

<b>MEETING</b>	<b>Full Governing Body Meeting - West Hove Infant School, Hove</b>	
<b>DATE &amp; TIME</b>	Wednesday 7 <sup>th</sup> October 2020, 17:30-19:00	
<b>LOCATION</b>	Virtual Meeting - Zoom hosted by DM	
<b>GOVERNORS PRESENT</b>	1. Denise Morton (DM) - Co-chair 2. Abby Hedger Jones (AHJ) - Co-chair 3. Wendy Harkness (WH) - Headteacher 4. Joanne Alexander (JA) 5. Ruth Wragg-Jones (RWJ) 6. Sonia Turney (ST)	7. Clare Moonan (CM) 8. Julia Wolage (JW) 9. Carol Kite (CK) 10. Louise Smith (LS) 11. Eleanor Fagan (EF)
<b>QUORUM</b>	6 (of 12) Governors (50%) needed for the meeting to be quorate	
<b>OTHER ATTENDEES</b>	Rex Heasman (Associate Governor) (RH)	
<b>CLERK</b>	Chelle McCann (CMC)	

Meeting Minutes	
<b>1.</b>	<p><b>Introductions and Apologies</b></p> <p>The Governing Body expressed a warm welcome to new Clerk, Chelle McCann (CMc) and introduced themselves. Jason Smith sent apologies.</p>
<b>2.</b>	<p><b>Minutes of Last Meeting</b></p> <p>2.1 The minutes of the FGB meeting on 2nd July 2020 were approved. <b>Action: CMc to mark item 4 as a confidential item.</b></p> <p>2.2 Matters Arising - none</p> <p>2.3 Actions - all completed or discussed/allocated to the relevant committees.</p> <p>2.4 Training - Carole completed training for headteacher appraisal</p> <p>2.5 The redacted minutes will be sent to AHJ/DM to sign and put onto the Governor OneDrive.</p>
<b>3</b>	<p><b>Governor Business</b></p> <p><b>3.1 Election of Chair and Vice Chair</b></p> <p>AHJ and DM were elected to stand as Co-Chairs until January 2021. CK and JW were elected as Vice Chairs. The Governing Body agreed this until January 2021 when AHJ and DM stand down.</p> <p>JW has expressed an interest in becoming the elected Chair from January and the Vice chair role will be crucial to her induction. There will be an election for this post in January.</p> <p>3.2 Election of staff governor - Staff Governor election took place and BW was re-elected.</p> <p>3.3. LA Governor - CM confirmed that she had advised the LA that she would be willing to continue in the role of LA Governor</p>

3.

### 3.4 Governance Audit

DM explained that the Governance Audit was completed over the summer and that some action points have been covered. The main action point was in regard to H&S - this will be discussed in the change of role. Actions have been taken by Belle/Nikki and DM and now CMc will hold this information and prompt Governors in regard to actions needed. DM told the meeting that it was very valuable to have the audit done so that we are reassured as Governors that we are working well and covering statutory requirements.

Website - CMc will be working on any website work required for the Governing Body.

Recovery Committee - the first meeting of the COVID Recovery Committee will be next week. The long term plan is for this Committee to go back to curriculum committee.

### 3.5 FGB Schedule 2020-21 (AHJ)

DM has updated the FGB Schedule and this will be added to OneDrive and circulated via CM. AHJ gave the meeting a snapshot on the changes and what it means for the board.

AHJ advised that COVID has changed the schedule and asked for governors to share reflections on the restructured board due to the current needs of the school. It was agreed that the GB will be launching curriculum committee in future but this discussions will be in the COVID Recovery Committee for the time being. The Chair of this Committee will advise the GB of any measures needed due to COVID related issues.

AHJ explained the new schedule documents and highlighted changes made.

*The following changes were also made:*

CM will move over from the Finance Committee to the Curriculum Committee, JW will be on both the COVID task and finish group and Curriculum Committee

JA will work with DM on the Safeguarding Committee as a lead up to succession of this group.

RWJ will be the link Health & Safety Governor for 20-21

The GB will need to have discussions in regard to a Vice Chair for the Finance Committee.

All agreed the changes made and it was requested that any other changes to be emailed to AHJ/DM and CMc

Action: Hove Partnership meetings to be added to responsibilities.

### 3.6 Scheme of Delegation (DM)

**Q: is there anything we need to discuss re the level of delegation to the headteacher.** WH agreed this seemed about right. DM in times of emergency can go to the finance committee.

3.7 Declaration of Interests (MMC) - please can these be sent to Chelle

3.8 Code of Conduct (MMC) - please can these be sent to Chelle

3.9 Training records (DM) - please can we email Chelle with any completed training so she can update our training records.

4.

### Headteacher's Report

#### 4.1 Verbal update on return to school (WH)

Challenging Behaviour - A few children have displayed challenging behaviours and have had to be restrained. This is not unique to our school and the advice from LA isn't changing so we will need support with coming up with new ways of working in school.

**Q: RH asked if there any plans with how you can deal with this at this stage.** WH confirmed that the guidance is that staff can restrain if there will be harm towards themselves or others. There is an issue is the closeness of staff/pupil. Outside of school the rule is clear but not in schools and this creates anxiety for the staff. Risk Assessments are in place for those individual children and we are thinking about ways to manage this the best we can.

**Q: ST asked if the schools can take them out to the another room.** WH confirmed that then we have to think about knock on affect of cleaning.

**Q: RH asked if there a union perspective on this?** WH confirmed that there is not unless a member has complained in terms of individual school. At national level there are campaigns but not that we are aware of in terms of challenging behaviour.

**Virtual Tours for 21/22 intake** - we are looking at virtual tours/webinars for new year intake.

**Risk Assessments** - these are updated very regularly and the SLT are very conscious of the consequences of not having them in place and our staff are on individual RA.

**Reception** - Reception have adjusted very well. The school believe that the extra time they have had with families has helped with independence.

**Pupil progress** - these meetings are happening soon and then will share data with the GB when have it.

**SDP** - there are now 3 clear targets are recovery curriculum, wellbeing and physical activity. The school are using mindfulness, meditation, more PHSE, calm spaces to aid the children wellbeing. We are also looking at staff wellbeing in relation to this.

#### 4.2 Verbal update on return to school for School Road site (BM)

Staff have been positive and the vast majority of children are doing really well on the return to school. There has been some refining to drop off/pick up systems.

Some staff have been anxious and the school are looking at supporting this, Risk Assessments have been done and BM shared that this does alleviate some concerns.

BM shared that a few children have had wobbles but teachers have looked at this and found ways to support them. There has been so reshuffling of staff which has been a big issue and takes up time.

Yr1 have had a big change from reception as now school feels a lot more formal. The school are aware that it is difficult time and we are able to put in extra support. There is a lot of work on blended learning and curriculum. We have benefited from this work and lessons learnt for the future. Seesaw is being used for home learning.

Teachers have pinpointed gaps in curriculum and it was decided that we would change key priority to blending curriculum and wellbeing.

The PTA are eager to help the school.

Longer PPM's for teachers are happening so that they have more time to talk to us. This means we will be able to spend time discussing EAL, disadvantaged children and any other issues.

	<p>Lunchtime can be challenging as we require more Midday supervisors.</p> <p>The team have started to plan the use of the catch up funding to cover welling and academic intervention.</p> <p>Teachers are working on exciting plans for this years Christmas play.</p> <p>BM is managing the RA process - WH and LS go around teachers each Thursday for suggestions and changes highlighted in green then circulated weekly.</p> <p><b>Rd closure on school road</b> - unforntatley this has been abandoned as it turned out that when the road was closed it was only a small section which then caused a bottle neck which caused safety issues. This is on the agenda to be addressed by the street safety team.</p> <p>School classrooms are in rows, taped out 2m squares - this has been challenging but we have found ways to support.</p> <p><b>4.3 Verbal update on return to school for Connaught Road (LS)</b></p> <p>LS shared that in lots of ways it has been an easier experience at Connaught Road because there is more space, less children so have been able to do things differently.</p> <p>Street closure has worked well and has made a big difference to the drop off and pick up.</p> <p>The return to school has gone smoothly, parents have been very relaxed about the new systems and out children have settled in well. LS says she is seeing happy children who are thriving and the boundaries have felt secure.</p> <p>Staff working really hard with lots of decisions to made during the school day but we are coming with solutions and bringing ideas. The practical organisation is working well.</p> <p>There have been 3 children ha withdrawn from Connaught and now being home educated. There are various issues behind these choices and we have worked closely with the families before they made their decision. One child with issues have had a quick intervention to support.</p> <p>Action: DM/AJH to send a letter from the GB to the all staff on both sites to thank them.</p> <p>4.4 Single Plan (School Development Plan) Targets for 2020-21 (WH)</p>
	<p><b>Reports From Committees</b></p> <p>5.1 Finance and Health &amp; Safety Committee (<b>JS</b>) - Minutes are on the Onedrive</p> <p><b>Recovery group</b> - CK confirmed that the first meeting is next week.</p>
<p><b>6.</b></p>	<p><b>Policy Review</b></p> <p><b>6.1 Proposed schedule for reviewing policies (DM)</b></p> <p>Changing policy process - it was confirmed that this was too complicated and now proposing a different way to look at Policies. Policies will be circulated via CMc and all will be invited to ask questions via email. CMc will collate these and gain answers which will be circulated. Then the Policy can come for approval via Committees/FGB.</p> <p><b>Q: JW asked how the GB will be able to raise questions.</b> DM shared that in terms of questions these will go to CMc who will discuss with Nikki, collate answers and then any changes/amendments will be ready to approve. It was agreed to restrict Policies to the to LA Statutory Policies at present due to the constraints on time and then in future we will look at 1-2 in depth and debate.</p> <p>Action: JW and CMc to look at this way of scheduling Policy updates and submissions longer term.</p>

7.	<p><b>Health &amp; Safety Update</b></p> <p><b>7.1 Proposed changes to H&amp;S reporting (DM)</b></p> <p>None to raise.</p> <p><b>School road closure</b> - waiting on advice from the LA on how to proceed and meet with DM/BM.</p>
8.	<p><b>Safeguarding Update</b></p> <p><b>6.1 Safeguarding verbal update for SR site (BM)</b></p> <p>BM confirmed that meetings for safeguarding are running virtually, 1 child is on a protection plan which is having an early review in 3 months, 1 child referred for a plan due to some police intervention. All vulnerable children are back in school.</p> <p><b>6.2 Safeguarding verbal update for CR site (LS)</b></p> <p>LS shared that there has very little concern. There is 1 child on child protection plan and they have settled back to school nicely, 1 child on a CIN needs extra support but has a SW involved and there is a core group meeting for this child. The family are being well supported.</p> <p><b>6.3 Safeguarding meetings (DM)</b></p> <p>DM has had a meeting with BM and WH to discuss to discuss Safeguarding.</p> <p>Every CIN (child in need) has access to a chromebook.</p> <p>WH confirmed that attendance is very high which is good for safeguarding.</p> <p><b>6.2 Keeping Children Safe in Education document (DM)</b></p> <p>Action: All Governors to read Keeping Children Safe in Education. This has to be read each year and confirmed to CMc.</p>
	<p><b>9.1 AOB</b></p> <p><b>Q: RRJ asked about the possibility of Ofsted inspections and whether they could do mini inspections.</b> WH shared that if they were to come in the school is in a good place and in relation to section 8 &amp; 5 inspections they will review on a termly basis possible starting in 2021. WH confirmed that the schools focus is to settle the children, the recovery and catch up.</p> <p><b>9.2 Date of next meeting: 18th November 2020 at 5:30PM</b></p>

## ACTION LOG

ITEM	OWNER	ACTION	DUE DATE
2.1	CMc	The minutes of the FGB meeting on 2nd July 2020 were approved. Action: CMc to mark item 4 as a confidential item.	ASAP
3.5.6	DM	Action: Hove Partnership meetings to be added to responsibilities on the FGB schedule.	ASAP
3.5.7	ALL	3.7 Declaration of Interests (MMC) - please can these be sent to Chelle	ASAP
3.5.8	ALL	3.8 Code of Conduct (MMC) - please can these be sent to Chelle	ASAP
3.5.9	ALL	3.9 Training records (DM) - please can we email Chelle with any completed training so she can update our training records.	Ongoing
4.3.6	DM/AJH	Action: DM/AJH to send a letter from the GB to the all staff on both sites to thank them.	ASAP
6.1.3	JW/CMc	Action: JW and CMc to look at this way of scheduling Policy updates and submissions longer term.	Jan 2021
6.2.1	ALL	Action: All Governors to read Keeping Children Safe in Education. This has to be read each year and confirmed to CMc.	Nov 2020