



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting – Part 1 Minutes							
Date/Time	Tuesday 28 April 2020, 7pm	Location		Virtual via Google Meet			
Attendees		Attendees		Attendees		Attendees	
Helen Fenner (HF)		Clare Hollingsworth (CH)	Assoc. Member	Will Newport (WN)		Fr Robert Sellers (FrRS)	
Antonia Burrows (AB)		Jenny Hooper (JH)		Nick Pearce (NP)	Chair	Mike Smith (MS)	Assoc. Member
Alison Cooper (AC)		Sue Humphries (SH)		Alison Rich (AR)		Audrey Williams (AW)	
Andrew Holder (AH)		Emma Jones (EJ)	Head Teacher	Emma Rogers (ER)		Nicola Hart	Clerk
Jane Speake (JS)		Amanda Pope (AP)	Assoc. Member				

Apologies
John Maxwell-Batten

	Agenda		
39	Apologies	45	Committee Membership
40	Declarations of interest	46	Meeting Dates
41	Approve minutes of the previous meeting	47	Headteacher's Report
42	Matters arising	48	Governor monitoring
43	Correspondence	49	Chairman's business
44	Committee Reports	50	Date and time of next meeting

Ref	Item	Action / Decision	By whom
39.19.20	FrRS opened the meeting with prayers Apologies: apologies from JMB were received and sanctioned.		
40.19.20	Declarations of Interest – none declared for the meeting.		
41.19.20	Approve minutes of 4 February 2020 – the minutes were agreed as an accurate record. NP informed the board that Minutes are to be streamlined and will be referred to and recorded as Part 1 and Part 2 for each committee/board.	Decision	
42.19.20	Matters arising JS introduced herself to the board. NH spoke to the board regarding the skills audit forms and reminded members to complete and return the forms. NH asked the board if they were happy for their names to be used in the skills matrix, Governors agreed.	Action Decision	Clerk
43.19.20	Correspondence None received at meeting. Retrospective email from Emma Rogers to thank EJ and MS for their continuous support during the Covid 19 crisis.		

Signature of Chair

Ref	Item	Action / Decision	By whom
44.19.20	<p>Committee Reports:</p> <p>Resources – 21 January 2020. NP brought to the boards attention that the Finance Policy that was agreed was not brought to FGB at the last meeting, he recommends that the board adopt the updated Finance Policy. The board agreed the new policy.</p> <p>Resources – 24 March 2020. AC introduced the draft minutes. This was the first virtual committee meeting. The DHT post was discussed at this meeting and it had been agreed to delay until after Easter. AC asked EJ for an update as school is still closed. EJ recommends that the recruitment for this post is delayed until September if the school remains closed. If school reopens during the Summer term, the post can be advertised immediately. The board agreed to these recommendations.</p> <p>Budget 2020/2021 – NP asked AP if there were any changes to the budget that had been put to the resources committee. AP summarised the main points to the board, the c/f had increased from £75k to £90k, £2.5k of this was sports grant funding, this will be reallocated to that funding. Agreed at resources that £25k would be allocated to the priority needs within the School Development Plan (SDP). This will increase to £38K for the first year and £25k each year thereafter for 2 years due to the additional funds within the c/f. Covid 19 crisis has not impacted the core funding, school budget share and SEN funding, but unsure at this time if it will affect sports grant and the Universal Infant Free School funding. The 3-year budget plan is sound due to increase in the school budget share and the reduction in teacher costs within school. NP asked about the £50k grant money in light of Covid 19 – AP responded and stated that a Covid 19 cost centre has been created, this will be used for any related costs, following the criteria within the guidelines. A subsequent claim will then be made. EJ said that sports equipment and upgrades to resources had already been purchased. AC requested information on what is being done for the children who are entitled to free school meals (FSM) – AP confirmed that eligible families were being issued with vouchers, £15 week per child. EJ and AP highlighted that there had been problems with the website and AP has to enter a queue to order vouchers. Parents who are in between being eligible have contacted school and NH has applied on their behalf for FSM and they have been issued with a voucher for the community larder.</p> <p>JS questioned the reduction in the other grants on the budget plan – AP explained that this was due to the Teacher pension grant only being in the budget for the upcoming 2 years and the teacher pay increase grant for 1 year. It has not been announced if these income streams will continue, therefore they have not been built into the budget.</p> <p>AC asked how many children had been allocated places in September – NH confirmed 86. AC enquired how many of those children had WRPS as first choice – NH would find out. EJ confirmed that the tours had worked really well and it's envisaged that next year there will be a significant dip in the area of children requiring a school place and a consequence could be a reduction in the pan for that year group.</p> <p>NP put to the board to agree the budget for 2020/2021 – the board agreed the budget.</p>	<p>Decision</p> <p>Decision</p> <p>Action</p> <p>Decision</p>	<p>Clerk</p>

Ref	Item	Action / Decision	By whom
44.19.20 Cont.	<p>Teaching and Learning – 10 March 2020 SH summarised the areas covered in the minutes. The Governors monitoring meetings are currently on hold, SH asked if these could be done virtually? EJ agreed that virtual monitoring meetings could be trialled. Agreed at the committee meeting that School on a Page (SOAP) would be an annual agenda item and it has been requested that it includes contextual data.</p> <p>Performance and Pay – 24 March 2020 – to be discussed in Part 2.</p>	Decision Action	EJ
45.19.20	Committee Membership – The board appointed Jane Speake as a co-opted Governor. Jane will sit on the T&L committee.	Action	Clerk
46.19.20	Meeting Dates 2020/2021 – the proposed meeting dates for 2020/2021 were agreed by the board.	Decision	
47.19.20	<p>Headteacher's Report – EJ firstly spoke about how school was running during the lockdown. She praised the staff, the children who are attending the 'childcare provision' were initially nervous/anxious. Up to 20 children attending daily, their day is focussed on art/PE/forest school activities. Second lot of home learning available through the school website, most parents prefer a paper pack, these are being collected/delivered. Online software is also available on the website to assist with maths/reading. Teachers have been clear that there is no expectation to complete the packs. MS reported that through communications with parents/teachers the packs were working well for families. EJ spoke about celebration wall that is on the website, celebrating children's home learning. Teachers are busy when not in school writing reports, virtual monitoring meetings. All staff also have access to online CPD training.</p> <p>Safeguarding – EJ explained to the board that SLT are currently contacting all the vulnerable children group via phone on a weekly basis. These calls are all recorded on CPOM's. NP asked what measures are in place for Children in Care and the access to IT equipment – EJ advised this in only 1 child and her carer is shielding, but is in regular contact, no concerns. I pads have been loaned out to some children with EHCP's and to some of the larger families who have not got access to any ICT equipment at home. MS advised that there were concerns surrounding 3 children as they had been difficult to get in contact with, these children have been invited to attend the childcare at school. NP queried if there is any official news on when school would reopen – EJ stated that HT's would be informed the same way as the public. AR asked how other families were being monitored, could teachers be calling their whole class? EJ explained that teachers are monitoring through home learning communication, there is currently only one-year group with a full cohort of teachers, would be inconsistent for just some of the class teachers to be calling home. JH recommended that a parent survey could be sent out. EJ outlined that teachers are on a rota and TA's were on standby to come in. The safeguarding policy has been amended to include Covid 19, this has been communicated to all staff. The board agreed this amendment. AC queried the wellbeing of the HT and DHT – EJ confirmed that they are working a week on and a week off to minimise risk/contact. NP asked if school will be open over the Summer holiday – EJ did not know. AC queried how transitions would be managed – EJ/MS explained that they have been meeting with ECC already and they are sending the packs home for the children. EYFS will possibly have a virtual induction meeting and information packs will be sent home, they are also planning longer home visits. MS said that Y6's may be invited into school for a celebration.</p>	Decision	
48.19.20	Governors Monitoring – discussed within the T&L committee minutes agenda item. NP confirmed that Governors are to make contact with their subject leads and teachers to communicate their action plan with Gov's before next FGB.	Action	All Gov's

Ref	Item	Action / Decision	By whom
49.19.20	<p>Chairman's business - SDP meeting 16.06.2020 to be undertaken virtually SIAMs inspection no longer taking place in September and OFSTED are not inspecting at the present time. AR requested that a thank you to all staff from Governors during this difficult time be passed on.</p>		
50.19.20	<p>Date and time of next meeting – SDP meeting Tuesday 16 June 2020, 7pm virtual FGB Tuesday 7 July 2020, 7pm virtual tbc</p>		