

## CHARMOUTH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 23<sup>rd</sup> September at 4.00pm

**Those Present:** Laura Cornish (Headteacher), Sylvie Lord (Chair), Rachel Coney, Caroline Dare, Jane O'Sullivan, Tamsin Rowe, Lynne Wheatley & Colin Williams

**Associate Members:** None

**In attendance:** None

**Clerk:** Karen Southcott

**Apologies Received From:** None

**Absent:** None

#### Minutes Part 1

Actions highlighted and recorded at the end of the minutes. Decisions recorded in brown throughout the minutes. Governors' questions/comments recorded in green. Part 2 in red, actions completed since meeting

#### Meeting Opened at 4.06 pm

No.	Item	Lead
1.0 1.1	<p><b>To Receive:</b> <b>Welcome and Apologies</b> – The Chair welcomed everyone to the first FGB meeting of the new academic year whilst under such unprecedented times due to the covid pandemic. It was agreed to start the meeting although Tamsin had not yet joined as the clerk was aware she may be a few minutes late returning from work. Tamsin joined the meeting at 4.06pm</p>	SL/All
1.2	<p><b>Declarations of Business Interests</b> The parent governor declared an interest in Years 5 &amp; 6</p>	All
2.0	<p><b>Approval of Previous Minutes held on 08.07.20</b> One comment was raised to amend a type error on bottom of page 2 to include “Support Assistant” after “ ELSA = Emotional Literacy “. The minutes were then approved by the Board.</p>	SL
3.0	<p><b>Matters Arising from meeting on 08.07.20</b></p> <p>A governor raised a concern the draft minutes from the School RA sign-off meeting on 13.07.20 were not brought to this meeting for approval. It was acknowledged that they should have been included in this agenda.</p> <p>The draft minutes had been sent to governors on 20.07.20 but clerk would re-send. The Chair would establish whether actions from the meeting required a further FGB meeting this month to review changes to the RA in light of the Government issuing further covid guidelines.</p> <p>The curriculum governor offered to look whether further actions were necessary at a planned meeting with the HT. An actioned was taken for TR and HT to agree a date to also check the governance guidance on remote learning and for that to be in place by end of Sept.</p> <p>Action for all governors to email the clerk by Friday 25<sup>th</sup> confirming they had read and approved the draft minutes in principal from the 13.07.20</p> <p>The following actions were still outstanding from the meeting 08.07.20:</p> <ul style="list-style-type: none"> <li>• <b>5.2 SEN Policy sent to governors following 2 amendments</b> The amendments were made and the policy posted on outlook but not sent to governors or posted on school website. A governor asked for the dates to also be amended by next meeting.</li> </ul>	SL/All



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<p>4.3</p>	<p>TR explained her reason for stepping down was to allow her to concentrate on her curriculum governor role as priority. Although daunting at the time she had enjoyed her role as Acting Chair last term but had always made it clear she did not want to step up as Chair and that succession planning was important in future.</p> <p>A governor asked if the Board had looked at using the Government Inspiring Governance website. The clerk said she regularly advertised on it for governors and checked if anyone was available. However even putting a search in a 10 mile radius did not show anyone.</p> <p>The Chair said she was aware of local schools running as low as 4 on their Boards and suggested looking to see if a role could be dropped in the short term until more governors filled the vacancies.</p> <p>A governor suggested a need for a “covid” responsible governor may be necessary in the short term.</p> <p>A governor asked if it was possible for the HT to advertise our vacancies through the Pyramid schools or the Collaboration. The HT agreed she could ask her colleagues in other schools. Another governor had a link to Colfox and said she would make a request to their school.</p> <p>The Chair said she would ask Nicky Diment for further advice.</p> <p>The clerk asked for governors not to worry about becoming the Chair in the near future but think if they were prepared to learn the role and perhaps consider sharing a Vice Chair role with another governor in order to support each other.</p> <p><b>Annual Declarations of Business Interests</b></p> <p>The clerk explained she would normally ask governors to sign their copy of the Declarations of Business Interests in the first meeting but whilst meeting virtually this could not happen. She had asked them to send her a completed copy prior to the meeting and she was just waiting for the HT to send hers, although the HT said there were no changes, the Clerk wished to have a dated email to confirm this.</p> <p>The clerk would update the summary sheet and ask the office to post it on the school website by end of next week</p>	
<p>5.0 5.1</p>	<p><b>Governing Board</b> <b>Governors’ Year Planner 20/21</b></p> <p>The Chair said all governors should be aware of it and a paper copy had been distributed by the clerk at the Development Workshop.</p> <p>A governor spotted that the version the clerk had distributed with the agenda paperwork was last year’s version. The clerk apologised for her error but said the correct version was in the governors’ online document library under “Governors paperwork”. She explained it was still a working document but hopefully once populated further and linked to the new SDP/KPI document it would be clear what was due to be discussed at each FGB meeting.</p> <p>She asked governors to review it and let her know when they thought they were required to provide documentation/reports by certain deadlines based on their specific responsibilities of their Link Governor roles. She used the example of a previous action last year, to discuss a section of the Financial SFVS each meeting rather than trying to understand and then approve the complete document by the 31<sup>st</sup> March LA deadline.</p> <p>The safeguarding governor asked the clerk to add her reports to Oct, Feb and May meetings.</p> <p>The HT commented that there were good examples on the new SDP on where deadlines were in place. The Chair confirmed that when the SDP document is complete, the Year Planner can also be completed to link to it.</p>	<p>SL/All</p>

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5.2	<p><b><i>Appoint the Head PM Panel</i></b></p> <p>The Chair confirmed a date had been set for this as <b>10.30am on 26<sup>th</sup> November</b>. She explained it was usually the Chair, 2 additional governors and an external advisor. She said it was helpful to have at least one governor who had sat on the panel previously to ensure continuity every year.</p> <p>TR offered to sit on the panel again this year.</p> <p>CW offered to take part subject to checking his availability to do so.</p> <p>LW offered to take part if CW was unavailable.</p> <p>A governor asked if any preparation work was required before the meeting and that she was aware an interim meeting should have taken place but this had not happened. The clerk mentioned that according to the NGA, robust SMART performance targets should be set. The Chair was confident these were in place.</p> <p>The HT said the process was that she met with the external advisor first and then the governors joined at 10.30am</p>	
5.3	<p><b><i>Confirmation of powers delegated to the HT &amp; Delegation of Functions</i></b></p> <p>The clerk said she had looked back at the minutes from meetings held the previous Oct/Nov and there had been an action to re-visit the draft version completed by the previous Chair and HT.</p> <p>A Governor agreed the document did not appear completely accurate.</p> <p>The clerk explained it should be reviewed at the start of the new academic year and it did appear the document should be revised based on the previous version.</p> <p>The HT thought it was based on the NGA version and the clerk agreed to look to see if an updated version existed. She had also looked at examples used by other schools she had found on their websites. The clerk took at action to send examples to the Chair and HT for them to complete and bring to next meeting for approval.</p>	
5.4	<p><b><i>Training &amp; Skills Audit</i></b></p> <p>The clerk had requested to governors to complete the new NGA skills audit prior to the meeting. She was waiting on one but otherwise had completed the matrix. Initial results were encouraging with only a couple of areas scoring less than a 3 overall. She was surprised to see that over the last 3 years the emphasis has changed to reflect the strategic nature of the GB rather than highlighting lack of specific skills eg expertise in H&amp;S</p> <p>It was agreed the clerk and the Chair would look at the results and produce a plan by the next meeting.</p>	
5.5	<p><b><i>Instrument of Government Review</i></b></p> <p>The clerk said it was good practise to review the school's Instrument of Government and ensure all governors were aware of it. She had sent it out to governors prior to the meeting.</p> <p>A governor commented that under "4e" it should read "Governors" not "Governor". The clerk said the document was taken directly from the LA and not produced by her.</p>	
5.6	<p><b><i>Agree Governor Visit Arrangements</i></b></p> <p>The Chair asked the HT where she stood with allowing governor visits into school. The HT felt it was ok for governors to visit school if it was to meet with a member of staff but not appropriate if it was to participate in observing children in classrooms.</p> <p>The new governor asked if she could visit in order to familiarise herself with the school. The HT agreed this was appropriate and asked RC to email her with dates to arrange a visit.</p> <p>A governor asked if there was a protocol on how to meet for meetings under the current restrictions and whether this could still change if guidelines are revised in the coming weeks.</p>	

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5.7	<p>She asked whether they needed to be mindful of this prior to the Head PM Panel meeting.</p> <p>The Chair concluded visits must be pre-planned and she would be led by the HT's decisions on the matter but she was also aware that governors must respect each other's safety.</p> <p>It was agreed pre-arranged visits could be planned with the HT deciding nearer the time of any visit whether it could take place f2f or virtually.</p> <p><b>Approve FGB Meeting Dates</b></p> <p>The HT had distributed the proposed dates at the end of last term. The Clerk confirmed everyone was happy with them. The Chair urged the governors to ensure they had put the dates in their diaries. One governor reported she may be slightly late as she needed to get home from work. She also needed to check a couple of dates as work commitments may prevent her from attending. She agreed to let the clerk know if this was the case.</p>	J O'S
5.8	<p><b>LA Safeguarding Report</b></p> <p>The Chair acknowledged J O'S had worked wonders to push the LA for the report. The governor replied that she was disappointed with the LA Advisor's response and felt it was right to have escalated this with the LA.</p> <p>She explained that after she received a copy of it, she had a conversation with the HT to ensure actions from the report were followed up. She was really pleased that it appeared most of the actions had now been completed by the HT. She said she had walked past the school during the summer holidays and saw evidence of skips being deployed to remove rubbish from the school site.</p> <p>She highlighted to the GB that the report suggested security cameras were fitted to the front of the school. The HT was hoping the report would have suggested the fitting of electronic gates to improve security. It was hoped if this was recommended then the LA may have helped fund the improvements.</p> <p>A governor asked what the cost implications for doing either. The HT explained that the gates would be very expensive as electricity cabling would need to be installed as none currently existed near the gates.</p> <p>A governor suggested cameras could be fitted relatively cheaply and with the addition of signs highlighting the presence of cameras would at least act as a deterrent.</p> <p>The safeguarding governor felt that whilst the report suggested cameras they would not prevent possible safeguarding issues as footage taken from them could only be used after an event had taken place.</p> <p>The HT agreed to ask Niamh to look at costs and report back by next meeting. The Finance Link governor reported that nothing had been allocated in the budget for cameras, electronic gates or higher fencing.</p> <p>The HT concluded that if the LA Safeguarding team implied that cameras were sufficient then that was the option to consider rather than the gates. The Chair said she was happy to take this up with the LA Safeguarding team.</p> <p>J O'S remarked that the report had recommended attendance at additional safeguarding training courses. However following the conversation with the HT it was clear it was not practical for the school to do this. Firstly as they were very expensive (a cost the school could not afford) and some were only available on the other side of the county, eg. Bournemouth</p> <p>The report stated there should be a minimum of 1 person trained on Safer Recruitment but she felt this should be herself (link governor), the Chair and Vice-Chair.</p>	J O'S

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	<p>She had consulted with the NGA and been advised to do one provided by the NSPCC at a cost of £31.50. She was also advised to use the governor expense form to claim back the cost.</p> <p>A further action was for the HT to look at safeguarding supervision for staff. J O'S asked the HT if it was possible to implement formal supervisions for all staff. A governor asked if this was things like ensuring staff can access a well-being room.</p> <p>The safeguarding Link governor thought the governors should take an action to look into providing formal supervision. However following a discussion there were concerns it could feel too formal and the HT agreed and thought it needed to be more along the lines of providing access to a councillor or additional emotional support.</p> <p>The Chair asked the HT if the report was specific on the formal supervision required. The HT felt to buy this as a package, if that was the suggestion would be very expensive.</p> <p>A governor thought the GB's role was to ask the HT if she felt supervision (well-being and emotional support) was being offered to staff and to ensure evidence was provided to governors to that effect.</p> <p>The HT agreed and felt it was good that the governors had recognised the importance of it. The Staff governor said, as part of the evidence, the school was already in the process of setting up a logging system to log any concerns (like CPoMS for staff). The HT said if trends were notified she would bring them to the attention of the GB.</p> <p>J O'S concluded she planned to arrange a f2f meeting with the HT so the HT could provide physical evidence all the actions from the report were now complete. <b>Action: Follow Up Meeting to have taken place by next meeting.</b></p>	
<p><b>6.0</b> <b>6.1</b></p>	<p><b><i>HT Report</i></b> <b><i>SDP/SEF 20/21 ( using new KPI document)</i></b></p> <p>The HT asked that all governors had looked at it as a copy had been sent out prior to the meeting. She did not want to make further changes to it before additional data was added. For this to happen she needed to meet with the Curriculum Link Governor.</p> <p>A governor asked if it had changed at all since the version produced for the Development Workshop. The HT accepted it hadn't but was finding it difficult to get an accurate picture because these were not usual times and things kept changing.</p> <p>The Chair accepted that the HT had higher priorities and not to worry that she hadn't had a chance to complete it by this meeting.</p> <p>A governor asked if there was anything else they could do to support her at this time and she thanked the GB for their support under the current circumstances. She explained she had already had to take the difficult decision to send a bubble home for an afternoon the next day to allow her staff to take their statutory PPA time. This was due to 30% of her staff already off due to displaying covid symptoms. This meant her having to teach classes to cover for absent teachers.</p> <p>The Chair acknowledged the HT's position but was mindful the GB did not want to lose momentum on the progress made at the workshop.</p> <p>The staff governor wanted to make the GB aware that parents were also expressing concerns about the situation and taking their frustrations out on the HT.</p> <p>The HT also gave an example of someone from the LA insisting they talked to her urgently, although they were told she was unavailable as she was teaching. She therefore took the call to</p>	<p>LC</p>

<p>6.2</p>	<p>find out the issue was not urgent after all.</p> <p>One of the governors offered to help work on this section with the HT. The HT said that if the staff were back next week, she would have the time to work on it. <b>Action RC to support the HT if required by next meeting.</b></p> <p><b>Ongoing Attendance Monitoring Report Sept 20</b> The HT asked for any comments as the report had been sent out prior to the meeting. A governor asked what attendance had looked like since the return from summer. The HT replied on one particular day it was 89% which was better than she expected. There had been several days where attendance was in the mid 90's% so in general not a bad picture.</p> <p>She explained she was strictly following covid guidelines so if anyone displayed covid symptoms they were required to get a test or stay home for 2 weeks which had an impact on attendance.</p> <p>A governor asked if she know if there was a long wait for tests in the area. It was suggested there was a wait for a test. The school had some tests but she had been prioritising these for staff.</p> <p>The Chair asked if a child was off for 2 weeks, did this impact attendance and was the school supporting home learning. The HT said she could mark the child with an "x" on the attendance register which technically does not show on her records. She explained that they are developing the remote learning policy and was determined this additional workload would not impact on staff so developing use of recorded and powerpoint lessons on Microsoft Teams.</p> <p>A governor asked what the Government target for attendance was in normal times and the HT replied it was 96%.</p>	
<p>6.3</p>	<p><b>Statutory Assessment Data 2020</b> The HT had predicted the results would have been far better than the previous year's. However with no actual tests being sat by pupils the Government would not publish schools predicted results. Even though the school had used evidence based on external moderation, the children completing previous SAT's papers and the Year 6 teacher being very experienced and able to show hard evidence to prove what the results would have been.</p> <p>A governor asked for clarity on the data and the headings. "EXS +" stood for Expected Standard Plus and "GDS" stood for Greater Depth Standard. The target EXS + government target it 76% and the school's predicted results met this. The target GDS was 24/25% which also showed the school was likely to meet this.</p> <p>Therefore the conclusion was the school would have come out on average nationally.</p> <p>The Chair accepted the issue for the GB was that Ofsted would not recognise this so it was up to the governors to show as much evidence as possible of the school's moderation process.</p> <p>A governor, on behalf of the GB, congratulated the HT and her team for their massive achievement to get these results.</p> <p>The HT asked if the GB would agree to her publishing her "predicted" results on the school website to show the school's confidence in their data and share it with parents. <b>The governors unanimously agreed to publish the predicted results.</b></p> <p>TR offered to help her produce something for the website outlining the evidence gathered to be</p>	

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6.4	<p>confident on how the predictions were calculated. RC offered to look at the publication from a non- educationalist background so that parents would easily understand it. Action for HT, TR and RC to get together to complete results publication for the website by next meeting.</p> <p>The HT wanted to acknowledge the hard work by Year 6 teacher in achieving these results.</p> <p><b><i>Additional item on Approval of Teacher Pay Award Scales</i></b> The clerk asked for an additional item to be added to the agenda at this point to make sure it was given due consideration as she was aware of the length of the meeting. The previous day, she has been asked by the School Finance Officer to forward the Teacher Pay Award scales for approval by the GB. She had sent this on to the governors and asked if they had all had an opportunity to review it. She was asked by the Chair to read out the message from the Finance Officer which stated that the Government had accepted the STRB’s recommendation to adopt the new pay increases set out in the email.</p> <p>A governor was, as a matter of process, concerned it came out very late and that governors’ had not had a chance to review this proposal against the school budget, particularly as pay was the biggest part of the budget.</p> <p>The Chair asked the HT to comment on why it had been sent out so late. She replied that she thought the school had only received it from the LA the week before.</p> <p>A governor asked if this happened every year and if so, the GB needed to make sure it saw this information prior to first FGB of the next academic year. It was agreed the clerk should add it to the Year Planner to highlight it as an agenda item and that a decision is required at that meeting.</p> <p>Due to the deadline of 16<sup>th</sup> October for the school to confirm to the LA its approval to adopt the new pay increase, the GB unanimously agreed to approve it but would like the clerk to add an agenda item to discuss the implications to the budget at the next meeting.</p> <p>The HT asked the Chair to send an email to the Finance Officer confirming the Board’s approval.</p>	
7.0	<p><b><i>Policies for Review &amp; Approval</i></b></p>	SL/All
7.1	<p><b><i>Governor Code of Conduct – Reviewed and signed</i></b> The governors were sent a copy prior to the meeting but as they could not physically sign a copy in the meeting, they had been asked to confirm to the clerk by email that they had read it and would adhere to it. If not already done so, action to send to clerk by next week</p> <p><b><i>The same was true for item 7.3 Governor Standing Orders – Reviewed and signed</i></b></p>	
7.2	<p><b><i>Approval of Staff Code of Contact (based on Dorset Model Policy)</i></b> A governor asked for amendments to be made as the policy made references to specific links to policies on the school website but the policies had different names. Under Item 6 Equality Issues, the policy referred to the school’s “Equal Opportunities Policy” but should read “Equality information and Objectives Policy” Under appendices, several polices named in the list were LA generic ones and no mention of the school specific ones. The Board approved the Policy subject to the changes being made. The HT to revise the document and send to governors and distribute to staff by next meeting.</p>	
7.4	<p><b><i>Governor Allowances &amp; Expense Claim Form</i></b></p>	

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7.5	<p>This was sent to governors prior to the meeting for review and the GB did not request any changes made to it.</p> <p><b>Safeguarding and Child Protection (based on Dorset Model Policy)</b>  A governor asked for one amendment to be made to section 15 to add “phone CHAD” or add a line to say “or equivalent in neighbouring counties” as the school deals with contacts in both Dorset and Devon.  The HT to revise the document and send to governors and distribute to staff by next meeting.  The governors approved it subject to this amendment being made.</p>	J O’S		
7.6	<p><b>Business Continuity &amp; Resilience Emergency Plan</b>  The HT said the Plan had been re-written in Nov 19 and did need not require full GB approval every year. However it was good practice for the responsible Link Governor to review annually and report to the GB.  The clerk accepted it did not need to be reviewed again as a matter of priority but it was on the LA Year Planner to be reviewed at the first meeting of the academic year and therefore wanted to ensure it stayed as an agenda item in future years.</p> <p>The HT asked the clerk to check whether the Plan was a statutory requirement to be approved annually or whether a review by a Link governor was sufficient. <b>Action Clerk to look into and respond back by next meeting.</b></p>			
7.7	<p><b>Governor Visits Policy – form amendment</b>  J O’S said she had amended the form slightly after discussions at the Development Workshop. The Chair asked her if the form was still relevant if governors were not able to meet/observe in school f2f. <b>She felt it was and the governors agreed that whilst they continue to use it, it shows evidence that they are re-assuring themselves as a record of what they are checking.</b>  She accepted she may need to change page 2, paragraph 2 and wording on the front page to reflect the new SDP measures. She agreed to ensure wording was all the same once SDP complete.  <b>The clerk asked if she could make the changes and send to her for distribution to governors.</b></p> <p>The Chair thanked governors for their contributions in the meeting and acknowledged it had over-run slightly but felt the meeting went far more smoothly than previously.</p>			
8.0	<p><b>Date of Next Meeting</b>  <b>Wednesday 21<sup>st</sup> October at 4.00 pm</b></p>	All		
	<p><b>Meeting Closed at 6.25 pm</b></p>			
Item	Action	Owner	Date Raised	Date Due
3.0	SEN Policy sent to governors following these 2 amendments:	SENCO	08.07.20	21.10.20
	Update the header and date on the Policy			
	Address of further policy corrected on school website			
3.0	SEN Report sent to governors following these 3 amendments	SENCO	08.07.20	21.10.20
	Names included along with their acronyms			
	Add a link to the EEF			
	Add paragraph about lack of measures due to covid			
3.0	Have a Premises Inspection Plan but needs to be carried out	HT/Chair	08.07.20	21.10.20
3.0	Re-establish Priority List to fix maintenance issues	HT	18.12.19	30.11.20
3.0	H&S checks carried out & written process in place	HT/Chair	25.02.20	21.10.20

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3.0	Advertise for co-opted governor vacancies on local facebook	CW	23.09.20	21.10.20
3.0	Complete the pack for parent governors	TR	08.07.20	21.10.20
4.2	Add item for Appointment of Vice Chair to next agenda	Clerk	23.09.20	21.10.20
4.3	Update summary Decls of Interest and post on school website	Clerk	23.09.20	02.10.20
5.1	Add Safeguarding Reports to Yearly Planner (Oct, Feb, May)	Clerk	23.09.20	21.10.20
5.3	Send examples of Delegation of Functions to HT & Chair	Clerk	23.09.20	21.10.20
5.4	Review skills matrix and produce a plan	Chair/Clerk	23.09.20	21.10.20
5.6	Send dates to HT to arrange induction training	RC	23.09.20	02.10.20
5.8	Ask Finance officer to look at costs for cameras/gates/fences	HT	23.09.20	21.10.20
5.8	Take up additional safeguarding measures with LA	Chair	23.09.20	21.10.20
5.8	Arrange follow up meeting to discuss safeguarding actions	HT/J O'S	23.09.20	21.10.20
6.1	Complete SDP section	HT/RC	23.09.20	21.10.20
6.3	Arrange meeting to publish predicted results on website	HT/TR/RC	23.09.20	21.10.20
6.4	Teacher Pay Awards Approval on Year Planner for Sept mtgs	Clerk	23.09.20	21.10.20
6.4	Add agenda item for implications to budget of pay awards	Clerk	23.09.20	21.10.20
6.4	Email confirmation of approval of pay awards to Finance Officer	Chair	23.09.20	02.10.20
7.1	Send email confirmation have read Governor Policies to clerk	ALL	23.09.20	02.10.20
7.2	Amend Staff Code of Contact and send to governors	HT	23.09.20	21.10.20
7.5	Amend Safeguarding & Child Protection and send to govns/staff	HT	23.09.20	21.10.20
7.6	Look at statutory requirements for Continuity Plan, send to HT	Clerk	23.09.20	21.10.20
7.7	Send amended Gov Visits Form to clerk to send on the govns	J O'S	23.09.20	21.10.20