



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Part 1 Minutes

Date/Time	Tuesday 14 Sep, 7pm	Location		School Hall			
Attendees		Attendees		Attendees		Attendees	
Nick Pearce (NP)		Ono Olmedo (OO)		Patrice dos Santos Rosello (PR)			
Sue Humphries		Emma Rogers (ER)		Antonia Burrows (AB)			
Clare Hollingsworth (CH)	Assoc. Member	Mike Smith (MS)	Assoc. Member	Laura Dudman (LD)			
Jane Speake		Audrey Williams (AW)		Will Newport (WN)			
Emma Jones (EJ)	Head Teacher	Anna Sands (AS)		Nicola Hart (NH)	Clerk		

Apologies	
Jon Maxwell-Batten	

Agenda			
1	Apologies	10	School Development Plan
2	Declarations of interest	11	Skills Matrix
3	Membership	12	GDPR Policies
4	Annual Housekeeping	13	Christian Distinctiveness
5	Approve Minutes	14	Chairman's Business
6	Matters Arising	15	Date & Time of Next Meeting
7	Correspondence		
8	Headteachers Report		
9	Safeguarding		

Ref	Item	Action / Decision	By whom
01.21.22	<p>CH opened the meeting with prayers. NH chaired the meeting until agenda item 5.</p> <p>Apologies: Apologies were received as above and sanctioned. Apologies were not received from FrRS and NB, these absences were not sanctioned.</p>		
02.21.22	<p>Declarations of Interest: None declared for the meeting. Register of Business Interest forms were giving to Governors before the meeting to be signed and returned to the clerk. NGA Code of Conduct agreed. Annual Governance Statement agreed.</p>	Action Decision Decision	All All All
03.21.22	<p>Membership: NP – unanimous vote re-elected as co-opted Governor. AS introduced herself to the board. AS expressed an interest as a Parent Governor as no nominations had been received. The board voted unanimously to elect AS as a Parent Governor.</p>	Decision Decision	All All

Signature of Chair

Ref	Item	Action / Decision	By whom
06.21.22 (cont)	to EJ to deal with and the matter has been resolved.		
07.21.22	Correspondence: None received.		
08.21.22	<p>Headteacher Verbal Report:</p> <p>EJ briefed the board on the start of term. Staff attended training on the Inset day, covering the staff handbook and the expectations in all areas of the SDP. Jen Hooper and Alice Morgan led training for reading, covering the policy. Subject leads received their action plans. Sam Scudder introduced staff to the KiVA project (Finnish) to tackle bullying. Launched to children and parents today. Video has been shared with all parents and children, encourage Governors to watch on the school website. Aim to educate parents. MS added that it highlights the role of passive children involved in incidents. Also aims to give long term skills for children to be self-sufficient and to help themselves. LD (voice of parent) added it had been launched well. OO asked if this was a trial? EJ – research project, half of the schools involved use their own procedures for bullying and the other half will use KiVA. Being run by Exeter and Cardiff University as part of the stand together programme.</p> <p>EJ – calm settled first week for the children. Retained the staggered starts, breaks and lunchtimes. LD enquired if there had been complaints regarding the staggered timings due to the results being published on the newsletter? EJ – the decision was made on the majority of responses from the parents. OO – survey results stated that 50% of parents want to remain with online parents evening, what is the decision? EJ - with them being face to face there are a lot of people on site and Covid is still prevalent. ER added that secondary schools will remain online. CH said that the percentage is from the parents who responded to the survey. EJ confirmed approximately 200 responses. OO recommended to re-assess as we are encouraging a culture of everything online. EJ – always assessing and a final decision will be made this term. JS said that parents need the opportunity to speak in person with teachers, can there be flexibility? EJ – parents find it easier online, MS – parents will be invited in if there is no engagement. NP offered for thoughts from other Governors - WN – concern for families who don't take any interest. PR – could there be a mix of face to face/virtual. EJ – parents were offered a written report or a virtual meeting.</p> <p>EJ – currently 3 positive Covid cases in year 4, Governors signposted to the amended RA on the drive. No class bubbles, no whole school collective worship (CW). Doing key stage assemblies and a virtual CW on a Friday. Clubs are up and running. Charging a nominal £1 booking fee, to limit numbers and increase commitment for better attendance. LD – is there a subsidy for Pupil Premium families? EJ – yes for the external payable clubs. Mr Egypt has been in delivering workshops for Year 4. NP asked what the whole school number is? EJ – 616. Alison Jones from Babcock has been into school to undertake a deep dive in writing and reading review with the subject leads. Safeguarding audit to take place in a couple of weeks' time with John Galling from Babcock, an action plan will be shared following the visit. OO enquired if school chooses who visits and is there a contract with Babcock? EJ – buy into additional services with Babcock, know the team well and are happy with their services. No, we don't choose who visits. John Galling is the head of the Safeguarding team. WN asked how timely the national guidance was received and what would happen if there were lots of Covid cases and who would steer this? EJ – guidance from the DfE was received on 27th August and used to inform the staff handbook of the restriction changes. The guidance states that if 10% (60) of the whole school or 6 or more in a group were positive then PHE would inform of the changes, if any to be made for example compulsory masks. LD asked what restrictions have been retained? EJ – staggered timings and hygiene, regular</p>		

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08.21.22 (cont)	handwashing. MS stated that these are at Appendix A in the handbook. This has been compiled using Unions and DfE guidance. OO asked how teachers are getting on? MS – all coming into work, advising to LFT twice a week. If someone at home is positive to have a PCR test as LFT are only 50% reliable according to the Government guidance. EJ – contact tracing is no longer the responsibility of the school. Courtesy messages will still go home when there is a positive case. Advising parents if they are worried to have their child PCR tested. AB – when teaching in close proximity of a child who is positive, just confirming that the child informs the parent who then informs NHS test and trace? EJ yes and there is no isolation required for adults who are double vaccinated. OO any further money for the Covid fund and what are the expectations for remote learning? EJ – no, just the catch-up premium. EJ – no expectations if the child is poorly. Will take individual requests if a child is well enough.		
09.21.22	<p>Safeguarding: MS – New KCSiE and Safeguarding Policy annex. Significant changes – noting increased impact of technology. Early sharing of any disclosures, different types of abuse and identifying multiple broadening issues. Mental health, know and recognise. Level 2 safeguarding training will be delivered live virtually by Babcock and recorded to be circulated thereafter.</p> <p>WN – is CPOMs still in use? EJ – yes, MS added that all staff are trained to use the software ensuring the relevant staff are actioned. SH – requested CPOMs reports for data on incidents. MS – agreed to produce an incident report termly for Governors. LD suggested that there is also a review of the accident book as part of the H&S review. NH – staff accidents are recorded on OSHENS, to compile a report for resources committee. EJ – children’s accidents are recorded in the accident book in the welfare room. AB to analyse data and report to resources.</p> <p>Policies agreed – Safeguarding, Intimate Care Policy, Administering Medicines in School and First Aid.</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Agreed</p>	<p>MS</p> <p>NH</p> <p>AB</p> <p>All</p>
10.21.22	<p>School Development Plan: NP encouraged all Governors to contact their subject lead in school, details on subject leads document, NH to re-send document and monitoring form. Visits can now take place in school. EJ to send action plans and subject lead release timetable to Governors. Advised to start with a light touch and revisit the action plan with teachers in the Spring term. NP reminded Governors to please complete the monitoring form.</p>	<p>Action</p> <p>Action</p>	<p>NH</p> <p>EJ</p>
11.21.22	<p>Skills Matrix: NP – NGA have changed the forms; new forms have been distributed to all Governors for completion.</p> <p>JS – recommend a working group to discuss the outcomes of the audit, JS/SH/SH. NH to confirm once all audits have been added to the matrix.</p>	<p>Action</p> <p>Action</p>	<p>All</p> <p>NH</p>
12.21.22	<p>GDPR Policies: School Pro Policies agreed.</p>	Decision	All
13.21.22	<p>Christian Distinctiveness: Not discussed at this meeting due to RS being absent.</p>		
14.21.22	<p>Chairman’s Business: Nothing for this meeting.</p>		
15.21.22	Next meeting, Tuesday 30 th November 2021, 7pm. The meeting ended at 9.05pm		

Summary of Action Points

1.	Sign & return register of business interest declaration form	All
2.	Section 128 Barred List c/f	NH
3.	Meeting Date's to be amended & circulated	NH
4.	c/f Equality Policy working group meeting date	EJ
5.	Formal Partnership to be discussed at EDCSP meeting	NP
6.	Skills Audit to be completed	All
7.	GDPR Training Reminder	NH
8.	CPOM's termly report of incidents	MS
9.	Report of staff accidents for Resources committee	NH
10.	Report of Children's accidents for Resources committee	AB
11.	Monitoring Forms & Subject Leads documents to Governors	NH
12.	Subject Lead Action Plans & release timetable to Governors	EJ
13.	Complete Skills Audit	All
14.	Date for first meeting Skills Matrix working group	NH