

## CHARMOUTH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING

Held virtually (via Zoom) on Wednesday 21st October at 4.00pm

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

**Associate Members:** None

**In attendance:** None

**Clerk:** Karen Southcott

**Apologies Received From:** Lynne Wheatley & Colin Williams

**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 4.03 pm

No.	<i>Item</i>	Lead
1.0 1.1	<p><b>To Receive:</b></p> <p><b>Welcome and Apologies</b> – The Chair welcomed everyone to the meeting. It was agreed to start the meeting as the clerk mentioned Tamsin may be a few minutes late returning from work. Apologies received from Lynne Wheatley (holiday) and Colin Williams (family commitment)</p>	SL/All
1.2	<p><b>Declarations of Business Interests</b></p> <p>None</p>	All
2.0	<p><b>Approval of Previous Minutes held on 23.09.20</b></p> <p>One comment was made to amend a sentence on page 4, item 5.6 to make it clear the new governor was visiting the school in order to familiarise herself with it and not part of new governor induction training. The amendment was noted and the minutes were approved by the Board.</p>	SL
3.0	<p><b>Matters Arising from meeting on 23.09.20</b></p> <p>The following actions were still outstanding from the previous meeting:</p> <ul style="list-style-type: none"> <li>• <b>3.0 Premises Inspection Plan – HT &amp; Chair</b> The HT had sent the Chair a copy of the Plan which included the H&amp;S checks and dates carried out. The Chair was satisfied this was now in place.</li> <li>• <b>3.0 Re-establish Priority List to fix maintenance issues</b> HT agreed was still a high priority as needed to support budget setting. Due to current restrictions and not being able to visit school, it had already been agreed to complete before the November Outturn. <b>It was agreed this was still the intention.</b></li> <li>• <b>3.0 Advertise for co-opted governor vacancies</b> The parent governor was absent from the meeting so it was not known if an advert had been placed on the village community facebook page. <b>Action: Clerk to check with CW</b></li> <li>• <b>3.0 Produce pack for parent governors.</b></li> </ul>	SL/All

## CHARMOUTH PRIMARY SCHOOL

	<p>The Chair said she had received a document from TR but the day before but hadn't had a chance to review it. <b>Action: Chair to finalise with TR</b></p> <ul style="list-style-type: none"><li>• <b>5.4 Review Skills Matrix and produce a Plan.</b> Item on this agenda</li><li>• <b>5.8 Ask Finance Officer to look at costs for cameras/gates/fencing</b> The HT reported the FO needed 3 quotes and to date 2 companies had visited but still awaiting quotes. Agreed to carry forward to next meeting</li><li>• <b>5.8 Chair to take up additional Safeguarding measures with LA.</b> The Chair had followed up with the LA and was told if she forwarded the Report, they would contribute to the costs. <b>It was agreed the Finance Link Governor to send the costings (once received) to Paul at the LA.</b></li><li>• <b>6.1 Complete SDP section.</b> On this agenda to discuss</li><li>• <b>6.3 Arrange meeting to publish predicted results on website.</b> The HT said the decision to publish not made yet but will be discussed at the meeting on 4<sup>th</sup> Nov.</li><li>• <b>7.2 Amend Staff Code of Conduct and send to Governors.</b> The HT said this was complete</li><li>• <b>7.7 Send amended Gov Visits Form to governors.</b> The Safeguarding Link Governor confirmed it was still work in progress but as she was using it the most and following further conversations with the HT she could see it could still be improved. She would like input from the Curriculum Link Governor as she was likely to use it a lot too. She explained the amendments included making 3 main boxes and if governors were happy with her suggestions she would send to the clerk for distribution. <b>Action: J O'S to send clerk new version to distribute to governors before next meeting.</b></li></ul> <p>TR joined the meeting at 4.14 pm</p> <p>A governor made a comment to the Chair that she felt conversations or meetings governors had within school should be formalised as a written record. The Chair agreed and said she would like to see a record of what had taken place. She hoped governors would go to the GB shared library and any conversations would have been written up on the Visit's Form and placed there as evidence those conversations had taken place. She hoped that although she acknowledged the Board was not always perfect but this would give proof governors were engaging with the school.</p> <p>J O'S confirmed that when she had spoken to the HT, the Visit Form was a useful tool which could then be sent back to the HT for her comments and as a prompt for actions to be completed.</p> <p>The Chair said she would ask the Finance Link Governor and the Inclusion Link Governor to complete Visit Forms for their recent meetings/conversations with school staff and/or the HT. <b>Action: The Chair to contact CW and LW and complete Form(s) by next meeting.</b></p> <p>TR commented to the Chair that she had sent her parent governor document to her and the Chair confirmed she had received it and would look at it the next day.</p>	
--	---	--

## CHARMOUTH PRIMARY SCHOOL

<p><b>4.0</b> <b>4.1</b></p>	<p><i>To elect officers</i> <b>Appointment of Vice Chair(s)</b></p> <p>The Chair said she had made personal calls to all the governors in the previous week but during the calls, no-one had come forward to take on the role. She was not worried in the short term about succession planning as she was not planning to stand down as Chair in the near future. However, she was aware that the position did need to be filled in case of an emergency and she was unavailable. She asked the Board again if anyone would consider taking on the role. TR said she would continue as Vice Chair if it was only in the capacity to cover for the Chair and as she had done the role previously, was happy to support anyone else get into the role.</p> <p>The other governors commented that neither felt they had the bandwidth to take on the role at this time. The Chair recognised she couldn't make anyone step up if they didn't want to. She was aware that neither the 2 absent governors wished to do so either.</p> <p>The clerk remembered the topic being discussed in a Clerk's Briefing and Nicky Diment explained the item needed to remain on the agenda until someone is elected to take on the role. <b>Action: The Chair or Clerk to ask Nicky for advice before next meeting</b></p> <p>A governor said they were aware of a local organisation who had advertised specifically for someone to join their organisation as a Vice-Chair and had received several nominations. The governor offered to find out more information on how they advertised for their role and report back at the next meeting.</p> <p>TR said she was happy to be nominated as the Vice-Chair to fill the post in the short term. She was nominated by RC and J O'S and unanimously elected as the Vice-Chair for the month until the matter would be discussed again.</p>	<p>SL</p>
<p><b>5.0</b></p>	<p><b>Governing Board</b></p> <p>The Chair started this item by saying she had a colleague at the LA who had expressed an interest in joining the Board as a Co-Opted Governor. She used to be the EYFS Advisor for the school and had experience of Pupil Premium. She lived in Charmouth and her children had attended the school. As she had changed job and her children were older, she now had the capacity to become a governor. The Chair had spoken to her and she was keen to take up a post as a Co-Opted governor and felt she would bring valuable skills to the Board.</p> <p>A governor asked the HT and Staff Governor if they were comfortable with her joining the Board as she had had close links to the school in her previous role. They both commented positively about her and felt she would make an excellent addition to the Board.</p> <p>As there were no objections to her appointment, it was agreed the Chair would contact her to notify her of her appointment and invite her to the next FGB meeting.</p> <p>The Chair shared with the GB that as part of her recent conversations with all the governors, RC had agreed to take on the role of Stakeholder/Engagement &amp; Governance Link Governor. The Chair thanked her for taking on this responsibility. RC commented that whilst she continued to offer governance advise, she may not be in a position to take on the Stakeholder role until after Christmas. She did hope to set up meetings with the office staff to help her understand the stakeholders the school would need to engage with.</p>	<p>SL/All</p>
<p><b>5.1</b></p>	<p><b>Review implications on Budget of the Teacher Pay Awards from previous minutes</b></p> <p>In the Finance Link Governor's absence, the HT gave an update on his behalf. She explained the implication on the budget was around a £2K increase.</p> <p>A governor asked what that specifically meant to the bottom line. The HT explained that along with an item to be discussed later in the agenda, the school would actually be £500 up so there</p>	<p>HT/CW</p>

## CHARMOUTH PRIMARY SCHOOL

5.2	<p>would be no deficit impact. The HT explained that with other adjustments, the bottom line on the budget was £5000 in surplus from the original budget setting. She explained that the Finance Link Governor would have a detailed break-down at the next meeting when he would present the November outturn.</p> <p><b>Training &amp; Skills Audit</b></p> <p>The Chair confirmed everyone had completed the Skills Audit and the clerk had collated the feedback and sent out the overall results for the Board. The Chair shared her screen so that governors could also see the results. She concluded there were no specific areas of serious weakness but had identified areas of most weakness. She thought these were the areas it was important to concentrate on.</p> <p>The Chair went through these areas, starting with the section <b>Strategic Leadership</b>. The only area identified was <b>no. 4 Experience of the school's local community</b>. The Chair suggested if governors got the chance, they should attend parents' evenings or events at the school. She was pleased to see most governors felt they had confidence in the other strategic areas.</p> <p>Under the section <b>Accountability, no. 2 I understand the elements that make up a broad and balanced school curriculum</b> was identified as the weakest area. The Chair asked the GB how they could all feel more confident in future. She said she had completed an NGA course on the subject but didn't feel it was perfect.</p> <p>The Curriculum Link Governor wondered if she shared the conversations on the curriculum she had within school with all the GB it would enhance their knowledge in future.</p> <p>A governor thought the GB should follow up on how the new Dimensions curriculum. At previous meetings, it had been agreed to evaluate whether the curriculum had proved to be good value for money.</p> <p>The HT suggested she set up a workshop for all the GB to attend where she and the Curriculum Link Governor could demonstrate evidence of impact. It was a good exercise for her to do this in preparation for Ofsted. The Chair agreed it was a great idea as a governor visit was planned last term to come into school and see the system and get staff feedback on its benefits but was postponed due to covid.</p> <p>A governor commented that she recalled attending a workshop for governors at the school with Doug Gilbert from the LA previously and it would be beneficial to hold another one as most of the governors were not in post then.</p> <p>The HT thought ideally her workshop would give governors an overview and then a further workshop run by Doug next year when we have statutory data would be beneficial.</p> <p>The Governance Governor asked the Chair if she thought the KPI document she was working on may be making assumptions on curriculum at this stage, but perhaps without her understanding of the detailed data involved and therefore the measures required.</p> <p>The HT suggested using data that will be available by December and as no FGB meeting is planned in December, using that month to schedule a Governor Workshop on curriculum and data instead.</p> <p>The Governance Link Governor said she had a meeting with the HT to progress the KPI document on the 4<sup>th</sup> November.</p> <p>The HT said she was planning a meeting with the Curriculum Link Governor but if she created a workshop, she would then not have to meet additionally with the CLG but present the data in the workshop to all governors instead. <b>It was therefore agreed to hold a Workshop in December.</b></p>	SL
-----	--	----

## CHARMOUTH PRIMARY SCHOOL

5.3	<p><b>It was agreed that the Workshop would also address the weak area of no. 3 I can interpret data and statistics relating to pupil progress and outcomes and use it to identify areas for development.</b></p> <p>The Chair emphasised that it was the responsibility of the GB to know what the school was doing with regards to delivering a broad and balanced curriculum. The HT felt she could deliver a half hour update giving an overview of the context of how the school re-inforces this and the opportunities to broaden the curriculum. Provisional date for the Workshop during the w/c 14<sup>th</sup> December. The Chair recognised that under <b>no. 5 I have experience of financial planning</b>, some of the Board need to understand more of the schools financing and budgeting in future.</p> <p>The HT thought this could be addressed now that the Finance Link Governor would be sharing sections of the SFVS with the Board in FGB meetings.</p> <p><b>A governor asked that school budget data should be included in the new governor induction pack. As a new governor, she had attended 3 FGB meetings before she had seen budget data. The Chair agreed to write up the governors training plan (resulting from the skills audit) for the discussion by next Monday 4<sup>th</sup> meeting</b></p> <p>The Chair concluded on the Skills Matrix and continued with Governor Training on how to effectively use the GB document library. The HT had distributed a training sheet called “Seeing GB emails &amp; files” to all governors prior to the meeting.</p> <p>The Chair tried to show the governors how to navigate round the folders in the shared library by sharing her screen but it did not appear to work correctly. Instead she asked the governors if they were all now confident using the document library. <b>The governors were unanimous that they were all now confident using it.</b></p> <p>The clerk asked if this was the case, could she simply notify the GB that the paperwork for the next FGB meeting would be found in the document library rather than having to attach the documents to an email. <b>The GB agreed to adopt this process for the next meeting and accepted this was more efficient for the clerk.</b></p> <p>The clerk commented that she was still unclear on how to share documents with the GB when she deposited files in the library. She wanted to make sure she understood that if someone shared a file with her, she was required to save it down to the GB library or whether the author took responsibility to post it in the GB library themselves. <b>The HT offered to get together with the clerk to understand the process better.</b></p> <p>The clerk thanked the HT but still felt some sort of protocol was written to clarify who was responsible for depositing files and who owned them.</p> <p><b><i>Governor Development Workshop Actions</i></b> The Governance Link Governor said the HT had sent her the document but was hoping to have been further forward with it. She does have a meeting arranged with the HT to make further progress and has also talked it through with the Chair.</p> <p>The HT explained she had spent a lot of time on it and was feeling confident the content was there but recognised it required more specific targets.</p> <p>The Chair was conscious of the hard work the HT had put into it already. <b>The Staff Governor told governors that they must acknowledge the pressure the HT was working under.</b></p>	LC/RC
-----	--	-------

## CHARMOUTH PRIMARY SCHOOL

5.4	<p>The Curriculum Governor wished to offer her support to the HT as she aware the HT had stood in to help teach those children identified as requiring the most support to catch up following the school closure due to covid.</p> <p>Other governors commented, agreeing it was not worth putting the HT's health and stress under further pressure. They agreed they needed to decide if trying to get the KPI document accurate as possible was at the detriment of the HT.</p> <p>The Chair said she was aware that this had been a particularly demanding half term and that it might be better to postpone the introduction of the KPI method and use existing tracking methods, rather than leave the FGB in a vacuum with no way of monitoring progress. A governor was satisfied the GB had an overall understanding but just not the specific smart targets yet.</p> <p>The Staff Governor asked the GB if it was possible to support the HT in allowing her to have a day working from home to concentrate on it.</p> <p>The HT was happy that the meeting with the Governance Governor would help how to progress it. The meeting was scheduled for the morning of 4<sup>th</sup> November but the Curriculum Governor offered to help and therefore the meeting was re-scheduled for 2pm with both attending (RC to meet the HT half an hour prior to the meeting at 1.30pm) The Chair confirmed she also planned to have a conversation with RC beforehand.</p> <p><b><i>Safeguarding &amp; Attendance Reports</i></b></p> <p>The Safeguarding Governor stated she couldn't meet with the HT originally but she had recently had a phone conversation with the Head about Safeguarding and a face-to-face meeting in school the previous day to look at safeguarding evidence in relation to questions she had raised the during the phone session. She also had a quick snapshot of the SIMS attendance system.</p> <p>She was able to report that at the beginning of September, of the 92.4% of schools that opened nationally, only 88% had returned to school. She also reported that school attendance, as of the previous day was 92.4%. . She had hoped to have this week's national figure but hadn't found it.</p> <p>She planned a further follow up meeting on 3rd November to look at attendance and the Single Central Record (SCR).</p> <p>The HT updated the GB on the situation regarding a couple of children not in school due to covid concerns but otherwise the attendance figures were positive.</p> <p>A governor reported she had found the Government statistic for this week and it was 92%</p> <p>The Chair asked the HT what the figures looked like in general and whether she had children off due to covid symptoms or awaiting tests. The HT replied she had compared the figures with the same period last year and attendance was 92% then so there appeared to be no difference due to covid at this time. She confirmed that some children have had absence awaiting tests.</p> <p>A governor asked how many children or staff were off in school and what impact that was having. The HT replied there were only a few children out awaiting test results which can take time to get back.</p> <p>On Safeguarding, the link governor had spent time with the HT going through the actions from the LA Safeguarding Report and still talking with Louise Dodds at the LA.</p>	J O'S
-----	--	-------

## CHARMOUTH PRIMARY SCHOOL

<p>5.5</p>	<p>She explained the HT was responsible for most of the actions, but the Office was responsible for holding the file for staff training. As an example, whilst she was in school, she saw the caretaker who she had identified as requiring training but was pleased to report that he confirmed he had started the online training and had learnt things he wasn't aware of from it. He admitted not being keen on classroom training but had found the online training far more useful. She remarked that this positive personal update from a staff member was evidence the training had taken place.</p> <p>She concluded she and the HT have some outstanding actions but were still checking and liaising with Louise Dodds.</p> <p>One action was for all staff and governors to have completed safeguarding training before February 21. A second was for the HT to ask Louise Dodds if the Whistleblowing and Staff Code of Conduct Policies should be on the website.</p> <p>Finally, the Safeguarding Risk Assessment needs to be ready by November. Safeguarding training needs to be completed by governors by then. The clerk to check previous governor training records and report back to GB and the HT by 1<sup>st</sup> November.</p> <p>The clerk said she used to be able to pull a report from Nexus to show all training courses completed by governors but had not found a way to do this on the NGA website yet. She planned to look into this further in the next couple of weeks and raise it at her next Clerk's Briefing.</p> <p>The HT said she could see if anyone completed training on the Educare website.</p> <p><b><i>SFVS 1 Governance Review</i></b> The Finance Link Governor had sent his draft comments to sections <b>A Governance</b> and <b>B School Strategy</b> to governors prior to the meeting and asked for their input. He had told the clerk earlier that he was satisfied with the draft unless anyone wished him to change it. The Chair asked for any comments but the governors did not have any. The clerk asked under question 4 that an additional note was made to include "the completed annual summary of declaration of interests was posted on the school website". She took an action to contact CW and ask him to make the amendment. Apart from this minor amendment, the GB agreed the responses were accurate and approved these sections.</p>	<p>LC/CW</p>
<p>5.6</p>	<p>The Governing Body resolved to formally go into Part 2 to discuss the Business Case for temporary closure of the Breakfast Club as a confidential matter. Following the Part 2 business, the GB resolved to return to Part 1</p>	<p>LC/CW</p>
<p>6.0 6.1</p>	<p><b><i>HT Report</i></b> <b><i>SDP/SEF 20/21 (using new KPI document)</i></b> The HT commented that the Remote Learning Policy was now agreed with staff. The SEN provision and register was up to date. A governor identified that there was an action to complete for September under Priority 1? The HT apologised she had missed that as had concentrated on those actions required for October.</p> <p>Under section 2, the HT reported attendance actions for October were complete There were no actions for October in section 3. Under section 4, she had updated as amber as she and the Safeguarding Governor will not have completed the register until their meeting on 3<sup>rd</sup> November.</p>	<p>LC</p>

## CHARMOUTH PRIMARY SCHOOL

	<p>A governor commented that the format was really useful and the governors were able to now see such focussed feedback.</p> <p>The HT said she has worked on the SDP and felt the 4 Priorities did link to the KPI document but required a separate document. For example, within the KPI document, safeguarding is monitored and tracked, as well as self- evaluation which meets with the Ofsted criteria. The SDP 4 Priorities are then what the school needs to concentrate on as the operational focus. The KPI focus is on the strategic targets and monitoring.</p> <p>The Chair agreed, saying she had recently completed the “Chair’s Governance” training and it confirmed there should be 2 separate documents but the Governor Development Plan should be part of the SDP.</p> <p>The HT said the Board needed to complete the governance priority 4 section. The Chair agreed it needed to be linked to the SDP as governance needed to be in there. She said she and RC were meeting on Monday to discuss this.</p> <p><b>6.2</b> <i>Internal Data – attainment &amp; progress</i></p> <p>The HT explained she would be brief as she would not normally report on this at this time of year, but in the summer term. However, due to the circumstances of school closure this year, a brief update was useful. Her findings suggested there were greater marked gaps in learning lower down the school in reception and year 1 where children get their basic skills and have missed a greater percentage of their education.</p> <p>She had identified the biggest gaps in phonics and maths and had therefore put actions in place to address this. She was taking the lead in taking out children in Year 1 to provide them with extra support allowing focused input from the teacher and TA for the Year 2 cohort, particularly prior to the phonics screening which has been postponed from the summer term.</p> <p>In KS2 (Years 3,4,5) had kept continuity in maths teaching which was positive and in addition to this Year 6 were taught by a very experienced teacher and the maths lead.</p> <p>The Curriculum Governor commented that she supported the HT in taking these specific actions and supports her in her decision to undertake additional teaching responsibilities herself in order to help narrow the gap and enable these children to “catch up”.</p> <p>The HT concluded the most obvious area to concentrate on was those who missed much of Reception and Year 1. The Curriculum Governor recognised that it was really important that the school had experts in phonics.</p> <p>The Chair thanked the HT for the update and identifying where the focus needs to be.</p> <p><b>6.3</b> <i>Update on Covid requirements and school Risk Assessment.</i></p> <p>The HT explained she had used different colours to highlight the changes since the creation of the original RA. She said when she sent it to staff, she explained to them what impact the changes will have on them. She said there will be another version after half term.</p> <p>She said when she has a staff meeting, she refers to it as “new normal” but she does allow the staff to update her on how they are finding the measures in place due to covid.</p> <p>A governor asked the Staff Governor how the staff were feeling generally about the situation. She acknowledged concerns were growing as cases were increasing and more so in the staff who were vulnerable. However, she felt they were still motivated and enthusiastic under the circumstances.</p>	
<p><b>7.0</b></p> <p><b>7.1</b></p>	<p><i>Policies for Review &amp; Approval</i></p> <p><i>Changes to processes for Policies</i></p>	<p>SL/All</p> <p>SL</p>

## CHARMOUTH PRIMARY SCHOOL

	<p>The Chair explained that the HT worked on a Policies spreadsheet to assign an owner to all the statutory policies the school must have.</p> <p>The Chair asked the governors to look at the document and see which Policies they own for their specific Link Governor role and at what time of year they were due to be reviewed/approved on the FGB agenda. If the Link Governor was responsible for it, then it was for them to ensure it was fit for purpose and bring it to the GB for approval.</p> <p>The process would be that once the Policy was approved, confirmation would be sent to the HT who would be responsible for upkeep of the document library. The HT would ensure all policies were placed in the library with “draft”, then, after any amendments made and approval by the GB, she would then remove the “draft” status.</p> <p>A governor suggested all policies should have a covering page/header to say when it was approved and dated accordingly. It should always be minuted that even if a Link Governor had individual responsibility for reviewing the policy and recommending amendments, it was the GB collectively who ultimately would approve it.</p>	
7.2	<p><b>Financial Procedures Policy Draft Oct 20</b></p> <p>The HT gave an update on the policy in the Finance Link Governor’s absence. She said it was based on the LA model policy so required few changes. She and CW had been through it and she was encouraged that CW asked lots of good questions. The HT requested a change to adjust the sign-off required to £2K per invoice rather than £2K per Out-Turn. For larger expenses she would always contact the Chair or CW for approval and ultimately big expenses would go before the Board.</p> <p>A governor asked the HT to clarify on page 6, what the “audit recommendations on safe limits and transit of money should be adhered to” were. The HT explained the office received very little cash anyway but would <b>talk to CW and let the GB know at the next FGB meeting.</b></p>	LC/CW
7.3 & 7.4	<p><b>Teachers’ Pay and Non-Teaching Staff Pay Policies</b></p> <p>The HT explained they were not ready for approval as she was waiting for national pay scales not published yet by Government before she can complete them. She wanted them to be left on the agenda as it would normally be done at this time of year.</p>	LC/CW
7.5	<p><b>Positive Behaviour Policy</b></p> <p>The Chair asked for comments on the draft Policy sent out in advance of the meeting.</p> <p>A governor referred to <b>page 5, under Bullying, it appeared the last paragraph was duplicated under the highlighted section.</b> The HT explained the highlighted areas were where she had made amendments and had forgotten to remove the paragraph below.</p> <p>Another governor asked about <b>page 2, paragraph starting “We aim to ensure...”</b>, if the HT could give an example of this as evidence that this was happening. The HT said a good example was when she observed a teacher tasking the pupils with extending their writing. She saw the teacher enthusiastically praising the pupils encouraging them for the length of their piece of work rather than their spelling.</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> <p><b>The Board unanimously approved the Policy following the 2 amendments being made.</b>  <b>The HT to confirm when the Policy is updated in the document library.</b></p>	LC

