

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 18 <sup>th</sup> March 2020				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Andrew Quayle	AQ	Chair					
Chris Brown	CB	Vice-Chair					
Penny King	PK	Staff					
Lorraine Kennealy	LK	Parent					
Mary-Ellen Whalley	MEW	Parent					
Laura Lockwood	LL	Co-opted					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
David Kane	DK	Potential new governor
Ivor Smith	IS	Potential new governor
Pauline Hall	PH	SBM

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Apologies	TP – On a school residential HS – Covid-19 social distancing to care for family members.	
2	Business Interests	None to update	
4	Actions from last meeting	Anything outstanding has been carried forward to this agenda to ensure all items are covered/discussed.	
5	Receive correspondence	<p>The agenda was not discussed in order. The meeting began with discussing the announcement of the schools closure in relation to the Covid-19 epidemic. The government announced an hour previously that all schools were to close on Friday 20<sup>th</sup> March until further notice. PK explained the government guidelines behind the closure and the plan:</p> <p>PK and PH had spoken with TP and devised an action plan to be discussed with staff the following day.</p> <p>Children of key workers (awaiting the defined list of “keyworkers”) but believed they include NHS staff, delivery drivers, children with EHCP and social workers. The school will be open to these children to access care. Holiday club decision – do we open for just our own keyworker children or all keyworker children in the town?</p> <p>Pupil premium children/free school meal children – Devon Norse are providing 5 days’ worth of meals for children of these families for next week and going forward. These families will need to be contacted tomorrow to see what the uptake is.</p> <p>AQ – what ratio of staff : child will we need to have in? PK – 1:30 really but it depends on the children we have in and if they need 1:1 support. Home learning packs will be drawn up and the children have been well rehearsed in washing their hands.</p> <p>Home learning ideas will comprise of various activities for various aged children to do. Children can communicate via online and emails to parents to keep updated. Google classroom is available to Yr6 and hopefully Yr5 as well.</p> <p>CB – Who updates the website? PK – CB in the office.</p> <p>CB – Can teachers access their own pages for updating? PK – Yes, they can upload the work they need.</p> <p>Will Yr6 SAT’s be replaced with teacher assessment or mock SAT’s? PK – The government hasn’t got that far with a decision yet.</p>	
13	Budget monitor	<p>PH presented governors with a budget monitor – We will finish the year with an underspend. The budget will need to be agreed virtually now due to lockdown and school closure.</p> <p>TP – is tying spending into the SIP to target areas of improvement.</p> <p>AQ – How is the growth fund calculated?</p>	

		<p>PH – Unsure how they get to the figure included.</p> <p>AQ – It would be useful to know so we can figure out for the next budget for the new build when it happens.</p> <p>AQ – Will staff still get paid and will we still receive funding as normal?</p> <p>PH – Can't see why not. It's already budgeted for.</p>	
3	Mins	<p>Previous FGB mins approved.</p> <p>Governors discussed parent engagement – Parents evening in particular and ways in which to engage parents in school life.</p>	
6	Safeguarding	<p>JK sent out the most recent data collection sheet from CB from last term. CB will contact TP to arrange this terms data collection (maybe via email)</p> <p>PK – Had an email today re safeguarding families attending school during the school closure.</p> <p>PK will call parents tomorrow to discuss this.</p>	
7	Health and Safety	<p>RK not attending the meeting tonight. A site visit will be arranged when we can operate again as normal.</p>	
8	Head teachers report	<p>Governor's discussed the head teacher's report. Questions were requested in advance. There were no questions received.</p> <p>David Chaplin's report was not attached - <b>JK to get from TP and send out to governors.</b></p> <p><b>The meeting moved to part 2 at this point.</b></p>	
9	Curriculum update	<p>The curriculum presentation from PK was not attached – <b>JK to send out to governors.</b></p> <p>PK gave the governors a brief overview of the new curriculum.</p>	
10	SEND report	<p>The SEND report was received by governors. AQ and EY were due to meet – current conditions will prevent this for now.</p> <p>AQ – How do SEND children's "other" targets get observed/recorded?</p> <p>PK – Termly targets are set and assessed for anyone working below age. There are P scales but we don't currently have anyone working on P scales.</p> <p>AQ – How is engagement of SEN children's parents generally?</p> <p>PK – It's generally pretty good due to the needs of the child needing to be met.</p> <p>AQ – Do any children get taken off the SEND list?</p> <p>PK - Generally not as most of the conditions that mean a child is on the list are lifelong conditions.</p> <p>CB – Has some info to share with governors re Mental health support. Looking at the school becoming a training school for Exeter Uni counselling students. CB is in touch with someone at the University and will keep TP and governors updated on correspondence.</p>	
11	GDPR	<p>Governors have received a copy of the GDPR audit that PK and PH carried out. The results and actions highlighted were discussed.</p> <p>AQ – Is there an overall lead of IT to cover the requirement for the GDPR audit?</p> <p>PK – Mr Attwood is IT lead, PK is Esafety lead and we have external computer techs come and update/maintain the ICT on site.</p>	
12	SFVS	<p>Governors received the completed SFVS in advance to make notes/comments on in advance. No comments were received ahead of tonight's meeting.</p> <p>AQ explained the results and where there are red areas, these can be explained. This coupled with a good finance audit is very positive.</p>	
14	Schools aims and vision	<p>Same as current but will be reviewed in line with school growth.</p>	
15	External visit feedback	<p>JK to send out David Chaplin report.</p>	
16	LA Services	<p>PK gave a list to governors of the LA services we buy into. A schedule of contracts and services has also previously been sent out to governors.</p>	
17	Signatories	<p><b>Move to next FGB.</b></p>	
18	Governor visits	<p>MEW planned to visit next term.</p> <p>SAT visit – not known when this will happen but may still be able to go ahead when more info is received.</p> <p><b>Governors suggested making a yearly schedule of visits at the start of the academic year.</b></p>	
19	FGB newsletter	<p>Move to next FGB. <b>AQ will look at composing something.</b></p>	
20	Policies: Redundancy	<p>Has been reviewed previously – governors signed policy</p>	

	policy		
	Complaints policy	Agreed previously - signed	
	Freedom of information		
	Data Protection policy	Agreed previously - signed	
	Whistle blowing	CB read and approved	
	SEND	AQ read and agreed	
	Flexible working	HS read and agreed (via email)	
	Education of children in care	LK read and agreed	
	Maternity and adoption	HS read and agree (via email)	
	Admissions policy	Dates need to be changed	
	Overnight stays	Policy is not in file – locate and send out to governors for review.	
	Ethical code of conduct	CB read – need info re governors and dates changed.	
	Pay policy	AQ read – layout disrupted on email but ok on school copy – AQ signed	
	Lettings	New policy to be drawn up in line with move away from Devon Norse contract/charges. School are to draw up their own lettings policy. This can be brought along to the next meeting for approval.	

Meeting closed at 8.45pm.

### Committee Membership and Governor Responsibility Review for AGM 2019

COMMITTEES	2018-19	2019 -2020
RESOURCES	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy – chair</li> <li>2. Andrew Quayle – VC</li> <li>3. Chris Brown</li> <li>4. Helen Symons</li> <li>5.</li> </ol> Rob Kelland - Associate (+ Tom)	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy - Chair</li> <li>2. Andrew Quayle - VC</li> <li>3. Helen Symons</li> <li>4. David Kane</li> <li>5. Ivor Smith</li> </ol> Rob Kelland – Associate (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> <li>1. Penny King – Chair</li> <li>2. Mary-Ellen Whalley – VC</li> <li>3. Jason Wragg</li> <li>4.</li> <li>5.</li> </ol> Becky Hopkins – Associate (+Tom)	<ol style="list-style-type: none"> <li>1) Penny King</li> <li>2) Mary-Ellen Whalley – VC</li> <li>3) Chris Brown</li> <li>4) Laura Lockwood</li> <li>5) Vacancy</li> </ol> Becky Hopkins – Associate (+Tom)
HEARING (1 <sup>st</sup> )	<ol style="list-style-type: none"> <li>1. Chris Brown – Chair</li> <li>2. Mary-Ellen Whalley</li> <li>Helen Symons</li> </ol>	<ol style="list-style-type: none"> <li>1) Mary-Ellen Whalley</li> <li>2) Helen Symons</li> <li>3) Chris Brown</li> </ol>
APPEALS (2 <sup>nd</sup> )	<ol style="list-style-type: none"> <li>1. Jason Wragg – Chair</li> <li>2. Lorraine Kennealy</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1) Rob Kelland</li> <li>2) Andrew Quayle</li> <li>3) Becky Hopkins</li> </ol>
PAY & PERFORMANCE	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy – Chair</li> </ol>	<ol style="list-style-type: none"> <li>1) Lorraine Kennealy</li> <li>2) Mary-Ellen Whalley</li> </ol>

	2. Jason Wragg 3. Helen Symons	3) Helen Symons
PAY & PERFORMANCE APPEALS		1) Rob Kelland 2) Andrew Quayle 3) Becky Hopkins
<b>LEAD GOVERNORS</b>		
Training		
Headteacher's Appraisal	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN		Andrew Quayle
Safeguarding	Chris Brown	Chris Brown
EYFS	???????????	
Children in Care	Becky Hopkins	Becky Hopkins
Finance	Lorraine Kennealy	Lorraine Kennealy
Personnel	Helen Symons	Helen Symons
Health, Safety, Welfare	Rob Kelland	Rob Kelland
Curriculum	Penny King & Jason Wragg	Penny King
Inclusion		Andrew Quayle
School Improvement	Penny King & Jason Wragg	Penny King
Community & Parent Links	Mary-Ellen Whalley	Mary-Ellen Whalley