



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Part 1 Minutes

Date/Time	Tuesday 07 July 2020, 7pm	Location		Virtual via Google Meet			
Attendees		Attendees		Attendees		Attendees	
Helen Fenner (HF)		Clare Hollingsworth (CH)	Assoc. Member	Alison Rich (AR)		John Maxwell-Batten	Audio Only
Antonia Burrows (AB)		Jenny Hooper (JH)		Emma Rogers (ER)		Nicola Hart	Clerk
Alison Cooper (AC)		Sue Humphries (SH)		Fr Robert Sellers (FrRS)			
Andrew Holder (AH)		Emma Jones (EJ)	Head Teacher	Mike Smith (MS)	Assoc. Member		
Jane Speake (JS)		Nick Pearce (NP)	Chair	Audrey Williams (AW)			

Apologies	Andrew Holder
Amanda Pope	
Will Newport	

Agenda			
59	Apologies	67	Committee Membership
60	Declarations of interest	68	Governance Annual Statement
61	Approve minutes of the previous meeting	69	Headteacher's Report
62	Matters arising	70	Governor Monitoring
63	Correspondence	71	Safeguarding
64	Committee Reports	72	Chairman's Business
65	Complaints Policy	73	Date & time of next FGB meeting
66	SEND Update		

Ref	Item	Action / Decision	By whom
59.19.20	CH opened the meeting with prayers Apologies: apologies from AP/WN/AH were received and sanctioned.		
60.19.20	Declarations of Interest – none declared for the meeting.		
61.19.20	Approve FGB minutes of 28 April 2020 – the minutes were agreed as an accurate record. Approve School Development Plan (SDP) minutes of 16 June 2020 – CH asked that the additional costs for children with EHCP's be amended to £6k per child, per year, plus on costs. Governors were then in agreement that the minutes were an accurate record.	Decision Action Decision	Clerk

Signature of Chair

Ref	Item	Action / Decision	By whom
61.19.20 Cont.	<p>Approve Extraordinary minutes 18 May 2020 – the minutes were agreed as an accurate record.</p> <p>Approve Extraordinary minutes 2 June 2020 – the minutes were agreed as an accurate record.</p>	Decision Decision	
62.19.20	<p>Matters arising from the minutes:</p> <p>Travel plan - EJ/AB are to meet and the plan is being updated.</p> <p>Sports Grant - EJ informed the board that the review had been completed for 2019/2020 highlighting how the funding had been spent. Funding had been confirmed for FY 20/21. The Government have stated that children must have 1 hour of physical activity per day, 30 minutes of which must be within the school day. The review will now be a live document and worked on throughout the year. NP asked if the review had been published to parents – EJ confirmed it had, on the school website.</p> <p>RSHE Policy – EJ stated that the policy had been agreed by SLT and discussed at the SDP meeting and has been brought to FGB to be ratified. Once agreed it will be shared with parents for consultation. The policy is modelled on the Church School's policy which is specific for Church schools. EJ informed the board that the implementation date had been extended to July 2021 but has decided to implement from September as the children had been out of school for a long time and it covers emotional wellbeing and relationships. RS asked for EJ to clarify what sex education would be taught to the younger year groups, relationships rather than reproduction? – EJ confirmed yes, however they will now also cover body parts from year 2. This policy is agreed.</p>	Decision	
63.19.20	Correspondence – none received.		
64.19.20	<p>Committee reports:</p> <p>Teaching and Learning 12 May 2020 – SH talked through the main points covered at the meeting, school re-opening, home learning survey which had a positive response from parents. Governors monitoring – simple questions for Governors to use on drive ready for Autumn term. Christian distinctiveness and safeguarding.</p> <p>Resources 30 June 2020 – HF talked through the main points covered at the meeting, various policies were reviewed. HF brought to the boards attention that there is a new line for Covid 19 expenditure in the budget reports.</p>		
65.19.20	Complaints Policy – EJ has reviewed the current policy and said that it needs updating and is missing an acceptable behaviour statement which should be published on the school website, this policy will be brought to next FGB to be approved. AC informed the board that when the policy was reviewed previously it had been decided to move away from the DCC standard policy and this policy was modelled on Cranbrook's policy combined with DCC's policy.	Action	EJ/Clerk
66.19.20	SEND update – CH informed the board that DCC have changed their policy which has been updated and adapted, making it relevant for our school. New policy talks about low ability children being special needs and that we have a responsibility to inform parents. Annual SEND report is delegated to the SENDCO and is published on the school website, CH to update. JS pointed out that disabled children should read 'children with disabilities' CH to amend. This policy is agreed.	Action Decision	CH
67.19.20	Committee membership – NP informed the board that AR had resigned from her post. The board thanked AR for all her input and guidance.		
68.19.20	Annual Governors Statement – Approved by board - NP told the board this will be on the school website and will be updated annually. RS asked if the virtual meetings will be recorded towards our excellent attendance? NP confirmed yes they would.	Decision	

Ref	Item	Action / Decision	By whom
69.19.20	<p>Headteachers Report – EJ went through the main points from the report. Currently no data to share with the board. Currently have 47% of pupils attending school, at capacity with 23 separate bubbles. No children on the waiting list now that 2 extra bubbles have started. New guidance for September published last week (massive document), helpful to hear at Exmouth School's HT's meeting how other schools will operate, some with year group bubbles, this may not be manageable/safe with 90 children and a confirmed case, plans to be reviewed and assessed. Home learning packs have gone out for the last 2 weeks and next week a transition pack will go home. September's staffing structure was shared at the last resources meeting. TA posts had 57 applicants, interviews were done virtually. Safeguarding – vulnerable children/families are still receiving phone calls; majority are now attending school. RHSE policy to go out to parents. Summary of SDP targets/plans. A thank you to Governors, staff, parents, and children. NP responded with a thank from Governors to EJ/SLT/Teachers. NP asked if staff are happy to return in September? EJ responded by saying that staff are relaxed at present. Any anxieties to be alleviated with good communication and plans for staff. Risk assessment and staff handbook to be updated. NP asked if staff would get a Summer holiday – EJ said yes, not expected to be open for key worker and vulnerable children. Catch up funding will be used in the Autumn term. RS enquired if all children will be in full time and how will they social distance? EJ answered yes, all children back to school, full time. The guidance states that children do not need to social distance. All adults are expected to social distance. AC recommended that another meeting takes place before FGB in Sept – EJ agreed, informal meeting to be organised. NP/AC/SH – EJ to confirm date.</p>	Action	EJ
70.19.20	<p>Governor's Monitoring – NP reminded the board that Governors will need to meet with their subject leads starting in September. SH stated that she had met with SW prior to school closing to discuss maths, covered in T&L minutes. CH has met with JMB to discuss the use of working memory cards for teachers. To be brought to FGB in September. NP reiterated that evidence is needed when meeting with subject leads.</p>	Action	CH/Clerk
71.19.20	<p>Safeguarding – NP signposted the documents that are in the drive for emotional wellbeing for all.</p>		
72.19.20	<p>Skills Matrix – NP asked for volunteers to form a working group to review the matrix. JS/SH/RS volunteered. Matrix is available on the drive. NH to confirm dates for first meeting.</p>	Action	Clerk
73.19.20	<p>Date and time of next meeting – FGB Tuesday 22 September 2020, 7pm. NP asked the board if everyone was happy for this to take place in school, all agreed. Meeting will take place in the school hall. AC enquired about the Church School's meetings – NH confirmed they will recommence in September, dates to follow. Headteacher mid term performance management, EJ/NP/AC to confirm dates.</p>	Decision Action	Clerk