



Minutes of the Full Governing Body of Swanmore CE (Aided) Primary School



Date: 17 November 2020	Start time: 7.00pm	End time: 8.45pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Lisa Foster (LF)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	
Cheryl Young (CY)		
Andy Vincent (AV) Vice Chair		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		Absent
Judy Hillier (JH)		
Peter Wilkins (PW)		
Tanya Clay (TC)		
Jon Flynn (JF)		
Emma Palk (EP)		
David Payne (DP)		
Sally Beazley (SB)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and apologies Prayer	
	IW welcomed everyone to the meeting. Apologies were received and accepted from LF. The meeting was quorate and held via Zoom due to the Corona Virus. Everyone introduced themselves to SB. SB was welcomed to the team. PW led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests noted.	
3	Minutes of previous meeting held on 15 September 2020 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
3b	See action log	
	<i>Q Is the RSE operable at the moment?</i> <i>A Yes but we've not been able to have a meaningful consultation with parents due to Covid.</i>	
4	HT report to include: <ul style="list-style-type: none"> Covid update 	

	<ul style="list-style-type: none"> ● SEND information report ● SEF ● Approval of School Development Plan ● Update on school dinners 	
4.1	<p>JSP discussed the report which was uploaded to the hub prior to the meeting. The use of Dojo has been particularly useful to monitor children's work. The continual pressure of Covid is having an impact on the wellbeing of staff so we are monitoring this. The Covid risk assessment has been reviewed and PPE and test kits are in place. A member of staff had Covid but is now back at work. Some families have had to isolate, however in general everything is running well.</p> <p><i>Q How many Covid tests do you have in school? Do you have enough?</i> <i>A We have more than 10 tests now. We are able to obtain more if we need them.</i></p> <p>Feedback from parents in Year 4 is very good. Dojo is excellent.</p> <p><i>Q Parents would like more than is being offered for parents evenings. Are there any plans?</i> <i>A There are none planned for this term. Parents can talk to staff at any point in the year over the phone. We are hoping to organise something in the new year, however we are unsure as to what will be permissible owing to Covid constraints.</i></p> <p>Governors commented that parents are not necessarily worried about their child's progress but would like reassurance. JSP reassured Governors that parents can ring and talk to their child's teacher at any time.</p> <p>SEND information report – This is on the hub and the Governors approved the report. JSP to arrange for it to be dated. SB left the meeting.</p>	JSP
4.2	<p>SEF</p> <p>JSP discussed the report which is on the hub. Preparations are in place for the possibility of Ofsted visiting next term (though this is considered unlikely). We are looking at the Ofsted statements and each member of the SLT is focusing on them. We are discussing 'evidence base' as a team at SLT meetings each week.</p> <p><i>Q How have others fed into the SEF?</i> <i>A We have conducted learning walks and pupil conferencing so there is more background work than shows in the report.</i></p> <p><i>Q The self evaluation sheet, School Development Plan, key priorities – these are all difficult to link, could you highlight the key actions for the school to achieve the targets in place?</i> <i>A Yes</i></p> <p><i>Q What are the plans for the School Development Plan, Parental Engagement, Case Studies and Inclusion?</i> <i>A We are checking with teachers to see what the level of parent engagement is. There are no concerns, the data capture has been moved to December to give children and staff longer to prepare. There are no issues at present.</i></p> <p>SB re-joined the meeting via telephone.</p>	JSP
5	<p>Approval of revised budget</p> <p>AW discussed the report which was uploaded to the hub prior to the meeting. Planned maintenance work has been scaled back to ensure there is a contingency for Covid costs. We are expecting £30K less deficit than we planned for. The revised Budget forecasts an in-year deficit of £47,590 compared to the original budget deficit of £77,846. The cumulative surplus has therefore been increased to £68,571 from £38,315. The revised budget was approved by the Governors.</p>	
6	<p>Updates from the committees</p>	
6.1	<p>Finance and Buildings</p> <p>AW discussed the update which is on the hub. The school is in a healthy financial position.</p>	

6.2	Curriculum and Standards	
	The next meeting is on 25 November.	
6.3	Personnel	
	<p>BB discussed the report which is on the hub. <i>Q Have you registered for the tutor programme?</i> <i>A Yes, we are waiting to hear about it.</i></p> <p>BB, IW, and JH met with staff on INSET day to talk through what is happening in school. There were discussions on finances and the wellbeing strategy. We are hoping to get feedback on the wellbeing strategy from staff. Due to the limitations of Covid, Governors are unable to go into school as much as normal and so wished to thank them for their hard work, provide support and assure them Governors are still meeting. Policies need to be personalised in line with Ofsted requirements.</p>	RB
6.4	Health and safety	
	No meeting since the last FGB.	
6.5	Pay	
	The pay committee met on 23 October. The pay policy and pay recommendations were approved.	
6.6	Comms	
	EP is drafting a newsletter.	EP
7	Risk register	
	<p>JH discussed the risk register which is on the hub. Relevant areas are being discussed within committees. Business continuity is an area of focus. IT risk to be added to the Finance and Buildings agenda. Staff and wellbeing is also a focus due to the Covid outbreak. <i>Q Have you thought about a plan for how you would deputise for key skills if someone is off?</i> <i>A In the office, the staff cross train. RB's role would be harder to backfill. We have links within the cluster, so support could be requested. The Site Manager is an important role. One of the cleaners has had cross training so this would help.</i> <i>Q Do you have a critical number of staff you require to have before moving to a rota?</i> <i>A We haven't had many Covid cases so far, we would provide provision with support staff covering if necessary. JSP has contacted the DfE to query this. HCC contacted JSP as a result, and said they would help by getting staff in to cover if it was required. It is considered a low risk.</i></p>	RB
8	Training and Governor development Safeguarding presentation by JH Identify GB monitoring opportunities and governor visit plan (linked to the SDP)	
	<p>JF is Designated Safeguarding Lead (DSL) and JSP is deputy. Some of the systems have been reviewed and staff have taken part in training. Staff email JF with any concerns. JF has met with JH to discuss how the safeguarding plan will be implemented. We are reviewing radicalisation to see if we need to improve the curriculum. We are also checking on how guests arrive/leave school. If a child leaves or joins school, we need to ensure safeguarding reports are shared. We are moving onto CPOMS which is an online monitoring system and staff can log safeguarding concerns online. This system will build a picture of a child over time.</p> <p>JH did a presentation on safeguarding for the Governors. The presentation is on the hub. JH was thanked for her hard work on this.</p>	

	JH encouraged the Governors to book onto training. If Governors call and ask to go on the waiting list they may contact you and offer you a date or put on more training.	
9	<p>Policies and procedures for review:</p> <p>Pay policy</p> <p>Adopt MOPP</p> <p>Adopt HCC Governors Good Practice Guide</p> <p>Agree Governing Body Code of Conduct</p> <p>Job share policy</p> <p>Dignity at work policy</p> <p>Staff code of conduct</p> <p>Child protection policy</p> <p>Safeguarding policy</p> <p>Complaints policy</p> <p>All committee terms of reference</p>	
	<p>All of the above policies and procedures were discussed and approved at the relevant committees. The Governors approved all of the above.</p> <p><i>Q Could vision statements go on the policies when renewed?</i></p> <p><i>A Yes</i></p> <p>The good practice guide needs more personalisation to the school.</p> <p><i>Q Job share policy – It states a maximum of three job shares in the school, is there a reason for three?</i></p> <p><i>A Three was agreed to ensure consistency for children. Parents don't always like job shares. It is a way of supporting staff but ensuring the needs of children are met.</i></p> <p><i>Q Do you have to consider everyone for a job share?</i></p> <p><i>A Yes, however there are six criteria where you can say you don't want a job share.</i></p> <p><i>Q Does the school have three people job sharing or three pairs?</i></p> <p><i>A Three pairs. Job share is when a member of staff is in school for a few days. This is different to leadership release, as these staff work full time.</i></p>	
10	Parent Survey	
	We plan to run a parent survey in February. JSP to circulate the questionnaire to the Personnel committee and EP for approval before sending. Governors suggested ideas to encourage parental engagement.	JSP/EP
11	Strategy update and Chairs report	
	The strategy update and Chairs report were uploaded prior to the meeting. IW discussed the report. The Governors thanked JSP, the SLT and the staff for their exceptional work during the pandemic. Attendance is at 96.7% which is not too different to 'normal' times. The national average at the moment is 92%. IW thanked FOSPS for their continued support despite not being able to fund raise this year. JSP to thank Dawn Robinson, (TA who is leaving) from the Governors. It is hoped she can join a Governors tea in the Summer. New staff are settling in well and are all excellent.	JSP
12	Correspondence	
	None received.	
13	Future event dates	
	The learning walks and book looks are on hold until the pandemic eases. These will be arranged as soon as possible.	
14	Any other business	
	None.	
15	Impact of meeting	

	<p>Accountability/Compliance Governors approved the revised budget and policies.</p> <p>Strategic Leadership Governors challenged the SLT on the risk of business continuity should key staff leave/be off sick.</p> <p>People SB was welcomed to the team.</p> <p>Evaluation Safeguarding procedures in school were discussed and JH gave a safeguarding presentation.</p>	
16	Date of next meeting: 2 February 2021 at 7pm	

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		