

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY AGM

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 23 rd September 2020				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Tom Parkin	TP	Head teacher					
Andrew Quayle	AQ	Chair					
Chris Brown	CB	Vice Chair					
Laura Lockwood	LL	Co-opted					
Lorraine Kennealy	LK	Parent					
Ivor Smith	IS	Co-opted					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
Paul Widgery	PW	Potential new governor

	Agenda Item		Action
PROCEDURAL ITEMS			
1	Welcome and Apologies	Helen Symons – moving house. AQ welcome to all and special welcome and introduction to PW.	Sanctioned
5	Election of chair	AQ started with the election of the chair – There were no candidates for the position of chair (name were asked for in advance to enable a virtual vote before the meeting took place as virtual meeting) AQ stood for chair for another year with CB standing as vice chair with a view to succession planning within the year. The board decided this was the most viable option for the board and CB would work closely with AQ in the interim time to ensure a smooth transition of chairs in the future.	
2	Update Business interests	None to report – Governors unable to sign at the meeting as it was a virtual meeting.	
3	Review of contact details	All contact details are currently correct. LL and IS will need school email addresses. Please can all governors let JK know if they cannot access their school email account/address.	
4	Annual Skills matrix	AQ reminded governors of the importance to complete the skills matrix to show gaps in skills within the governing board.	
6	Terms of reference	Governors decided on the terms of reference (see TOR in governance master file) The individual lead governor roles will be decided and discussed within the committee meetings.	
7	Code of practice	AQ would like to compare our code of practice to another he has seen within the governance alert. Return at next FBG.	AQ
8	Governor induction pack	Governors agreed that the governor induction pack covers everything that is needed and give governors a good insight into being a governor. LL and IS still need a governor induction in the school.	
9	Housekeeping	JK and AQ reminded governors of the procedure for agenda items, receiving correspondence, the need for meetings to be quorate, of non-attendance and disqualification and of part two and confidentiality.	
The meeting then moved onto FGB agenda			
10	Minutes	Governors agreed the previous minutes.	
11	Actions from previous minutes	Curriculum presentation – this has now been sent out to governors. David Chaplin's report – This has now been sent out to governors. Signatories list – Discuss with PH how we are going to do this. Finance policy – PH in the progress of updating following a meeting with AQ – JK to check on update with PH. Governor visit schedule to be drawn up within committees for the yr. to look at specific areas around the school.	

		CB raised actions – Home schooling pre planning. TP will cover this in his report. 3rd Party support for SEN children – if lockdown happens again? TP – Yes the support will continue if another lockdown happens.	
12	Correspondence	None	
13	Items brought forward by the chair.	None	
14	KCSiE	AQ – all governors please read summary of key changes prior to signing to state you have read and are aware of your responsibilities. Are we aware of funding for senior mental health workers? TP – It hasn't reached school level yet. CB – Happy to investigate this and look for funding.	
15	Safeguarding policy	New policy – CB sent some updates/amendments for this policy but otherwise happy with the policy.	
16	Head teachers report	TP gave a verbal HT report. Explained who David Chaplin was and what his role is. Building work update – Going well, progressing well. Plan for it to finish in April 2021 and will then give us a 315 child capacity. Growth will be from September 2021. It will then grow 30ish per yr. from then on. Governors would like to look around before it opens officially. AQ – If we have children forced onto our numbers before the classrooms are ready, do we have to accept them? TP – Yes, although we are not currently full so space wouldn't be an issue initially. Covid – Has impacted on school life but the children have been amazing – we expected to be doing a lot of mental health work but they have been really resilient. Symptoms – We have to follow guidelines re any symptoms this includes sending children home for testing if they display any symptoms. CB – Boots symptoms checker is useful – CB will send it to JK to distribute if needed. If we have a positive case, we have to notify Public Health England. If 1 positive case, the whole bubble (which consists of two classes) will have to be sent home for 14 days. Children have been working on google classroom to prepare the children for any situation where they cannot access face to face learning. All of the classes now have access and log in details and have been working on their google classroom accounts during lesson times for practice. Teachers are setting homework on google classroom at the moment so that children and parents get used to using it. Covid secure school – Social distancing isn't going so well despite having clear markings and sending out the guidelines with a reminder in the newsletter. AQ – Asked the governors that were parents what their thoughts have been so far? So far it has been positive; they have heard positive things from other parents. Google classroom is going well and the children seem excited to be using it. Attendance – 88/89% across the county. We have only had one child off consistently and it isn't Covid related. 3 children have left (one family is being home schooled) Attendance overall is good. The new curriculum is working well. Performance management will be slightly different and previous targets have been scrapped. Not setting targets based on data for this year as it will still be affected. Child in care – We now have a child in care attending the school. This will now be a governor area as this is a key area to ensure education for CiC. Grants and funding - £25,000 grant for the daily mile track has been received and we will begin installing the track so it's ready to use for winter. Any questions? CB – Safeguarding side of the online teaching. TP – Google is a safe platform that cannot be externally accessed and a reason we didn't opt for video teaching. CB – Can we send out to parents the safety side of why we use what we use for reassurance? Year 6 data – It is a teacher assessment done by the teacher of where we felt the children were when we last had face to face teaching.	

		<p>Lots of effort went into the group with an HLTA providing extra support and intervention for those that may need it. We also have an excellent and experienced year 6 teacher.</p> <p>IS – wanted to state that his son really enjoyed his time in year 6 and thrived; so thank you and well done to SG and LD.</p> <p>SAT's are planned to go ahead as normal next year.</p> <p>Children are coming in behind and with gaps in learning but this will be the same across all schools.</p> <p>SLT are discussing how to spend the government catch up funding and how its best to use this money (individuals or broader)</p>	
17	Health and safety walk	RK to organise this with PH.	
18	HT performance management	TP will organise this with DC and the panel.	
Policies			
	Policies:		
19	Governors allowances and expenses	AQ reviewed policy – Policy agreed.	
20	Governor visits	LL checked and agreed policy.	
21	Whole school food policy	<p>Allergen menu on website doesn't correlate with the current menu.</p> <p>Remove the section about having an allergen free meal choice every day.</p> <p>Check the appendix re the eating area due to current changes.</p> <p>Discussed allergens and allergies, LK will send through information about free access to auto injector.</p>	
22	Child protection and safeguarding	JK to amend the policy with CB suggestions and send back to CB to read.	
23	Administration of medicines	<p>IS sent in some questions for this policy:</p> <p>No review date on the policy.</p> <p>Suggested a deputy in the event JH is not in the school.</p> <p>Accessing auto injector pens – is this referring to the pupils own auto injector as it states the school has taken the decision to not hold a pen on site.</p>	
24	New Governor	Paul Widgery joined us for our virtual meeting this evening. The governing board voted unanimously for Paul to join the governing board. Paul was voted on and will begin the paperwork.	
25	Impact	The governors decided that the head teachers report has the most impact as it discussed the data for the year 6 children and the procedures in place for Covid-19 and keeping the children safe.	
	Meeting dates	JK Will work out meeting dates and email to all the governors. Governors all agreed to be flexible with committee meetings and have a w/c date and keep FGB meetings to a fixed day – a Wednesday.	

Meeting closed at 8.30pm.

Committee Membership and Governor Responsibility Review for AGM 2020

COMMITTEES	2019-20	2020 -2021
RESOURCES	<ol style="list-style-type: none"> 1. Lorraine Kennealy – Chair 2. Andrew Quayle – VC 3. Helen Symons 4. David Kane 5. Ivor Smith 6. Tom Parkin – Head teacher + Rob Kellend – Associate	<ol style="list-style-type: none"> 1. Lorraine Kennealy - Chair 2. Andrew Quayle - VC 3. Helen Symons 4. Ivor Smith 5. Paul Widgery 6. Tom Parkin – Head teacher Rob Kelland – Associate
TEACHING & LEARNING	<ol style="list-style-type: none"> 1. Penny King – Chair 2. Mary-Elle Whalley – VC 3. Chris Brown 4. Laura Lockwood 5. Tom Parkin – Head teacher + Becky Hopkins - Associate	<ol style="list-style-type: none"> 1. Chris Brown 2. Laura Lockwood 3. Tom Parkin + Becky Hopkins - Associate
HEARING (1 st)		
APPEALS (2 nd)		
PAY & PERFORMANCE		
PAY & PERFORMANCE APPEALS		
LEAD GOVERNORS		
Training		
Headteacher's Appraisal		
SEN		
Safeguarding		
EYFS		
Children in Care		
Finance		
Personnel		
Health, Safety, Welfare		
Curriculum		
Inclusion		
School Improvement		
Community & Parent Links		