

Minutes of the virtual Full Governing Body meeting held on Wednesday 21st October 2020

MINUTES

Present:	Lee-ann Dirienzo (LD)		
	Larissa James (LJ)	Headteacher	
	Rachel Hill (RH)		
	Jan Beard (JB)		
	Emily Mean (EM)	Chair	
	Louise Silverton (LS)	Vice Chair	
In attendance:	Zoe Wisken (ZW)	Deputy Headteacher	
	Mark Livesey	Clerk	

The meeting started at 6.43 pm.

		ACTION
1.	Presentation by Computing Curriculum Manager ZW gave a presentation on the Computing Curriculum. JB joined the meeting at 6.53 pm. Q. LJ. Asked how many Parents' Survey questionnaires were returned. A. ZW advised that there were responses for 91 children, from 87 families, 4 of which have 2 children at the school. Q. EM. Advised that in the Resources Informal Get Together that preceded this meeting, use of the Covid-19 Catch Up Curriculum funding for upgrading the school's IT equipment was discussed, and asked whether that upgrading is the same as the upgrading that ZW described in her presentation, or whether it is something different. A. LJ advised that some of the Catch Up funding will be spent on the Bug Club subscription, and that it will be necessary to look at the server and additional equipment and therefore it will be important to prioritise. A. ZW advised that the Computer / Remote Learning Package document is essentially an action plan containing ideas for the school to consider in order to improve the Computing curriculum and the school technology.	
2.	Welcome and Apologies for Absence Apologies: None.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None. Agreed that the Clerk will check for any outstanding Pecuniary Interests forms and send reminders for any that are missing. ACTION.	Clerk
4.	Minutes of the meeting held on 15th July 2020 Agreed as a true record.	
5.	Matters Arising 100719_6 Liaise with the Junior School regarding creation and distribution of a joint Junior School/Infant School leaflet, to be distributed with an issue of the local publication 'Popley Matters' (ZW): Agreed that raising the profile of the school via articles (possibly including photos) in 'Popley Matters' should be carried out independently from the Junior School. Action renamed to 'Raise the profile of the school within the community via articles (possibly including photos) in 'Popley Matters' (ZW). C/F. 150720_5 Investigate to find out why the Junior School are not interested in collaborating on production of a joint Infant School / Junior School leaflet (ZW): Agreed that ZW will contact the Deputy Headteacher at the Junior School with a view to moving forward with a collaboration on a joint Infant School / Junior School leaflet if possible. Action renamed as 'Contact Deputy HT at Junior School regarding collaboration on a joint Infant School/Junior School leaflet'. C/F. 150720_9 Request a nomination from the local councillor for the post of LA Governor (Clerk): the Clerk advised that in July 2020 he had requested an LA Governor Nomination from the Councillor for the area in which the school is located; during the Autumn Term he had sent a reminder regarding the nomination request to the Councillor who had advised that it was hoped that the full page Governor Advert in 'Popley Matters' would result in one or more potential new	ZW ZW

	governors expressing interest in the school. The Clerk had also spoken to Governor Services to find out whether there was any scope for trying to obtain a nomination within a particular timescale, however the feeling had been that imposing a particular timescale was not realistic. Closed. 150720_11 Check to see if there is any performance management training available online, in addition to talking to Mrs Silverton who is an existing member of the HT Performance Management Panel (KP): EM advised that KP has resigned as a governor; she also advised that before she resigned, KP had taken part in the setting of objectives for the Headteacher and that the GB needs to address the question of the Headteacher's Performance Management although this cannot be done with the current cohort of governors. Closed. 150720_13_1 Review the draft completed Safeguarding Questionnaire and let LJ know if they would like anything added, so that she can produce a final version of the Questionnaire before submitting the Safeguarding Report to the LA by 30th September (ALL/LJ): LJ advised that the Safeguarding Report had been submitted at the beginning of Half Term. Closed. 150720_13_2 Take any necessary elements from the Safeguarding Questionnaire and ensure that they are included in the Governor Action Plan, to ensure that the necessary actions are carried out (EM): EM advised that this action has been completed and that the updated Governor Action Plan has been circulated. Closed. 150720_13_3 Investigate production of information regarding data analysis from the CPOMS system (ZW): ZW explained that what happens at present is that an incident is reported and entered into CPOMS, following which an inter-agency referral form is completed, copied and pasted into CPOMS; when something is received back from the agency, the timestamp is recorded in the system. As a result it is possible to see a clear timeframe for any event that has happened. Closed. 150720_13_4 Add reminder/refresher to the Action Plan at the end of the Safeguarding Questionnaire/Review form, the reminder being to staff to ensure that the correct category or categories are selected when inputting information into the CPOMS system (LJ): LJ advised that she has reminded staff about the importance of selecting the correct categories when entering information into CPOMS and that she has also added a reminder/refresher to the Action Plan (Safeguarding and Leadership & Management section) in the Safeguarding Questionnaire/Review form. Closed. 150720_14_1 Update HGS to the effect that the GB is hoping to arrange a bespoke WGBT session in conjunction with the LLP (LS): this was due to be discussed later under item 11. 150720_14_2 Set RH up on GovernorHub so that she can book herself on Governor Induction training (Clerk): RH confirmed that she had booked her Governor Induction training and that she is set up on GovernorHub. Closed. 150720_21 Circulate the GB Self Evaluation document and the Governor Recruitment Strategy following the meeting (EM): EM had circulated the 2 documents. Closed. 150720_23 Produce a draft Governor Newsletter in advance of the first FGB meeting of the Autumn Term (EM): LJ advised that the Newsletter is not normally produced until the end of term. Closed. 150720_24 Provide further feedback on the draft Collaboration Agreement at the next FGB meeting (EM): this was due to be discussed later under item 9. 150720_32_1 Add Remote Learning Action Plan to School Improvement Plan (ZW): ZW advised that this action has been completed; she also advised that the Google platform, rather than Teams, will be used for remote learning. Closed. 150720_32_2 Give the first Curriculum Manager presentation, on Computing (ZW): completed. Closed.	
6.	Discuss Reports from Resources Committee / Resources Informal Get Together – any questions for Resources Chair LJ advised that the new format for meetings, i.e. holding a Resources Informal Get Together for approximately half an hour prior to an FGB meeting, is not working as desired because of timing concerns and that it will be necessary for the governors to address this issue. Agreed that LJ & EM will discuss off line and then circulate an email to inform everyone. ACTION.	LJ / EM
7.	Discuss Headteacher Verbal Report A summary of LJ's verbal Headteacher Report is shown below: • during the Covid outbreak the school has had to complete a large number of risk assessments • the Visitor Risk Assessment was due to be updated today, however there are no changes to the assessment; when the school has had visitors, the procedures have appeared to work well • as a result of Covid, the Health and Safety Executive Team have decided that they want to do telephone consultations to schools in order to find out how the schools are coping with their risk assessments and procedures • the Team have completed about 40 telephone conversations and now they want to visit schools; many Headteachers and LLPs have been circulating lists of questions that have	

	been asked of schools • she has drafted responses to the questions that have been circulated in list form and sent the responses to the SLT and the Admin team for their information, although she has informed the SLT and the Admin team that if the school received a 'phone call or a visit then she would be the person to answer those questions • the Covid-19 Catch Up Curriculum funding is a one-off payment that the government are giving to schools during this academic year in order to catch up with children's learning; a lot of the school's plans for the funding relate to IT resources and also to developing the children's Reading with the new Bug Club system • the Y1 Phonics test, that should have taken place in the Summer term, has been moved to the Autumn Term in Year 2; as the results need to be submitted by 22nd January 2021, the test has been planned for week commencing 23rd November • also regarding the Phonics test, the school has chosen the 2019 paper, and it is known which children are likely to pass, which children are at risk of not passing and who the school needs to target • the first racial incident in 13 years has occurred and was thoroughly investigated by RH and LJ; the incident was recorded, both sets of parents and both the children have been spoken to, and in class assemblies and at the year group assembly, RH has carried out a lot of reiteration of the guidance regarding racism • because of Covid the staff have been encouraged to have a 'flu vaccine; in the past the school has stated that it will reimburse the cost of the vaccinations and the school is currently receiving receipts for the costs involved • the school has 2 Looked After Children, who need a Personal Education Plan (PEP); she is working with a virtual school team who look after Looked After Children in order to complete the PEPs; the school has a duty to share how it is funding the money which is spent on either updating resources such as Language Link or purchasing a specific resource that the child needs, in addition to LSA time with interventions • if there are staff who are required to self-isolate because of Covid, this is deemed a paid absence; if a staff member has to self-isolate because of their child and childcare issues, this can be unpaid and such cases are dealt with on a case by case basis • regarding self-isolation, there needs to be a discussion so that the school's plans in this area can be formally recorded • the school is not going to refresh Team Teach training for staff as it does not have any children who are causing concern and it is quite expensive; the school is also reducing the number of DSLs in school from 6 to 4 staff who are all SLT members; in the current climate, all CP meetings are held virtually and therefore 1 member of the SLT will always be in the building • there was an incident where a child was not collected until 6.30 pm from an After School Club on a Friday; she has therefore worked with the After School Club to determine what happens when the school cannot contact a parent and she has drafted a procedure for this; essentially, if the school knows that a parent (or a representative of that parent) is on their way to collect a child, the staff are expected to remain at the school for a certain amount of time until the child is collected or the time limit is reached • regarding children who are not collected, once the time limit has been reached, the members of staff concerned are allowed to call the police who will be able to provide guidance on the way forward • as part of the procedure just described, the parents who had been late collecting their child were charged for the additional time • regarding Numbers on Roll, the figures are as follows: NOR = 190, YR = 77, Y1 = 56, Y2 = 57 • regarding Vulnerable Data, the figures are as follows: EAL = 24%, PP = 27%, CFSM = 25%, DIS = 27%, EM = 31%, SEND = 19%, CLA = 2%, S = 2%, T = 0.5% • there is a high percentage of Ethnic and EAL children, and she has been informed by Catherine Redgrave that Basingstoke has a high proportion of EAL children in any event • she has deleted the list of names on the PA and Self-isolation sheets for GDPR reasons; the PA figures are currently high as there has not been a long enough period in school yet • there are 22 children (12%) across the school who have had to self-isolate due to Covid-19; there have not been any confirmed cases yet • the attendance data is good at 96%, being the same figure as last year's; the groups with cause for concern are the FSM/PP children, although the cases of illness were genuine rather than being due to self-isolation • the attendance data for Autumn 2020, extracted from the 'Attendance Tracking Grid for Groups' spreadsheet, is shown below:	
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	AUT 1, 2020 (%) (3.9.20 - 14.10.20)	
GROUP		
With & Without Persistent Absence Children	With P/A	Without P/A
WHOLE SCHOOL	96.5	99
Owlets	97	99.5
Snowy Owls	96.5	99.5
Little Owls	95.5	99.5
Tawny Owls	95	98
Barn Owls	95.5	99
Eagle Owls	97	98.5
Wise Owls	99	N/A
SEN	95.5	98
EAL	95.5	98.5
Ethnic Minority	95.5	98.5
CFSM	93.5	99
PUPIL PREMIUM	94	99
SERVICE	100	N/A
TRAVELLER	90	N/A
LOOKED AFTER CHILDREN	98	N/A

NOR = 188 (Autumn 1, 2020)

PA Children = 26 (13.9%)

GROUP	AUT 1, 2020	AUT 1, 2019	Difference
Whole School	96.5	96.5	(=)
SEN	95.5	93.5	(+2)
EAL	95.5	95	(+0.5)
EM	95.5	95.5	(=)
CFSM	93.5	95	(-1.5)
PUPIL PREMIUM	94	95.5	(-1.5)
SERVICE	100	N/A	N/A
TRAVELLER	90	78	(+12)
LOOKED AFTER CHILDREN	98	N/A	N/A

Q. LJ. Asked JB if the parents who had been late collecting their child had paid the school for the additional time involved. **A.** JB advised that she will check to see whether the additional time has been paid for. **ACTION.**

Q. EM. Asked if the school keeps emergency contact telephone numbers for the purpose of contacting a child's family in an emergency. **A.** LJ advised that the rule for the school contacting a child's family in an emergency is that the school should have 3 emergency contacts for the child, although this may be difficult for one parent families who do not have other family members or friends in the area. She also advised that the parents of the child concerned only had 2 emergency contacts although the parents have now provided a third emergency contact, and that the school will be writing to parents of children who attend the Breakfast Club and the After School Club to advise

JB

	them of the requirement to provide the school with 3 emergency contacts. Q. EM: Advised that she did not really understand the thinking behind the rules on paid absences for self-isolation, as if a staff member needs to self-isolate then surely their children will be self-isolating anyway. Also, if the child is self-isolating, then the parents should be self-isolating anyway. A. LJ advised 3 points: • this subject was brought up at the Area Heads Meeting on 24th September • she will check to see whether there are any updates to the information she has just described and if there is an update she will circulate it to everyone so that they can make any comments or agree by email in order that the GB's decision can be formally recorded in these minutes ACTION • the advice from EPS is that the question of whether or not absences for self-isolation are paid absences are down to the Headteacher's discretion	LJ
8.	Discuss GB membership EM advised the following information: • she will ask Governor Services about the process for requesting a nomination for an LA Governor • once LJ has located the governor advert, the school will advertise for Parent Governors • she has 2 potential new governors carried over from last year, which she has emailed; one potential governor is still interested in being a governor, although she has not yet had a response to her email to the other governor • the applications from the 2 potential new governors, carried over from last year, will be automatically included with any other Parent Governor applications, i.e. they will not need to re-apply; she will try to meet with these 2 potential new governors • she has not heard anything as a result of the governor advert that was placed in Popley Matters • she has spoken with Governor Services who have advised that although 7 governors are recommended for a GB meeting, the GB can meet and make decisions provided that 50% of the governors in post are present • Governor Services also advised that only 3 governors are needed for a committee meeting to be quorate Q. EM asked LS if she had heard anything as a result of the governor advert. A. LS advised that she had not heard anything in spite of running the advert 3 times on the websites recommended by Governor Services. LJ advised that an EAL and SEN Governor is needed for the purpose of meeting the statutory requirements of the SEN Information Report, and proposed that the GB should make the EAL and SEN Governor an Inclusion Governor, so that both aspects would be covered. Agreed that LD will be the Inclusion Governor. LJ advised that she will arrange for the Inclusion Manager to meet with LD and talk her through the SEN Information Report and the SEN/EAL Action Plan. Q. LJ asked EM for confirmation that EM will continue to be the Safeguarding Governor (which also covers Health and Safety, and Safer Recruitment). A. EM confirmed that she will continue as Safeguarding Governor.	
9.	Update on initiative to set up a Collaboration Agreement with Junior School and St. Anne's School, Basingstoke EM provided an update, as summarised below: • she and LJ had met with the Headteacher and the Chair of Governors from the Junior School • the only proceedings that governors from another school can take part in under a Collaboration Agreement are such proceedings as Disciplinary Panels and Complaints Panels; such governors cannot take part in the normal day to day business of another school's GB • a Collaboration Agreement between the Infant and Junior schools could potentially be a conflict of interest as many of the parents are parents across both schools and such an Agreement could cause a detrimental relationship between schools and between parents • it was decided not to proceed with a Collaboration Agreement between the Infant and Junior schools • the Collaboration Agreement to pursue is the one with St. Anne's School, Basingstoke LJ advised that she had emailed the Headteacher, of St. Anne's School, who would be discussing the idea of a Collaboration Agreement with her governors on Monday 26th October; she has not yet received a response and will chase a response tomorrow. ACTION.	LJ

10.	Update Governor Newsletter EM advised that an important item for the Newsletter is Governor Recruitment, especially Parent Governor Recruitment. Ideas for possible articles in the Newsletter put forward included: • work carried out on Covid and the school's Risk Assessments • mention how well the school's procedures are currently working • a reminder about the wearing of masks • mention of the Remote Learning Package (so that the parents are aware in case their child needs to self-isolate) Agreed that: a) ZW will send EM some information on the Remote Learning Package for the Newsletter (ACTION) and b) that the best timing for the issue of the Newsletter by EM would be after Half Term. ACTION.	ZW EM
11.	Discuss Governor Training LS advised: • there is quite a lot of governor training available online • the GB has not yet booked a WGBT session and Governor Services have issued a reminder that the WGBT needs to be booked, by the end of December, for this year • there had been discussion by the GB regarding arranging a bespoke WGBT session, possibly on Governor Recruitment EM suggested that a topic such as or similar to 'Managing a small or very small Governing Body' might be a useful one for WGBT; the topic could include practical suggestions for operating governance in order to meet statutory responsibilities and information on how best to arrange the governance meetings and how best to make the most of the existing GB capacity in terms of the current GB membership. This was generally felt to be a good topic for WGBT. Agreed that LS will email Governor Service to ask them if they could set up a bespoke WGBT session on 'Managing a small or very small Governing Body'. ACTION. LS advised that she will check to see what individual training the governors have completed, and will also check to see if there is anything which could assist LD with her new responsibilities. ACTION. Q. EM asked if there is a course on 'Developing Chairs'. A. LS advised that there is a course on this topic. LS advised that she is booked on a 2-part online finance course in November and December.	LS LS
12.	Approve Self Evaluation Monitoring Schedule LJ advised: • the Schedule was circulated in advance of the meeting • the Schedule refers to the 4 Ofsted areas that Ofsted check on during inspections LJ invited questions on the Schedule. No questions. Agreed to approve the Schedule.	
13.	Monitor any parental complaints LJ advised that the only parental complaint was about the racial incident that was discussed under item 7.	
14.	Approve School Improvement Plan including Governor Action Plan LJ invited questions on the School Improvement Plan (SIP) or the Governor Action Plan. No questions. Agreed to approve the SIP and the Governor Action Plan.	
15.	Agree Governor Code of Conduct No questions regarding the document. Agreed to approve.	
16.	Review Policy Review Schedule No questions regarding the document. Agreed to approve.	
17.	Agree Meeting Dates (Resources Get Togethers or Meetings, and FGB) from January to July 2020 EM advised that the next Resources Get Together/Meeting and FGB meeting is currently scheduled for 25th November, although as the Pupil Progress Monitoring is due to be carried out on the INSET day on 30th November, she and LJ are suggesting 6.30 pm on Wednesday 2nd December for the FGB meeting, with the possibility that the Resources Meeting will be arranged for another date. Agreed that: • EM, LS and LJ will discuss the Resources agendas with a view to condensing them	

	somewhat ACTION - EM, LS and LJ will discuss the meeting dates for Resources and FGB meetings for the remainder of this academic year when it has been decided what the new format with regard to Resources agendas will look like; the dates will be circulated ACTION - the next FGB Meeting (virtual) will be held at 6.30 pm on Wednesday 2nd December - there is a possibility that a new date will be arranged for the next Resources Meeting	EM/LS/LJ EM/LS/LJ
18.	Re-adopt Statement of Financial Expectations The Clerk advised that he has checked with Governor Services who have advised that the Statement of Financial Expectations is no longer available as the information it contains is available on the Governor Services website. Agreed to follow all financial advice on the Governor Services website. The Clerk advised that he will remove this agenda item from the draft Resources Committee Annual Task Planner which the GB will review in July 2020. ACTION.	Clerk
19.	Adopt Hampshire Model Pay Policy, if this was recommended at Resources Informal Get Together immediately preceding this meeting LJ advised: - the Policy has been briefly discussed at the Resources Informal Get Together that preceded this meeting; the Pay Policy is very comprehensive and that the text coloured in red is the text that she believes the school's localised version will not need, the yellow text contains parts of the policy that will need to be customised for the localised version - the top of the Main Pay Range is now 6 - the Policy has not been officially approved by the unions although EPS are recommending that GB's should adopt it - regarding Appendix 6 at the back of the policy, she is not sure whether this needs to remain in the policy; she will check with EPS regarding this (ACTION) Agreed to adopt the policy.	LJ
20.	Approve the following policies, if approval of the policies was recommended at the Resources Informal Get Together immediately preceding this meeting: Performance Management, Capability, Staff Acceptable Use of IT, Charging, Staff Dress and Appearance Agreed to approve these policies.	
21.	Note that the following FGB policies have been reviewed and approved: Attendance, Child Protection, Safeguarding Noted.	
22.	Review the following FGB policies: Physical Intervention, Anti Bullying, Curriculum Vision Statement, SEN Information Report, Accessibility Plan, Teaching and Learning, Governor Code of Conduct, Drugs and Substance Misuse Agreed to approve these policies.	
23.	Correspondence EM advised: - there has been some email correspondence from the Councillor, Jane Frankum, relating to parking signs for which Jane gave the necessary money to the school so that the signs could be purchased - the parking signs were purchased before lockdown, and with all that was happening during lockdown nothing further was done with the signs at that time - the parking signs have now been put out - Jane is now quite keen for the signs to be photographed and publicised in 'Popley Matters', which EM believes should generally be beneficial as it shows that the school is attempting to address the parking issue, although unfortunately efforts in this area have not been totally successful LJ advised a couple of points: - there has been a complaint from a local resident about their car being scraped; it is currently not certain whether it was a parent that scraped the car or whether the source of the scrape was one of the parking signs - it is not clear at present whether there is anything else that the school can do to alleviate the current parking problems EM asked the Clerk to forward to her the email that he had received from Jane Frankum, so that she could respond to it, saying essentially that Jane is most welcome to view the signs & take a photo. ACTION. LJ advised that: - she may arrange to include some guidance on car parking in the next issue of the Newsletter	Clerk

	as it is possible that the parents do not know the correct walking route to the school, it may be worth including information about the walking route in the Governor Newsletter	
24.	Any Other Business ZW advised that eventually the school will need to have a policy to cover Remote Learning. Q. LD asked if anyone had an abbreviations list for inclusion in the information pack for new governors which she had been working on with Kady Pike. A. RH advised that when she receives her abbreviations list as part of her new governor induction training documents she will email it to LD. ACTION.	RH
25.	Date of Next Meeting FGB: Wednesday 2nd December 2020 at 6.30 pm (virtual).	

The meeting closed at 8.03 pm.

These minutes are accepted as a true and accurate record of the meeting.

Signed _____ Chair Date _____