

MEETING	Full Governing Body Meeting	
DATE & TIME	Wednesday 18 th November 2020, 17:30-19:00	
LOCATION	Virtual Meeting – Zoom hosted by DM	
CHAIR	Denise Morton	
GOVERNORS PRESENT	<ol style="list-style-type: none"> 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) (apologies) 6. Sonia Turney (ST) 7. Clare Moonan (CM) 8. Julia Wolage (JW) 9. Carol Kite (CK) 10. Jason Smith (JS) 11. Louise Smith (LS) 12. Eleanor Fagan (EF) 13. Ben Massey (BM) 	
QUORUM	6 (of 12) Governors (50%) needed for the meeting to be quorate	
OTHER ATTENDEES	Rex Heasman (Associate Governor) (RH)	
CLERK	Chelle McCann (CMC)	

AGENDA ITEM	
1.	<p>Introductions and Apologies</p> <p>It was agreed that CMC could record the minutes for minute taking purposes. There were no apologies.</p>
2.	<p>2.1 Verbal update (HT report): Wendy (5 mins)</p> <p>WH shared that the pupils appear to be happy and settled at school, with attendance at 97.8%. There have been no positive COVID cases. There has been some COVID related absence due to families having to self-isolate or due to family having symptoms of tested positive. The number of those isolating/have isolated from September is 72, which is 13% of the school population. Children wellbeing is a key priority and we have built in yoga, mindfulness and meditation into the curriculum offering. Parents have been supportive but WH is worried about not building relationships as there hasn't been a chance to communicate on the playground.</p> <p>There has been staff absence due to symptomatic or family members, quarantine – this equates to 19 days, 13 of those were because one staff member is in final trimester of pregnancy and had been medically advised to not return. Support staff have had 17 days off, caretakers/cleaners 19 days. The total amount of staff absence is 55 days out of 45 days in this period. Due to staff absence some interventions have been disrupted and this has been difficult as we can't cross bubble staff.</p> <p>1 child at Connaught Road is at risk of exclusion.</p> <p>2.2 Verbal update (stakeholder governor): Abby (5 mins)</p> <p>AHJ shared that from a parent perspective life has changed a lot in regard to school drop off. It is very organised and parents and children have adjusted well overall. AHJ feels that drop off is</p>

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	<p>a positive and empowering system for the children. The communications from school are clear, focused and a good tone.</p> <p><i>Q: AHJ asked how do we support parents, capture needs and signpost them and if the school are noticing more parents that need support. WH told the meeting that when she is on the gate generally parents will come forwards with worries. This has been low, maybe 1 or 2 parents asking questions. Some parents with children in R and Yr2 have asked if their drop off and pickup times can be closer together, however it is felt these routines have been established and so no further action is being taken.</i></p> <p>More referrals for families has happened so there is an increase, but this has not been picked up on the gate.</p> <p>LS agreed with WH and drop offs are working well.</p> <p><i>Q: JW asked in terms of absence, whether these are typical of what other Heads are seeing in other schools. WH shared that at least 12 schools have had to close at least 1 bubble.</i></p> <p>CK wondered about siblings waiting time especially with incoming wet weather. BM shared that this is about the 15 minutes interval and the school are currently not looking to change as it is running OK now, it would disrupt the whole school. WH is looking at parent feedback.</p>
<p>3.</p>	<p>3.1 Seesaw demonstration: Ben (15 Mins)</p> <p>Ben gave the FGB a demonstration of Seesaw, how it works and how children and teachers can use it. This is being used for remote learning for the school. WH explained that Seesaw is a child friendly system. The curriculum that goes onto Seesaw follows the curriculum that goes on in school. The school have asked for feedback from staff, parents and children then tailor/refine this to the needs of the school and children.</p> <p>BM explained there has been a lot of research into which platform to use and Seesaw was found to be more user friendly and intuitive. Children are able record their work in many ways.</p> <p>BM explained the planning and inclusive nature of using this platform when the children are working from home. There is regular opportunity for parent feedback to make sure everyone feels supported. BM also shared examples of the work the children can complete on their accounts once activities are assigned.</p> <p>AHJ shared that from a parent's perspective it is a brilliant tool, she felt that it helped to maintain the school community and connectiveness. However, isn't a replacement for teachers and the real-life experience at school.</p> <p>3.2 Questions/discussion: facilitated by Lou (10 mins)</p> <p>LS worked on feedback from parents, all the TAs and support staff have had training, and this means that they can be on it and complete feedback to support the teachers.</p> <p>BM shared that one thing parents asked the school to do was to archive work, so the front page wasn't too busy (and overwhelming for parents) this feedback was taken onboard and now work is archived every 2 weeks and subject folders are in place.</p> <p>EF told meeting that she has had a positive experience with Seesaw and asked when do children get assigned work. LS explained that everything teachers are doing is going on to Seesaw so it isn't a scramble to get things ready - it reflects the work and learning that is happening in class so items can be accessed as soon as a child is isolated. The children then won't feel disconnected when they return.</p>

	<p><i>Q: DM asked what the children think about it. LS replied that although this is hard to gauge what the children are producing is positive. BM also shared that the children have liked the topics - one did a weather report, the feedback is that they have also loved using multimedia tools like photographs and video. LS shared that the open-ended tasks are the most popular.</i></p> <p>DM asked about the parents who don't have internet access. LS confirmed that the school would send the paperwork home so that they can complete the same work. WHIS has also redistributed old computer systems to families who needed them. These were due to be recycled.</p> <p><i>Q: CK asked about the staff response to this and LS shared that it has been positive once we got used to working with it. Year group teams work together on the planning so it reflects our practices in school.</i></p> <p><i>Q: CM asked if the parents who aren't isolating at home still see these activities. LS confirmed that they can access whenever they like but would be prioritising the children who are self-isolating - CM asked if the SLT could see use for this beyond Covid. LS replied yes in terms of homework and activities in school.</i></p> <p>AJH felt teachers' feedback for the children on the platform was brilliant. WH had feedback for more audio feedback for the younger children and they have put 70% feedback has to be audio from now on this increased from 10%.</p> <p><i>Q: RH asked what the percentage of children are not using Seesaw - this was confirmed to be 10%. BM confirmed that 78% using it with more than 100 contributions. If children are not accessing during isolation this is being followed up.</i></p>
<p>4.</p>	<p>4.1 Verbal update (HT report School Development Targets): Wendy (5 mins)</p> <p>WH has sent the key priorities out and Governors will see that the school is on track for this autumn term. WH sees the year being successful with these priorities. SLT are getting staff to think about deep dives after Christmas in preparation should Ofsted visit. It is busy but we do have this on our radar. JA agreed that at this point this is the right thing to do.</p> <p>It was commented that Governors/Teachers could write the analysis of seesaw as a deep dive.</p> <p>4.2 Verbal update (H&S premises, PPE, resources): Wendy (5 mins)</p> <p>CMc shared the document named H&S Governors meeting on the screen. This is uploaded to the OneDrive papers for this meeting.</p> <p>The roofing is a replacement of most of the roof and WH to send a visual to Governors of this work.</p> <p><i>Q: JS asked if work in previous years related to this but WH replied that this is a different section of the roof.</i></p> <p>4.3 Verbal update (staff well-being, individual Risk Assessments) Lou (5mins)</p> <p>LS shared that a third of staff have an individual risk assessment, these are due to medical reasons or BAME. These RA were started over summer and they have been reviewed at half term. There is 1 member of staff who is clinically vulnerable and so they have had to make significant adjustments to their working pattern with restrictions to protect themselves. Staff report feeling cared for and supported. There is an open and transparent system supporting dialogue and adjustments are made on the basis of feedback. The workload is shared and so this feels manageable. The LA have been supportive and provide signposting to other avenues if need more advice.</p>

	<p><i>Q: RH asked what means is being used for staff feedback and if it can be anonymous. LC shared that this started off with who we knew would need an individual risk assessment as we knew the circumstances of the staff and as it was listed on government website therefore this was easy to see, however it was opened to staff to disclose any further information. The SLT have also approached staff for example BAME staff with individual calls and emails. This has worked well. There is also a system where staff use post it's that can be anonymous for changes or questions on the main Risk Assessment.</i></p> <p>4.4 Questions arising from Covid Response Committee minutes Carole (5 mins)</p> <p>The focus of this meeting was a presentation from Sam on the recovery curriculum and this was useful, so we now understand the recovery method and how it is used in school. CMc to share the presentation on the OneDrive.</p> <p>There was a great discussion about wellbeing and supporting the children on their return to school. This highlighted how agile the school have been putting this in place. The next meeting is focusing on the technology survey and ability for vulnerable families to access remote learning and how the school are responding to this. The Committee also discussed the catch up premium and we will talk further about the planning for this budget.</p> <p>4.5 Discussion on COVID Committee agenda priorities for next term: facilitated by Julia (10 mins)</p> <p>JW confirmed it was a good meeting. It was agreed that future agenda items would break down into subsections next time so child/teacher wellbeing, technology and things like PPE and sustainability of bubbles in event of closure/staff absence etc. It was agreed that key headlines and reactions will be reported to FGB.</p> <p>BM confirmed there will be an initial data pack soon. CM wants to see focus on disadvantaged children and EAL children. This will also be in the data Ofsted will bring up.</p> <p>JW raised that Governors will need to talk about next stage of Covid intervention in terms of planning around a vaccine etc.</p> <p><i>Q: ST asked how parents know how the kids are getting on. WH confirmed that there has been a parents evening. This went well and parents felt they had enough time to talk to teachers. SLT have discussed the next set pf parents' evenings where the school will offer a choice of phone/zoom.</i></p> <p>CK shared that she is mindful of times for meetings so deliberately keeping meetings to a minimum but also the future possibility to extend the times to cover the curriculum as well.</p>
<p>5.</p>	<p>5.1 Minutes of last meeting to be approved/ Confirm schedule received by all Governors Abby (5 mins)</p> <p><i>Notes for CMC to amend - Add BM to Governors present and change BW to BM. Update as Part 1. for Keeping children safe in education.</i></p> <p>Headteachers report - DM/AHJ - action still to complete.</p> <p>5.2 Questions arising from Safeguarding meeting minutes and document on proposed changes: Denise (5 mins)</p> <p>DM confirmed that this committee has started to meet separately from junior school and the proposal is to have separate meetings and come together once a year to look at best practice. CM agreed that this seems sensible but asked what will happen if there is a crossover safeguarding issue. DM confirmed that this level of detail isn't discussed at safeguarding</p>

meetings. Joint meetings were less opportunity to critically look at the information coming through.

5.3 Questions arising from Finance Committee minutes: Jason (5 mins)

Judith reported to the meeting on the half year results and the school's position. The overall position will be £80k deficit and this is aligned to where we had anticipated to be. The surplus is £130k for end of this year.

Staff costs are managed well and in line with expectations. Lettings is lower due to current climate. The meeting talked about COVID, catch up fund and the allocations of £40k - half was received to date. The Committee will look at how this is spent and tie in with Covid task group. Other Covid related spend has been submitted to the LA and JH has maximized the claim as appropriate. Stocks of PPE and other products were discussed, and this is on the agenda for the next meeting which is 2nd December.

5.4 Policies Michelle (10 mins)

CMc to circulate the Policy Schedule and expectations of timings when questioning and approving policies.

5.5 Training Michelle (5 mins)

Governors to update training record by sending to Chelle. DM advised that some of the blended learning may increase emails and to be aware of this.

5.6 Proposal for meetings going forward: Julia (5 mins)

a. FGB to remain as a remote meeting until schools are re-opened - JW asked for all dates to be placed in calendars.

b. Committee meetings to move to remote platform permanently - AHJ this would be a good change to the process as it will make it more efficient. It was agreed to check in to make sure it is appropriate at the time.

c. Monitoring visits to take place remotely in Spring Term - it was agreed to keep the Summer Term under review.

DM shared that Governors will need to be a bit creative about how they do visits such as virtual tour around classrooms. AHJ thinks if this continues, we need to make sure we don't lose sight of what it is like for the staff in school so a short video from the teachers about 'how it is for them' would be useful.

WH is concerned about losing parent contact. After feedback WH has sent out a request for Seesaw so that we can utilize this for things like the Christmas video and to gain permission. There could be a teacher's video of what displays are in the classroom with a voiceover on a video. WH is looking at this for once every half term so at the end of a unit of work they can share with class via video. DM asked the school if they could think about how governors could access these types things. CK asked how this could be shared with prospective parents and it was confirmed that they are able to access a video on the website

Action: JW to discuss with DM/AHJ/WH and report with a plan for next FGB.

6	<p>AOB: None Noted</p> <p>Date of Next Meeting: 13th January 2021, 5:30pm. It was agreed that future meetings would adhere to a 2-hour timeline so not to add additional pressure onto all attending.</p>
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