

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 27th January 2021 at 4.00pm

Those Present: Laura Cornish (Headteacher), Sylvie Lord (Chair), Rachel Coney, Caroline Dare, Miranda Feasey, Jane O'Sullivan, Sharon Peel, Lynne Wheatley & Colin Williams

Associate Members: None

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Tamsin Rowe

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 4.05 pm

No.	Item	Lead
1.0 1.1	<p>To Receive: Welcome and Apologies – Apologies received from Tamsin Rowe as she has stepped back from her role until Easter. The Chair welcomed everyone and explained Sharon Peel may be a little late due to a work meeting. She had received an email from Judith Howells (will be appointed new co-opted governor) as her tablet wasn't working and she was unsure she could join the meeting. The Chair had had a conversation with her and she agreed to join the Board with the understanding that she would be required to also be appointed Joint Vice Chair and work alongside CW and receive mentoring from the Chair until Easter. It was hoped she would feel confident to take on the Vice Chair role after Easter. The Chair was pleased to see there was now a full Board. She told governors they should feel positive about themselves and now the Board had the capacity to work really well.</p>	SL/All
1.2	<p>Declarations of Business Interests None were declared; however, 2 parent governors declared a personal interest as they had children in Reception, Year's 3, 5 & 6</p>	All
2.0	<p>Approval of Previous Minutes held on 25.11.20 The Chair asked for comments and one amendment was noted 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>Matters Arising from meeting on 25.11.20 The following actions were still outstanding from the previous meeting:</p> <ul style="list-style-type: none"> • 3.0 Send Safeguarding Report, costs and HT Letter to LA for contribution towards security improvements. The Chair had sent this to the LA and was awaiting a response. She agreed to chase next week to see if they agreed to contribute before going ahead. • 3.0 Governor Training added to Governor Development Plan (4.2 of SEF) To be discussed by the Chair under item 5.4 of this agenda. • 5.4 Add column to Outturn Summary. To be completed for the March Outturn 	SL/All

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	<ul style="list-style-type: none"> • 5.4 Colour code school amendments to LA model policies. The HT said she did plan to make clear what amendments were made on any policies updated in the future. The Chair was concerned about how many LA policies would be available in future but the HT said the school needed to keep LA policies for LA Services. • 5.8 Review Scheme of Delegation The Chair explained that this document couldn't be edited and the HT agreed that they had worked on it but she needed to clean up the notes she had made on the printed copy and then scan it. A couple of governors offered solutions to editing the pdf document but it was agreed it was not that simple. <p>Sharon Peel joined the meeting at 4.18pm and welcomed by the Chair. No allowed clipboard formats could have been pasted.</p> <ul style="list-style-type: none"> • 6.1 Organise workshop to understand SEF (including 4.2 GDP) KPI measures This had not happened as the governor who had offered it thought governors would contact her if they wanted a workshop but no-one had. Several governors expressed an interest in a workshop so the clerk took an action to organise a date. • 7.5 to 7.11 Review of policies – to be discussed under item 7 of this agenda • 7.11 Look at agenda format The clerk had added links to all the documents in this agenda. A governor stated that she found it much easier to access all the paperwork. However, the clerk was aware that not everyone had found it so easy and were experiencing access issues. A governor suggested the solution may be to ensure all files were in pdf format so they could not be accidentally modified. • 7.11 Invite to workshop in 16th December A governor who couldn't attend the meeting thought the HT was going to send out a video recording of the workshop. The HT apologised and explained she had recorded it but forgot to send it out and hadn't realised it was automatically deleted within a short number of days. The Chair said it was unfortunate but having to work online is still a huge learning curve for everyone. The HT had created a slide-set to accompany the workshop and offered to go through this with anyone who wished her to. 	
<p>4.0 4.1</p>	<p><i>To elect officers</i> <i>Appointment of Co-Opted Governor & Joint Vice-Chair</i></p> <p>The Chair had already explained the rationale around Judith Howells appointment and asked the Board if they had any concerns they would like to raise. A governor expressed a slight concern that she may not wish to proceed as Vice-Chair after Easter and the Board would still not have a succession plan for the Chair. The Chair felt strongly Judith had not given her that impression.</p> <p>There was a discussion around the risk of filling the last vacancy on the Board if she was not prepared to step up but equally it was beneficial to find someone willing rather than continue with a vacant position and no guarantee of any future candidate wishing to do so.</p> <p>The Board unanimously agreed to appoint Judith Howells as a Co-opted Governor and Joint Vice-Chair</p>	<p>SL</p>
<p>5.0 5.1</p>	<p><i>Governing Board</i> <i>Budget Planning, including initial priorities for spending 21/22</i></p>	<p>SL/All CW/LC</p>

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<p>5.2</p>	<p>The HT started by stating what an extraordinary year it had been and the highest priority was supporting the children. This included looking at staffing and practical ways to ensure the children could achieve the best they could be. The second priority was to replace the very out-dated furniture around the school.</p> <p><i>Inventory check & Write-offs</i> The HT said a lot of work had been undertaken on the Asset Register and it was really positive to now have a robust document. She explained they had had to invest in new interactive whiteboards last year and there was no value in the old ones. The Finance Link governor wanted it noted that Georgie in the office had sent him a copy of the Asset Register and was confident now it was in place, it was an extensive and detailed document that meant the school was in a far better position to review it next year.</p> <p>He mentioned that at the previous FGB meeting, there was talk of setting up a mini budget review team. Two governors had come forward to join the team and he asked if they could make a meeting at 1pm on 23rd February (before the Feb FGB meeting) to go through the Outturn. He felt it was important several governors had also reviewed it and understood it, not just him, as it safeguards the Board and easier to update the Board if it had been scrutinized beforehand.</p>	<p>CW/LC</p>
<p>5.3</p>	<p><i>SFVS Category D Staffing Review</i> The Finance Link Governor had sent the SFVS and an accompanying bench-marking document out prior to the meeting and asked if anyone had any comments. He was confident in his bench-marking process and had found the information (from a Government tool) very interesting and clear on staffing when compared to other schools and was therefore confident the school was in a good position. A governor asked if he could explain the data to her when they met for the mini budget review. A governor said she had not seen the bench-marking document and the clerk apologised she may have missed adding the link to the agenda, although she had placed it in the shared drive.</p> <p>The Chair asked the Finance Link governor if he was on track to complete the SFVS for the March submission. He said he was, as there were only 2 sections to cover in the next 2 FGB meetings.</p> <p>The Finance Link governor update the Board on a question that had been raised at the previous FGB meeting with regards to the acceptable surplus carry over in the school budget. He said the School Finance Officer had notified him it was 8% with an additional allowance if it was justified. The Chair confirmed a school should not be seen to hold much surplus over as it must be seen to have been used to benefit that year's children. However, in this case, it was justified to purchase the new furniture.</p> <p>The Chair made an observation that whilst it was positive to see a group of link governors prepared to work together on the finances, without a current Curriculum Link Governor taking the lead on the curriculum, she had identified an area of vulnerability that she needed to address.</p>	<p>CW/LC</p>
<p>5.4</p>	<p><i>Governor Development Plan (Priority 4.2 of SEF) Governance</i> The Chair said along with the GDP she had sent out a Governance Audit document which was designed as a monitoring tool to drive improvement. She felt it was time the Board took the time to reflect on what it was doing. Using the tool, she had identified areas the Board was working well but other areas the Board still needs to work on. She hoped if all governors used the feedback form, their input could be fed back into the GDP.</p> <p>A governor said she had booked herself onto a NGA Governance webinar the next day.</p>	<p>SL</p>

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Another governor had completed a similar course on the NGA website over Christmas.

It was agreed both governors would compare the contents of both and whether useful information from them should be shared with the Board.

The Chair invited the newly appointed governors to complete the audit and then be able to question the rest of the Board.

The Chair then referred to the GDP that she had worked on over Christmas. **The first measure was to ensure all governors were up to date with mandatory safeguarding training.** As of January, she felt the Board's training record was up to date but aware with new governors on board, they must complete safeguard training. She planned to add a measure of a deadline of 3 months in which this must be completed from appointment.

The second measure was to ensure GB had capacity to fulfil its role effectively. She reiterated that now the Board is at full capacity, governors must step up and be confident they can do their roles. She planned to ask each governor how confident they felt in their link governor role and their ability to challenge the HT on the data she provides to them/the Board. She was insistent that governors need to undertake further training, either for their link governor roles or have completed the generic ones around governance on the NGA website.

A governor suggested changing a column to competency as well as confident

Action for the Chair to amend the wording in the plan by next meeting.

The third measure was to ensure statutory obligations of the GB were met. The Chair explained the HT and the clerk had created a Year Planner which was accurate and used as a basis for FGB agenda planning, however she was unsure how to measure its effectiveness.

A governor felt there needed to be way to capture what impact the Board's planning/ decision making was having on the school.

A governor thought the introduction of the Governor Visits Form were important as evidence of the impact the Governors' were having on monitoring. A governor thought there must be further measures to show the impact the Board ultimately has on the outcomes for children in the school. The Chair asked Sharon Peel, with her experience if she was able to help/advise her.

A governor accepted it was difficult for the GB to show cause and effect.

The Chair said the goal was for the GB to make the school run more effectively, so the HT was not having to worry about governance as much.

Under the fourth measure, all Stakeholders are well informed about the work and impact of governors, The Stakeholder Link governor said was arranging a date to meet with the HT to discuss her role and was hoping to identify key stakeholders and manage risk and produce an action plan that would feed into the GDP.

Under the fifth measure, strong attendance at FGB meetings, the Chair said she wished to see 90% attendance at meetings. Last term she had identified this to be 81% but this was mostly due to the absent governor who had taken a break.

Under the sixth measure, statutory policies reviewed and updated, she was satisfied work was progressing well for this to be in place.

The last measure, the GB has all information needed to monitor progress against SDP, the Chair said she had to give further thought on how to record this effectively.

The Chair was clear, the KPI document must capture everything and needed to decide what to link to it to achieve this. The HT confirmed that the document was still work in progress and

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	<p>more elements needed to be added to it. The Chair concluded it would be good working document by September.</p>	
5.5	<p>Review Scheme of Delegation (by Jan) Already discussed under previous actions.</p>	SL/LC
5.6	<p>HT PM Review The Chair supported by Lisa Crew, and 2 other governors assigned to the panel had conducted the review. The plan was to review again after Easter, although the Chair thought some targets set were less relevant in light of returning to remote schooling.</p>	SL
5.7	<p>Governing Body actions following governor visits/calls The Chair gave the GB an opportunity to comment on any of their visits/calls they had held with school staff since the previous FGB meeting. A governor commented that she had conducted calls with the HT and no had no concerns to report. The clerk gave her thanks to all the governors who have completed visit reports. She had placed them on the shared drive and made sure there was a naming convention to see which link governor had completed them and on what date.</p> <p>A governor commented that it was still difficult to conduct monitoring effectively via a call rather than being in the school environment.</p> <p>A governor questioned whether the Board was mindful of the current monitoring priorities. The clerk said she had sent out a recent NGA document giving the priorities a Board should be concentrating on and the Chair assured the governor that most of those Board questions would be addressed in the HT's Report.</p> <p>The same governor said she had been used to a committee structure in a previous governor role and not used to the Link governor structure and wanted to ensure everything got discussed (ie not gaps in responsibilities/knowledge) and only brought to the Board.</p> <p>The HT accepted the KPI document was still work in progress with RC, but was happy an owner had been identified for each element of the KPI (SEF) Action: Chair and HT to review it again and the HT hoped the KPI workshop would help everyone understand it better.</p> <p>A governor was keen to understand how the GB links, or makes sure, each governor is clear on what they should be owning and monitoring.</p> <p>Another governor felt that if you have been allocated a link governor role, it was that governor's responsibility to understand what their actual role and responsibility entailed.</p> <p>The Chair agreed it was time to allocate the vacant link governor roles to the newly appointed governors prior to next meeting. A governor, as an example, asked which link governor was responsible for the home learning policy as this had been identified as a priority area for Ofsted to look at prior to an inspection.</p> <p>The Chair thought the workshop would help move this forward and hoped governors would then consider owning specific roles/tasks.</p>	ALL
5.8	<p>PTFA Treasurer's Report The HT had sent this report prior to the meeting and the Chair asked the GB for their comments but no-one had any. She said the PTFA were clearly trying to raise funds for the school even though their main fund raisers like the Christmas Fayre and Challenge Run in the summer had</p>	LC

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	<p>not taken place. She said she would write to them and thank them for their continued support by next meeting. The HT said they had organised a “Christmas Santa Drive Through” which had proved very popular. It was designed to break even and simply give the children a positive experience. A parent governor agreed that the children had really loved it. Another governor felt they should be recognised for being really inventive in their ideas and had even started a lottery.</p>	
<p>6.0 6.1</p>	<p>HT Report HT written reports</p> <p>The HT started her report by stating which documents were important to have read and where all the files were. She was therefore not going to explain all the report in depth but give governors’ the opportunity to ask questions/comment instead.</p> <p>Under attendance, she was encouraged the adjusted attendance figure last term was 96% and a very small number of genuinely absent children skewed the figures.</p> <p>Under Covid RA and Safeguarding, she had sent out the most current version. When asked for comments, no-one had any.</p> <p>Under Wellbeing, she also asked for comments but there were none.</p> <p>Under Remote Learning, she noted she had not put her name as the lead on the top of the Remote Learning Plan document but would amend it by next week.</p> <p>A governor highlighted that Ofsted will be looking at school websites to review the Remote Learning Plan as a matter of priority prior to inspections.</p> <p>The HT was confident she had based hers on one used from another school and she had shared it with the 9 local schools in the Collaboration.</p> <p>A governor asked the parent governors how they were finding home schooling as she had looked at the plan herself on the website to gain an understanding of it. One parent governor accepted the first couple of weeks were tough and they had given feedback to the school, eg some tasks required a learning partner which their child was used to having but now that role was falling to the parent instead.</p> <p>The HT said she had received lots of parent feedback and was conscious of staff overload so had made significant improvements to the home learning plan since.</p> <p>The other parent governor said remote learning had been very difficult in the first lockdown but this time, apart from some teething problems the first week, the children had got used to it and work was set to allow for more independent working rather than parent support. The governor was aware how much the children were missing the interaction of school life and a credit to the school that the children were missing coming into school.</p> <p>The HT confirmed she had made changes to the Remote Learning Plan based on the feedback and it was now working well.</p> <p>A governor asked the Staff governor how it was working for the staff. She explained it was a fine balance to deliver teaching for different year groups and acknowledged parents’ workloads at home supporting the children. This term, there was a measure on teachers to focus on delivering quality learning/teaching.</p> <p>A governor asked if the teachers received any technical support to enable them to deliver online learning as she was aware of a free service (funded until Easter) on EdTech. The governor offered to send the link to the HT to look into.</p>	<p>HT</p>

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6.2	<p>A governor asked the HT if all children now had access to IT equipment. The HT said the Government had provided 11 laptops and the local community had donated laptops/tablets. She said they were cleaned of any data and she made parents sign an agreement explaining safeguarding online and that the school took no responsibility if the equipment failed.</p> <p>She explained some parents still preferred to collect printed copies of work and she was still encouraging those families to accept electronic devices.</p> <p>The ELSA was continuing to check-in with families and she felt the school was in contact with the majority of families on a regular basis. Other families were also being supported where safeguarding concerns had been identified.</p> <p>The staff governor added that staff were working closely with some families who may be finding it difficult juggling working and several children to home school.</p> <p>A governor asked the HT if there were families identified as in “data poverty” who couldn’t afford broadband. The HT assured the GB she had looked at this and she had completed the Government forms to enable families to get support if required.</p> <p>The HT said she was really pleased to have persuaded several families to take up her offer of attending school.</p> <p>The HT asked if the GB had any further questions but they had none.</p> <p>Under Maintaining the curriculum, the governors had no questions.</p> <p>Under Examination & Assessment, the HT confirmed there would be none again this year and she said it was a shame as the school’s results would have been far better.</p> <p>Under Support to reduce the impact on disadvantaged pupils, the HT confirmed the details given in her report.</p> <p>Under FSM, the HT had included an appendix to show the example of the contents of a weekly food box as she thought it was important for governors to see what was sent out. She explained the food box was being delivered through the local Food Links company as she felt she should continue to support the local supplier for school meals at this time rather than move to a voucher scheme. However, she continued to evaluate this and asked governors if they were happy for her continuing support of Food Links. They agreed they were happy with this.</p> <p>Under resource allocation, there were no comments</p> <p>Under asymptomatic COVID-19 testing for pupils and staff, she had started testing staff from Monday 25th January. She said it had taken 8 hours of her time to set the process up as it had included creating agreements for testing, watching a video on how to conduct it, to administer the tests and set-up a track and trace process to include notification to the HT if a positive case was found.</p> <p>She was pleased to report all staff had signed up to it and a decision had been made to conduct testing on Tuesdays and Fridays. She felt this gave the teachers more confidence to be in school.</p> <p>A governor asked if it was using the lateral flow test and the HT replied it was.</p> <p>The HT had also shared a copy of an anonymous assessment with the Board.</p> <p>The Chair asked the GB is they had any further questions with regards to the HT Report but they did not.</p> <p>Update on progress KPI/SEF 20/21 The HT went through the SEF, a spreadsheet at a time.</p>	
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6.3	<p>Under 1.1 she reviewed the measures but said this required additional changes now the children were back remote learning. She asked for any further questions but there were none.</p> <p>Under 2.1, all her measures/actions were green and there were no comments</p> <p>Under 3.1, she had shared the Pupil Voice document that accompanied the measures prior to the meeting and there were no further questions.</p> <p>Under 4.1, she was now conducting ongoing teaching assistant appraisals rather than annual ones. She had 3 left to complete but the feedback from staff was incredibly encouraging especially around the theme of behaviour where teachers had identified a need to understand underlying causes for behaviour issues and wanted to try and support these children and their parents.</p> <p>Under 5.1, she concluded there was still some work to do around EYFS. She reported a change of staff as the supply teacher covering maternity leave had decided not to return after Christmas due to family reasons. She was fortunate however that another supply teacher brought in to give additional support in Year 5/6 had experience in EYFS and agreed to step up to cover that role instead.</p> <p>The HT asked if anyone had any further questions but they did not.</p> <p>Update on Covid requirements and School RA Already covered in HT Report</p>	
7.0	Policies for Review & Approval	SL/All
7.1	<p>C20 Supporting pupils with medical needs Policy The HT said she and Caroline Dare had made changes to it and it was now ready for approval. A new governor asked what CPOMS meant and the HT replied Child Protection Online Monitoring System and gave a brief explanation of what it was used for. The Chair asked if there were any questions before asking the GB to approved the policy. The Board unanimously approved it.</p>	LC
7.2	<p>C25 Health & Safety Policy The Chair confirmed that this was a generic LA policy which required adopting. A governor had spoken to the HT to ensure the policy was aligned to the First Aid Policy and once the amendment was made to H&S policy and First Aid Policy, she was happy with them. The Board unanimously approved the H&S Policy.</p>	SL
7.3	<p>A03 Data Protection Policy The HT had paid for a Data Protection specialist service provider to ensure the school was meeting its Data Protection obligations. She had sent them her Data Protection Policy and they were satisfied with it. The Board were therefore happy to approve it.</p>	LC
7.4	<p>A07 Complaints Policy The Stakeholder link governor had looked at the LA one and compared it with the DofE one but concluded the LA version was adequate. Apart from asking for the clerk to amend the title to reflect the school name and add dates to it, she was happy with it. The Board were satisfied with the amendments and approved it.</p> <p>The Link governor said she, the HT and the Safeguarding link governor had also agreed that the HT should pull data from CPOMS to check monitoring is happening in relation to complaints. They had had a discussion around how concerns/complaints are actioned.</p>	RC

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	<p>The same governor asked if, in the Policy Schedule document, an owner was identified for each policy, why this did not link through the SEF (KPI) document. She asked if every governor could check and be aware of the policies they owned and then see if there was a KPI measure in place for it, i.e, checking the policy is being adhered to and monitored regularly.</p>			
7.5	<p>C26 First Aid Policy The board approved the policy in line with the health and safety policy.</p>		JO'S	
7.6	<p>Safer Recruitment Policy The Safeguarding Link governor was satisfied the policy now reflected the priorities that came out of an Educare course that she and the Chair had completed. A governor had spotted a typo in the "agency" section (p6 under the heading of contract) which said "my" when she thought it should be "may" or "might". Minor amendment made by HT. The Board approved the policy following this amendment taking place.</p>		JO'S	
7.7	<p>Appraisal & Capability of Staff Policy The Chair apologised as she had missed this action, but would ensure the policy was ready for approval at the next meeting.</p> <p>The HT explained that the school had bought into Educare which provides many courses for school staff. Several, such as safer recruitment, safeguarding and GDPR, are particularly applicable to governors. She will send out links for individual governors.</p> <p>The Staff governor asked the HT to mention a new SEND training package the school had purchased. She explained it was a great opportunity for all staff to update their knowledge on specific SEND modules such as dyslexia or dyspraxia etc.</p> <p>The Chair thanked all the governors for getting much slicker at accessing all the documents on the shared drive. She recognised they were all still a very new GB and encouraged all governors to contact her if they had any questions or suggestions on how the Board can perform better. She was keen to get feedback from new governors on their observations of the Board so far.</p>		SL	
8.0	<p>Date of Next Meeting: FGB Meeting Wednesday 24th February 2021 at 4.00 pm</p>		All	
	<p><i>Meeting Closed at 6.14 pm</i></p>			
Item	Action	Owner	Date Raised	Date Due
3.0	Chase LA for contribution for safety improvements	SL	21.10.20	05.02.21
3.0	Scheme of Delegation distributed to governors	HT	21.11.20	24.02.21
3.0	Arrange SEF/GDP (KPI doc) workshop	Clerk	25.11.20	05.02.21
5.4	Amend GDP to add "competency" in measures	SL	27.01.21	24.02.21
5.7	Amend GDP review ownership to all measures	SL/HT	27.01.21	24.02.21
5.7	Allocate vacant Link Governor roles to new governors	SL	27.01.21	24.02.21
5.8	Write Thank You letter to PTFA	SL	27.01.21	24.02.21
6.1	Add HT name as lead on Remote Learning Plan	HT	27.01.21	05.02.21
7.2	Add a link to First Aid Policy in H&S Policy	SL	27.01.21	24.02.21
7.4	Amend Complaints Policy to add school headings	Clerk	27.01.21	24.02.21
7.4	Check Policy Schedule to see personal ownership of policies	ALL	27.01.21	24.02.21
7.6	Minor amendment to Safer Recruitment Policy	HT	27.01.21	24.02.21
7.7	Review Appraisal & Capability of Staff Policy	SL	27.01.21	24.02.21