



| Date: 16 July 2020               | Start time: 1.00pm        | End time: 2.00pm |
|----------------------------------|---------------------------|------------------|
| Present                          | In attendance             | Apologies        |
| Ian Wollam (IW) Chair            | Jackie Finney (JFY) Clerk | Jon Flynn (JF)   |
| John Paterson (JSP) Head Teacher | Renata Bush (RB)          | Lisa Foster (LF) |
| Cheryl Young (CY)                |                           |                  |
| Emma Palk (EP)                   |                           |                  |
| Sam Lee (SL)                     |                           |                  |
| Andrew Wilkinson (AW)            |                           |                  |
| Andy Vincent (AV) Vice Chair     |                           | <b>Absent</b>    |
| Peter Wilkins (PW)               |                           |                  |
| Tanya Clay (TC)                  |                           |                  |
| Jill Phipps (JPH)                |                           |                  |
| David Payne (DP)                 |                           |                  |
| Bobbie Branson (BB)              |                           |                  |
| Judy Hillier (JH) Vice Chair     |                           |                  |

*Blue type denotes support and challenge from the Governors*

| Item      | Subject   | Action    |
|-----------|---|-----------|
| <b>1</b>  | <b>Welcome and apologies</b><br><b>Prayer</b>   |           |
|           | IW welcomed everyone to the meeting. The meeting was quorate. Apologies were received and accepted by LF and JF. The meeting was conducted via Zoom due to the Corona Virus pandemic. BB led the prayer.                                  |           |
| <b>2</b>  | <b>Register of pecuniary interests</b>  |           |
|           | There were no pecuniary interests declared.   |           |
| <b>3</b>  | <b>Minutes of previous meeting held on 19 May 2020</b><br><b>3a) Approval</b><br><b>3b) Actions and matters arising</b>   |           |
| <b>3a</b> | The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.  |           |
| <b>3b</b> | See action log  |           |
|           | Governors to let JPH know of dietary requirements for long service award event. IW to arrange one to one meetings with Governors.   | All<br>IW |
| <b>4</b>  | <b>HT report to include:</b> <ul style="list-style-type: none"> <li>Update on Corona Virus situation</li> <li>Note and agree Professional Day Closure dates for the new academic year</li> <li>Review of home/school agreement</li> </ul> |           |

|            |   |    |
|------------|---|----|
|            | <ul style="list-style-type: none"> <li>• SEF</li> </ul>   |    |
|            | <p><i>Q Does the risk assessment include an enhanced cleaning regime?</i><br/> <i>A Yes, this is included. We have a cleaner working additional hours.</i><br/> <i>Q Are you continuing with staggered start and finish times?</i><br/> <i>A No. Lunches and breaks will be staggered.</i><br/> <i>Q What is managed toileting?</i><br/> <i>A We are ensuring children go to the same cubicle. Adults have been allocated toilets.</i><br/> <i>Q Are the younger children being supervised with hand washing and after going to the toilet?</i><br/> <i>A Yes as much as we can.</i><br/> <i>Q Are there additional hand sanitisers around school?</i><br/> <i>A Yes, all rooms have a hand sanitiser so each classroom has two hand washing stations.</i><br/> <i>Q What is the highest risk in school?</i><br/> <i>A If someone becomes seriously ill with Covid. If anyone becomes unwell bubbles will be closed. Regular release time will be blocked so we can buy in supply cover for that period of time. We have had two children tested for Covid, both were negative.</i><br/> <i>Q Will you be back to normal class sizes?</i><br/> <i>A Yes, bubbles have grown and are class size.</i><br/> <i>Q Do you have the space to put children in rows?</i><br/> <i>A Yes, children will be in rows, facing the front.</i><br/> <i>JH will update the strategic risk register to include Creative Kidz.</i></p>  | JH |
| <b>5</b>   | <b>Plans for the next school year 20/21 including catch up strategy</b>   |    |
|            | <p>In September we will focus on settling children back in and seeing how the children respond to being in school. We will bring in supply teachers to support if required when we've established the learning gaps. Creative Kidz are not running provision over the summer as there was not enough uptake. Provision will run from September.</p> <p><i>Q When children go back in September to Creative Kidz, will children be in one group?</i><br/> <i>A They will need to create bubbles within that group.</i><br/> <i>Q Will Creative Kidz keep a register?</i><br/> <i>A Yes. As a school we also keep a register of visitors to the school.</i></p> <p>Lunch tendering – JSP thanked LF and PW for their help with this. JSP discussed the plans for September regarding the lunch tender. We are hoping to provide a wider range of food and we would like to include some food from the garden. We are hoping to be able to subsidise staff meals which will contribute to their well being. <u>Tender information is currently confidential.</u></p> <p><i>Q Will Year 6 receive bigger portions?</i><br/> <i>A Yes, portion size will vary across the school.</i><br/> <i>Q Does the school have a tuck shop?</i><br/> <i>A We ran a fair trade tuck shop a few years ago. We are hoping to do something similar with healthy options in the future.</i></p> <p>The following professional closure days for 20/21 were approved by the Governors.<br/> 3rd and 4th September<br/> 12th October<br/> 16th November<br/> 4th January<br/> 25th June</p> |    |
| <b>6</b>   | <b>Update from the Committees</b>   |    |
| <b>6.1</b> | <p>F&amp;B - AW discussed the report which was uploaded to the hub prior to the meeting. We have put in a COVID 19 claim for £14K for FSM, cleaning etc. We await approval and payment.. We are waiting for the results of the EHCP's before deciding on additional 1 to 1 staffing. We expect the school Governor account to be down as the school photographer did not come into school.</p>  |    |

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|-----|--|--------|
| 6.2 | C&S - IW ran through the headlines which were uploaded to the hub prior to the meeting.<br><i>Q Are we setting ourselves a challenging target for September for attendance?<br/>A It is compulsory for children to attend from September, however testing for Covid may impact these figures. We will record Covid related incidents so we can keep track. We are also monitoring attendance by group to understand the impact of certain groups.</i>  |        |
| 6.3 | Personnel – BB discussed the headlines which were uploaded to the hub. Two exit reviews have been conducted and they were extremely positive. We are reviewing the pastoral care procedure ready for the September meeting.  |        |
| 6.4 | Health and safety – SL discussed the report which was uploaded to the hub.   |        |
| 7   | <b>Agree Governor roles for next academic year</b>   |        |
|     | There are no changes. AW and TC are continuing with their roles. PW is a successor for F&B and LF is a successor for safeguarding.<br>HT performance management and pay committee - whoever takes on the HT appraisal should not be on the pay committee.  |        |
| 8   | <b>Training and development to include discussion on Whole Governor Training for 2021</b>  |        |
|     | Whole Governor Training is taking place virtually on 15 September. Can everyone please do the safeguarding training.   | All    |
| 9   | Safeguarding to include:<br>.action plan<br>.discussion on child protection policy<br>.review of safeguarding arrangements (audit to be completed by 30 September)   |        |
|     | <i>Q What would the school like regarding visits?<br/>A Some aspects e.g. learning walks will be difficult. JH would like to conduct a safeguarding visit each term so will liaise with JSP. IW/JSP to agree protocol for visits during Covid.</i>   | IW/JSP |
| 10  | <b>Strategy</b>  |        |
|     | Nothing to report. To be reviewed in September   | IW     |
| 11  | <b>Correspondence</b>  |        |
|     | Nothing received.  |        |
| 12  | <b>Chairs report</b>   |        |
|     | Nicole Doran retires after 23 years of service. The Governors wished to thank her for her hard work, commitment and contribution to the life of the school over those years.<br><br>The Governors wished to thank JSP and the whole school team for their response throughout the pandemic and making such a huge contribution to the families and children over the last four months.. Feedback has been very positive.<br>The Governors also wanted to say a particular thank you to JSP for the exceptional leadership shown through the pandemic.<br><i>Q Will we meet physically for the FGB in September?<br/>A The plan is to meet via Zoom.</i><br>IW thanked the Governors for their support over the year. |        |
| 13  | <b>Policies</b><br>.Governors fund Terms of reference<br>.Health and Safety Policy<br>.Charging Policy<br>.Lettings Policy<br>.School behaviour policy<br>.Written Policy on behaviour principles (part of behaviour policy)   |        |

|           |  |  |
|-----------|--|--|
|           | <ul style="list-style-type: none"> <li>.School exclusion policy</li> <li>.Designated Teacher for looked after children</li> <li>.EYFS Policy</li> <li>.Child Protection Policy</li> </ul> <p>All policies were approved by the Governors.</p>  |  |
| <b>14</b> | <b>Any other business</b>  |  |
|           | None received. JFY to put 'forthcoming events' section on future agendas (completed).  |  |
| <b>15</b> | <b>Impact of meeting</b>   |  |
|           | <p><u>Accountability/Compliance</u><br/>Governors approved the policies and Inset days for next year.</p> <p><u>Strategic Leadership</u><br/>Governors questioned JSP on how the school are meeting the needs of children through the Corona Virus outbreak and into September.</p> <p><u>People</u><br/>TC and AW are continuing their term.</p> <p><u>Evaluation</u><br/>Whole Governor Training has been arranged for 15 September.</p> |  |
| <b>16</b> | <b>Date of next meeting: 15 September 2020 at 7pm</b>  |  |

Signed

Dated

**Glossary of Terms used in minutes and associated documents:**

|       |   |         |   |
|-------|---|---------|---|
| FFT   | Fischer Family Trust                      | FGB     | Full Governing Body Meeting               |
| FMSIS | Financial Management Standards in Schools | FSM     | Free School Meals                         |
| GDC   | Governors' Discipline Committee           | HCC     | Hampshire County Council                  |
| HLTA  | Higher Level Teaching Assistant           | HT      | Head Teacher                              |
| INSET | In-Service Education and Training         | KS1/KS2 | Key Stage 1 (Years R,1&2) KS2 (Years 3-6) |
| LA    | Local Authority                           | LLP     | Leadership & Learning Partner             |
| LSA   | Learning Support Assistant                | PAN     | Pupil Admission Number                    |
| PPA   | Planning, Preparation and Admin           | SEF     | Self-Evaluation Form                      |
| PTA   | Parent Teacher Association                | SEND    | Special Education Needs & Disabilities    |
| SENCO | Special Education Needs Coordinator       | SFVS    | Schools Financial Value Standard          |
| SDP   | School Development Plan                   | SLA     | Service Level Agreement                   |
| TLG   | Training Liaison Governor                 | TOR     | Terms of Reference                        |
| EHCP  | Education Health Care Plan                |         |   |