

## CHARMOUTH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 24<sup>th</sup> February 2021 at 4.00pm

**Those Present:** Laura Cornish (Headteacher HT), Sylvie Lord (Chair), Rachel Coney (RC), Caroline Dare (CD), Miranda Feasey (MF), Jane O'Sullivan (J O'S), Sharon Peel (SP), Lynne Wheatley (LW) & Colin Williams (CW)

**Associate Members:** None

**In attendance:** None

**Clerk:** Karen Southcott

**Apologies Received From:** Tamsin Rowe & Judith Howells

**Absent:** None

#### Minutes Part 1

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

#### Meeting Opened at 4.12 pm

No.	<i>Item</i>	Lead
1.0 1.1	<p><b><i>To Receive:</i></b> <b><i>Welcome and Apologies –</i></b> The Chair experienced a technical issue joining the meeting and re-joined on her phone. She apologised for starting a little late and welcomed everyone to the meeting.</p> <p>Apologies received from Tamsin Rowe (stepped back from her role until Easter due to work commitments). The Chair had been in contact with her, and after the Government GCSE/A Level exam announcement due tomorrow, she would decide whether to return as this would impact on her decision. The Chair explained Judith Howells was unable to attend due to personal reasons.</p>	SL/All
1.2	<p><b><i>Declarations of Business Interests</i></b> None were declared; however, 2 parent governors declared a personal interest as they had children in Reception, Year's 3, 5 &amp; 6</p>	All
2.0	<p><b><i>Approval of Previous Minutes held on 27.01.21</i></b> The Chair asked for comments on the accuracy of the minutes, none were raised and the minutes were approved by the Board, although unable to be signed by the Chair whilst meetings are virtual.</p>	SL
3.0	<p><b><i>Matters Arising from meeting on 27.01.21</i></b> The following actions were still outstanding from the previous meeting:</p> <ul style="list-style-type: none"> <li>• <b>3.0 Chase LA for contribution towards security improvements.</b> The Chair received an email from the LA indicating they could contribute but completion of a form was required. Neither the Chair or HT had received the form. The Finance Link Governor said the email suggested someone from the LA could visit the school, however this had not happened either. The HT thought the site visit should take place and the <span style="background-color: #ffff00;">Chair to the action to continue to chase the LA.</span></li> <li>• <b>3.0 Scheme of Delegation distributed to governors</b> HT had placed it on the shared drive in the Policies folder.</li> </ul>	SL/All

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	<ul style="list-style-type: none"> <li>• <b>3.0 Arrange SEF/GDP (KPI doc) workshop</b> The Chair explained it had been decided to postpone the workshop but item 4 of this agenda was to cover this instead.</li> <li>• <b>5.4, 5.7 Amend GDP measures &amp; 5.7 Allocate vacant Link Governor roles</b> To be covered in item 4.</li> <li>• <b>5.8 Thank You letter to the PTFA</b> The Chair had written to the PTFA and thanked them. The HT said they were very grateful and it had been shared with the committee.</li> <li>• <b>7.4 Check Policy Schedule to see personal ownership of Policies.</b> The Chair planned for it to be covered under item 4 as it linked to the SDP. She had called the new governors and they had accepted to take on specific Link Governor roles. SP would be the EYFS and PP Link Governor (sharing the PP role with LW) and MF agreed to be a Curriculum Link Governor for maths. She hoped to form a collaborative group to focus on having data drop meetings. This would be similar to the newly formed “finance” group.</li> <li>• <b>7.7 Review Appraisal &amp; Capability Policy</b> – covered under item 7.1 of agenda</li> </ul>	
4.0	<p><b><i>School Development Plan (KPI document)</i></b> The Chair left the meeting at 4.23 for 5 minutes to find a phone charger. Before leaving she asked the HT to start reviewing the SDP with the Board. The HT had sent the most updated version to governors the previous day and placed it in the shared drive.</p> <p>She had worked with RC on the document and RC offered to provide background on how the current SDP document came about. She said when she joined the Board in July 2020, she had struggled to find information as it was held in several different places. She then offered to lead a workshop in September 2020 for the Board, and this document had evolved from that.</p> <p>The document used the Ofsted categories along with clear objectives and measures (RAG rated) that could be broken down monthly so it was easy for the Board or the HT and her staff to see where they were at meeting those objectives at any given month throughout the academic year.</p> <p>At each FGB meeting, the GB could quickly see, using the RAG rating, if the school was meeting targets. If an objective had not been met it would be highlighted red and the Board could ask the HT what her actions were to get back on track.</p> <p>RC recognised how far this document had come and the effort the HT had put in to populate it. For the next stage, she asked the governors to think about their Link Governor roles and responsibilities and take ownership of the objectives that fell under their remit. She suggested the governors met with the HT to see how they could best monitor their area.</p> <p>It also provided the HT with a document to use as a tool to manage everything in school.</p> <p>RC asked for any questions and the HT remarked she was confident some more work was needed and it would be its “best version” by the start of the next academic year.</p> <p>The HT then shared the document on screen and started explaining the first page which defined the <b>Key Priorities</b> for the school and the Governors. RC commented the Governor priorities came out of the Sept workshop.</p> <p>The second page was the <b>SEF</b> which the HT felt still required work. She explained the judgements were numbered 1 – 4, 1 being outstanding and 4 being inadequate.</p>	LC/SL

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The Clerk asked if all governors knew what the acronym SEF meant. The HT explained it was for Self Evaluation Form and allowed a school to evaluate the areas it had identified as needing improvement.

The Chair asked if the SEF was a statutory requirement or just for school use. The HT replied it used to be but was no longer required. However, Ofsted want to see how you have made improvements and at the previous Inspection it was the first document the Inspector had asked for.

A governor asked if there was a key to show what the numbers corresponded to and the HT said she would add one. However, it was noted it did contain a key at the bottom of the document. Another governor thought the question actually asked for a further column to show what number each area was moving towards each month, to show progress on the improvements being made.

Action for the HT to add a column to the SEF to show progress on improvements for next meeting.

Based on the 5 areas identified on the SEF, the HT went through each accompanying sheet, starting with **1. Quality of Education**

Under the 7 headings, she gave an explanation of each, explaining they all had SMART targets that could be tracked and measured. She had a staff owner column as well as a governor owner column. It was hoped now the governors were clear on their link governor responsibilities, any blank fields would be populated soon.

RC said the aim was to get to objective data rather than anecdotal or gut feel, but capture actual evidence.

The HT remarked that the baseline data will improve over the year as it shows the SMART target for each month. RC replied that it was also important to check the final target through the year so can track improvement/progress as you go through the year.

The HT showed the Board how to hide columns to just show that month's targets but had added a carry forward column, so if you hide previous months, so not to lose previous outstanding actions.

A governor concluded that if something was not ok, it would show red with the reason why, and therefore flagged at the next meeting or by the Link Governor responsible for that area.

The HT referred back to the page, as an example, where the row for Remote Learning was green for this month as she had received positive feedback from parents as evidence they were satisfied the school was delivering on its home learning plan. Details of the questionnaires had been shared with the Stakeholder Link Governor.

On the next sheet, **2. Behaviour and Attitudes**, it was noted that some of the measures were still not SMART enough.

The HT asked governors for their comments, but there were none. She encouraged them to contact her if they thought of any or to discuss their areas of responsibility.

RC commented on a cautionary note, the measures should be based on existing data measures, and not to expect staff to measure additional data sets but use measures staff already had in place.

Under sheet **3. Personal Development**, a governor asked why the "governor ownership" column was blank. The HT replied it was simply because she and the Chair had not allocated anyone yet.

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A governor asked the Chair if she could now allocate them, but the Chair felt she wanted to do this in agreement with each governor first.

A governor asked what the acronym SMRC meant. The HT replied it was Spiritual, Moral, Social and Cultural.

The HT asked for further comments but there were none.

Under page **4.1 Leadership and Management**. The HT gave an explanation for a red field and the reasons for why the target had not been met. There were no further questions on this page.

Under page **4.2 Leadership and Management**. The Clerk asked if the page title could be changed to say "GDP" to differentiate it from page 4.1. **It was agreed to rename it "Leadership and Management Governors" and was actioned in the meeting by the HT.**

The Chair clarified the aims and measures in place to ensure the Board was working effectively. She felt it still needed some work, including further input from governors on the direction the Board wanted to see the school go in future. **A governor agreed and gave an example that they had made an assumption one of the aims was to grow the school, but the HT had explained that, at that time this had not been the case.**

**Another governor commented they had just completed the NGA Key Functions of a Governing Board in which it asked what your Board's Strategy was.** The Chair accepted the next step was to define the Board's vision and future strategy by asking itself what it wants the school to be doing and what was it here for. Now the governors understood their own areas, the Board was better placed to create the future strategy. The HT re-shared the first page of the document, to re-affirm the Board's key priorities as laid down in the September workshop.

The HT stated the whole Board was new since she started 3 years ago. She acknowledged her highest priority/strategy had been to bring stability to the school. She felt she had stabilised the staff, giving the example that no staff had left in the previous 2 years. Prior to that there had been a steady turnover of staff every year for the last 10 years. She was confident there was now stability across the school, and after 3 years with few and mostly inexperienced governors, the GB had stabilised too.

The Chair returned to page 4.2 and said she had set relatively easy targets which were now being met. She continued to look at these, alongside input from the Clerk and ensuring completion or action of the targets were met on time.

She too agreed that this document allowed her as Chair, to keep track on the Board's measures and was confident that once evidence was in place, it would improve further.

**A governor thanked RC and the HT for the effort put in to get this document in place. As a fairly new governor it indicated exactly how well the school was operating.**

RC offered to do more strategic work with the Board in future, as this was actually her area of expertise. **The Board agreed they were keen to take her up on the offer.**

Under page 5. EYFS, the HT said she had pulled details from another document but now hoped to work closely with the newly appointed EYFS Link Governor (SP) on this. **SP stated a new EYFS curriculum was due for the start of next academic year.**

**The staff governor noted that EYFS was a key area of the last Ofsted Inspection.**

**A governor asked the HT if had been a lot of additional work for her to populate the document.** She agreed it had but was really excited at what had been produced.

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	<p>A governor asked if staff had access to it too. She said CD had, as a Senior Leader within the school, but felt almost ready to share it in Leadership meetings. She took an action to then display it in the School Office or Staff Room once ready.</p> <p>The Chair stated governors could access it on the shared drive and encouraged all governors to look at it and think about their areas of ownership. It was agreed the strands would be used when visiting the school for monitoring meetings.</p>	
5.0	<b>Governing Board</b>	SL/All
5.1	<p><b>Financial Matters:</b></p> <p><b>i. Approve Forecast Outturn</b> The Finance Link Governor stated he met the previous day with the HT, Finance Officer, J O'S and RC and were all in agreement at the end of the meeting that they were in a position to recommend the Board approved the Outturn. The Board therefore unanimously approved it.</p> <p><b>ii. SFVS Category E Value for Money Review</b> The Finance Link Governor apologised this had not been completed but he had a meeting on Friday to met with the Finance Officer to go through the SFVS. He took an action to send a copy to the clerk to distribute to governors before next meeting.</p> <p><b>iii. Current Contract Review Schedule</b> To be discussed in same meeting on Friday.</p> <p><b>iv. Agree Budget Plans 21/22</b> The HT said the Finance Link Governor, J O's and RC still needed to meet with her and the Finance Officer to agree the Plan and apologised they were a bit behind. The Chair asked if there had been an extension to the deadline and whether we were on track to still deliver the Budget on time. The HT was confident they would meet the original deadline.</p>	CW
		CW
		CW
		CW/LC
5.2	<p><b>GB actions following governor visits/calls</b> The Stakeholder &amp; Engagement Governor commented that she had a meeting scheduled with the HT on 15<sup>th</sup> March to follow up on the Communications part of her role. This was following a previous virtual meeting she had already had, in order to develop a strategy for engagement and communication. Her visit report had been placed on the shared drive. She had also completed some online governor training and this had touched on some things she had then discussed with the HT. She had undertaken searches on the school website and found a document that was a year out of date and once updated she was happy the action was closed.</p> <p>A new governor asked how governors were deciding what they were responsible for and what they should be monitoring in a visit/call. The Chair replied that she would contact the 2 new governors and explain what they should be monitoring but to concentrate initially on understanding their Link Governor roles.</p>	All
6.0	<b>HT Report</b>	HT
6.1	<p><b>Update on implications of Covid School RA &amp; Covid Catch-Up Plan</b> The Chair explained the Government announcement the previous day confirmed schools would return on Monday 8<sup>th</sup> March. She asked the HT to explain how she was planning for this.</p> <p>She started by saying a governor had asked her about the Catch-Up Funding at the previous day's meeting. She apologised she had forgotten to send it but she had placed it under the agenda on the shared drive, titled <b>Catch-Up Premium Plan</b>, for governors to review. The HT had the new Govt Guidance document with her which came out alongside the announcement the previous day.</p>	

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	<p>She said another HT had carefully gone through it and highlighted the areas that had changed since the last version and shared it online which had proved useful. She and her leadership staff had reviewed it, with curriculum being the main priority but acknowledged how to deliver it was going to be key. Some staff were a bit anxious but they had all felt that at each stage and overcome it. She planned to go through the new <b>Covid School RA</b> with staff, and then following any additional input from them, she took an action to amend and send to the GB. A copy goes to the LA as the school is LA Maintained.</p> <p>A governor was aware of a school that had adopted an idea to get the more anxious children into school at quieter times, prior to the full come back. The HT confirmed she and CD were already looking at how to support pupils' transition back into school.</p> <p>A parent governor quoted his child, saying returning to school was more exciting than having a birthday. The HT re-iterated she had been in a conversation with 2 governors saying she recognised the children had missed socialisation the most, rather than just their academic education.</p> <p>The Chair asked if the HT had identified any children unable to return. She replied there were none. The ELSA had rung round all children previously not in school and all planned to return.</p> <p>A governor asked if all staff were happy returning. The HT thought all staff were happy to return but acknowledged there were some nerves but they had been re-assured that things were in place to keep them safe. The introduction of covid testing for staff had re-assured them and some had now received the vaccine. The Staff Governor confirmed that in previous re-openings, she had been aware of several concerns/comments from staff but she was aware of very few this time round.</p>	
<p>7.0 7.1</p>	<p><b><i>Policies for Review &amp; Approval</i></b> <b><i>08 Appraisal &amp; Capability of Staff Policy</i></b> The HT asked for any comments on this Policy. The Staff Governor confirmed staff appraisals were in place. A governor requested the SDP was updated to reflect when the Appraisal Report will be published. The HT explained that information was currently held on the Year Planner but hoped to move it across to the SDP. Another governor had noticed a formatting issue and a couple of bullet points were duplicated. Following these minor amendments, the Board unanimously approved it</p>	<p>SL/All SL</p>
<p>7.2</p>	<p><b><i>02 Charging &amp; Remissions Policy</i></b> A governor asked about specific hourly rates and whether they were relevant. The HT confirmed they weren't and as they referred to the Breakfast Club which was not currently running, and she would remove that paragraph.</p> <p>The Finance Link Governor asked why his name was against the previous approval when he was not in post then. However, he was happy to put his name to this version of the Policy as he had reviewed it. A governor felt that all policies, even if not statutory ones, should come to the GB for approval, as individual governors should not have to take complete responsibility. The HT stated that the statutory ones were the only ones required to be approved by the Board and adhered to the school's Scheme of Delegation.</p> <p>Another governor agreed that when every policy had a Link Governor looking at it initially, it should still be brought to the FGB for other governors to comment, prior to approval.</p>	<p>CW</p>

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<b>7.3</b>	<p>A governor commented that it was important for the Board to hold each other to account and not just the HT. The Board unanimously approved the Policy, subject to the amendment.</p> <p><b><i>Draft Prevent Risk Assessment &amp; Action Plan</i></b> The HT had worked on this with the Safeguarding Link Governor but asked for any other comments on the Plan from the governors. A new governor asked what DSL meant. The HT agreed to amend the Plan to insert the term “Designated Safeguarding Lead” instead. The Plan was unanimously approved by the Board</p> <p>The Chair asked for any other comments before closing the meeting.</p> <p>A governor was aware they were still to complete a mandatory training course but planned to do so. They were keen to check that all governors had completed theirs following the Clerk’s reminder email. The Clerk confirmed everyone had with the exception of one new governor and she thanked everyone for completing further training. She explained historically mandatory training was the Welcome to Governance and Safeguarding 1 run by LA Governor Services. She had sent out information on how to complete the NGA e-learning equivalent ones. She maintains an up-to-date training record (on the shared drive under “Training &amp; Skills Audit”).</p> <p>A governor mentioned she had been approached by a parent and wanted to understand what the process was for communicating the conversation/feedback to the school. The Chair said the process was to share the information with her or the HT to allow either to respond to the parent. In the case of a complaint, the formal Complaints Procedure should be followed. The governor assured the HT, on this occasion, it was positive feedback they wished to give.</p> <p>Another governor, had looked through the NGA guidelines issued the previous day on what Boards should be asking of their school prior to re-opening. She was satisfied all of the questions had been answered in this meeting except one which was whether the school planned to re-open extra-curricular activities. The HT answered by saying she was not planning to, as parent feedback suggested little take-up initially. Also, some clubs were run by staff and she had not had a chance to get their views yet.</p> <p>A parent governor had not received any correspondence from the school on the details for re-opening. The HT planned to do it this week but wanted to have concise and accurate information before contacting parents. The Staff Governor agreed with the HT approach, saying the HT had to formalise a plan with staff for the re-opening before providing details to parents.</p> <p>No further questions were raised and the Chair thanked everyone for their efforts in continuing to move the Board forward.</p>				J O’S
<b>8.0</b>	<p><b><i>Date of Next Meeting:</i></b> <b>FGB Meeting Wednesday 24<sup>th</sup> March 2021 at 4.00 pm</b></p>				All
	<p><b><i>Meeting Closed at 5.58 pm</i></b></p>				
Item	Action	Owner	Date Raised	Date Due	
3.0	Chase LA for contribution for safety improvements	SL	21.10.20	05.03.21	
4.0	Add column to SEF to show progress on judgements	HT	24.02.21	24.03.21	
4.0	Deliver SDP to staff and display in office/staff room	HT	24.02.21	24.03.21	
5.1	Send SFVS out to GB prior to next FGB meeting	CW	24.02.21	24.03.21	
6.1	Send updated Covid School RA to GB	HT	24.02.21	05.03.21	