continue to access appropriate training for their roles.
- Governors to benchmark the SLT.
- The Business Continuity Plan to be updated.
- The Manual of Financial Procedures to be reviewed and updated.
- School Business Manager to continue to add step by step instructions for admin team.
- A training folder has been set up with all training notes including finance and HR.
- Add other equipment into the asset register in September. The register already includes IT equipment.
- School Business Manager and Finance governor to review RAG ratings and highlight any issues to governors.
- Audit of the voluntary fund to take place in September 2021.
- Health and Safety review to be completed annually.

*Q:- A governor asked for clarity regarding the SFVS RAG rating. The lowest 10% spend on teaching staff but also the lowest 10% on average class size?*

*A:- This may be a reflection of the level of seniority of teaching staff, but does require further investigation.*

*Q:- A governor asked what is teacher contact time to PPA time. Should PPA time not equate to at least 10%?*

*A:- The information is drawn from school census data.*

Governors discussed that a Teacher Contact Ratio should be less than 1.0 and if it was 1.0 then it would indicate there is no PPA time. Governors agreed this area required further investigation and that the SFVS format stimulated debate in a number of areas.

*Q:- A governor asked what is the source of the data?*

*A:- The workforce census data comes from school and is input by school admin.*

The Headteacher presented the latest Grants summary which is looking very positive, with £21,650 of grants approved and a further £7,600 of grants applied for. The Headteacher commended Matthew Young a volunteer for all his hard work and utilisation of contacts for the success in accessing grants for the school.

Governors were unanimous in their thanks to Matthew Young for his efforts.

**RESOLVED:** That the SFVS as reviewed by governors be ratified for submission.



## 7. ADMINISTRATION

There were no administration matters to be raised at the meeting.

## 8. LEADERSHIP AND MANAGEMENT

The Headteacher provided an update as follows:

- Julie Davies from ECM was scheduled to monitor a Reception class. This had been moved from 31<sup>st</sup> March until 21<sup>st</sup> April to allow the teacher who was shielding to return to school.
- This will provide a pre-OFSTED review of the teaching performance, and there will be no additional cost as it will be part of our package with ECM.

### Attendance

- The attendance report was reviewed covering the first two weeks of the children's return to school with attendance in week 1 at 96.4% and in week 2 at 96.6%.
- There are 4 children who are off due to shielding.
- There are also 3 other pupils who have not returned as yet. They are from the same family and we are awaiting feedback from the Travellers Advisor.
- There were 11 pupils isolating in week 1 and 2 in week 2. These isolating pupils do not affect the attendance figures.

### Covid Update

- There have been two positive cases in Year 6 and so unfortunately, the Year 6 bubble has been closed.
- The result is a teacher, a TA, a member of site maintenance and a forest school teacher are all now self-isolating because of their exposure to Year 6.
- So far there are no other cases in that year group.

*Q:- Are the parent governors happy with the covid measures when they are dropping their children off?*

*A:- Yes they seem appropriate.*

*Q:- The notification regarding the closure of the Year 6 bubble was released at 10:00pm on a Saturday night. Was there any negative reaction from parents over the timing of this?*

*A:- It was discussed with the SLT and we decided to send the communication out asap, before any misinformation spread via social media. We have also given a commitment to parents that we will notify them as soon as we are aware of positive cases.*

## 9. POLICIES



Helen Young provided an update to governors on all the work that had taken place on the process for approving school policies.

- The folders had been simplified on the Teams Sharepoint, so that any policies that required ratification at the next FGB would be placed in the Current Folder for review.
- Once they have been approved, they will be moved to the Ratified Folder.
- In the planning matrix there is a diary system for who in school is responsible for the policy, and also which governor is responsible for the policy. The governor concerned can make any amendments to the policy prior to its submission to the FGB.
- Once ratified it will be published on the school website, minus any governor comments.

*Q:- A governor asked do all policies have to be ratified by the FGB?*

*A:- No the FGB can delegate a number of policies to the Link Governor to ratify, and this will mean that not all governors will have to read all policies before they can be ratified, which will reduce the time governors need to spend on reviewing policies.*

**ACTION:-** Clerk to advise governors which policies require FGB approval, and which can be delegated.

Helen Young left the meeting at 6:55pm

## **10. GOVERNANCE**

Governors discussed the fact that there were now no vacancies on the FGB.

The Headteacher expressed her thanks to the Chair for all the voluntary work he had contributed to school premises due to members of the maintenance staff being off.

## **11. CURRICULUM, TEACHING AND LEARNING**

### **ReadWrite Inc**

Governors were provided with an update on ReadWrite Inc. Kelly had prepared a report as phonics lead.

- There has been a massive impact on phonics.
- Reception and Years 1 and 2 are having daily phonics sessions and are taking books home, which is a best fit approach due to the shortage of staff time and books.
- Kelly had a meeting with English Hub, and they have suggested a new intensive programme for the lowest 20% of children called FastTrack.





- Assessments have taken place and only 14% of children in Reception have made accelerated progress. This is 56% in Year 1 and 30% in Year 2.

**ACTION:-** Mrs Hughes to check in with Kelly Evans in four weeks' time to determine progress on phonics.

*Q:- A governor asked do you have sufficient resources to manage this issue?*

*A:- We need reliable staff, and the correct space for children. It is a tough challenge. With two TAs off and a teacher shielding it is a short term issue.*

*Q:- A governor asked is there are temp solution to fill the gaps?*

*A:- Agencies just don't have temp staff who are ReadWrite Inc trained, and if we try to train our staff it just causes an issue elsewhere in school.*

A governor noted that ReadWrite Inc was a powerful application, but it did require trained staff and regular use. Non-trained staff could potentially do more harm than good.

### **Subject Leader Meetings**

It was noted that the subject leader meetings with governors had had a positive impact.

Mrs Hughes provided an update on Maths, English and Science.

- She had met with the curriculum leads over the last week. All were happy to be back in school and focussing on their subjects.
- There are gaps in knowledge and these gaps are growing during remote learning, and for the pupils who don't engage then the gaps are even bigger.
- **Maths** – there is a recovery curriculum in place utilising First for Maths which is a 16-month plan using government approved content.
- **Science** – Planning for an increased focus during the summer term. The school has also just held a Science Day.
- **English** – Focussing on handwriting and presentation. The Year 6 handwriting is very good and Years 4 and 5 look positive as well.
- All 3 are using TAs. Where problems are identified there is a plan in place to address them.
- There will be tests next week for data capture, with the results available by 23<sup>rd</sup> April.
- Pupil progress meeting is scheduled for w/c 26<sup>th</sup> April.

The Chair commented that it was a very good report and thanked Mrs Hughes for all her work in this area.

## **12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

There were no actions or communications to be reported to governors.

## **13. DECISION SUMMARY**





- That Mrs Tasker be appointed as Parent Governor for a term of office of four years.
- That the SFVS as reviewed by governors be ratified for submission.
- Received a review of the Finance Calendar and agreed to reflect the calendar in future FBG agendas.
- Received the Attendance Report.
- Received the Covid Update Report.
- Received an update on Policy administration and agreed a process for going forward.
- Received the ReadWrite Inc and Phonics update.
- Received Mrs Hughes update on curriculum Subject Leader Meetings.

### 13. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 20<sup>th</sup> May 2021 at 6.00pm

Signed: .....Date: .....

### ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Finance	6	25.03.21	Chair/ Clerk	Chair and Clerk to schedule FGB meetings for Summer 21 and academic year 21/22.	.	Next Meeting.	
Policies	9	25.03.21	Clerk	Clerk to advise governors which policies require FGB approval, and which can be delegated.		Next Meeting.	
Curriculum	11	25.03.21	Mrs Hughes	Mrs Hughes to check in with Kelly Evans in four weeks' time to determine progress on phonics.		w/c 26 April.	