



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Part 1 Minutes							
Date/Time	Tuesday 01 December 2020, 7pm	Location		Virtual via Google Meet			
Attendees		Attendees		Attendees		Attendees	
Antonia Burrows (AB)		Nick Pearce (NP)	Chair	Fr Robert Sellers (FrRS)			
Alison Cooper (AC)	Vice Chair	Emma Rogers (ER)		Sue Humphries			
Clare Hollingsworth (CH)	Assoc. Member	Mike Smith (MS)	Assoc. Member	Jane Speake			
Will Newport (WN)		Audrey Williams (AW)		Nicola Hart	Clerk		
Emma Jones (EJ)	Head Teacher	John Maxwell-Batten (JMB)		Patrice dos Santos Rosello (PR)	Joined at 7.15pm		

Apologies	
Andrew Holder – not received	

Agenda			
15	Apologies	23	Headteacher's Report
16	Declarations of interest	24	Safeguarding
17	Membership	25	Governor Monitoring
18	Approve Minutes	26	Policies
19	Matters Arising	27	Christian Distinctiveness
20	Skills Audit	28	Chairman's Business
21	Correspondence	29	Date and time of next meeting
22	Committee Minutes		

Ref	Item	Action / Decision	By whom
15.20.21	FrRS opened the meeting with prayers. Apologies: None. Apologies were not received from AH and this absence is not sanctioned.		
16.20.21	Declarations of Interest: None declared for the meeting.		
17.20.21	Membership: NP informed the board that Patrice dos Santos Rosello would like to join the board of Governors as a co-opted Governor and will sit on the Resources committee. NP read a brief bio from PR introducing herself to the board. The board voted and it was agreed that PR would become a Governor. NP requested to the board for volunteers to become members of the Performance and Pay committee. SH volunteered and this was agreed. First and Second committee Terms of Reference were discussed, and memberships agreed.	Decision Decision Decision	All All All

Signature of Chair

Ref	Item	Action / Decision	By whom
18.20.21	<p>Minutes:</p> <p>The minutes from the FGB meeting on 22 Sep 2020 were agreed as an accurate record.</p> <p>CH requested that an amendment be made to point 6.20.21 to read 'by improving executive functioning including using these cards'.</p>	Action	Clerk
19.20.21	<p>Matters Arising:</p> <p>Headteacher appraiser – EJ confirmed that Tania Beard former Headteacher at St Martins had been appointed Via Exeter Consortium. Meeting scheduled for 11 December 2020. Performance and Pay committee meeting to be postponed, currently scheduled for 8 December 2020. Governor vacancies advertised on school website, NH to request that Sarah Smart also advertises on Facebook. EJ informed the board that SLT had changed the wording in parts of the complaints policy and it had now been agreed. EJ/AC/NP to meet to discuss further. CH shared the feedback from teachers regarding the working memory cards. Overall, the children enjoyed using the cards in class. PR joined the meeting at 7.15pm. Governors individually introduced themselves to PR.</p>	Action Action Action	Clerk Clerk EJ
20.20.21	<p>Skills Audit:</p> <p>JS spoke to the board about the skills audit report. She explained that the audit was a self-evaluation, and the subsequent matrix produced a skills analysis of what Governors can bring together to support the school. The report found that there are individual strengths and strengths as a team. Accountability requires the most attention and the board need to think about who needs which skills. It is proposed that Understanding Compliance is a priority. An induction plan for new governors, in service training to be delivered at the end of Governors meetings (this will be committee relevant), individual governors to shadow staff, attend staff inset, group discussions and an individual training plan for governors. NP asked how we can take this forward? JS proposed that SH/NH to produce an induction plan and Safeguarding to be covered at the end of the next FGB meeting. MS offered the Babcock one-minute guides to be signposted to governors. AB enquired about what training was available. NH to resend Babcock links. WN requested further governor induction training. JM-B offered to deliver training on teamwork.</p>	Action Action Action	JS/SH/NH MS Clerk
21.20.21	<p>Correspondence:</p> <p>No correspondence had been received for this meeting.</p>		
22.20.21	<p>Committee Meetings:</p> <p>Resources - AC outlined the main points covered in the previous two meetings, GDPR and the associated policies, working group has been formed and are due to meet to discuss further. The finance reports were discussed at resources, Covid-19 spending now has a separate cost centre and is being monitored. Catch up funding had now been received. NP added that there are added pressures on the supply budget due to staff absence.</p> <p>Teaching and Learning – SH addressed the board on the area's covered in the meetings, catch up funding £80 per pupil and how this will be used. FrRS has undertaken monitoring with PE leads and report in the drive. JS/Sh had met virtually with MS to discuss Safeguarding. Questionnaires' to be sent out and training slides to be used in future training sessions. Christian distinctiveness was discussed, and it was decided that FrRS to produce a video prayer or letter for children. EJ invited FrRS to partake in a Google assembly. SH praised the collective worship videos on the school website. NP requested that Governors make themselves familiar with policies that are being agreed at committee meetings.</p>	Action	EJ

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23.20.21	<p>Headteacher Report:</p> <p>FrRS asked EJ to explain Ever 6. EJ explained that these are children whose family have left the services and progress is still monitored for the following 6 years. EJ outlined the data at the beginning of the report, exclusions have reduced, however 2 had been made the previous week. Staff have noticed that behaviour is slipping, so teachers will be reminding children of the routines and expected standards of behaviour. All staff are ready for a break, the extra duties, sanitising, remote learning, some with their own families being unwell is taking its toll. 2 bubbles are currently isolating, attendance for whole school is currently 97%. Draft term dates have been agreed by SLT. Governors approved the term dates for 2021-2022. AC added that it was good practice that staff have firstly agreed the term dates and then Governors can approve knowing that staff are happy. Remote learning and subsequent policy have been discussed at T&L, when 1 or 2 children are isolating parents are asked to contact the teacher for learning. When a whole bubble is isolating remote learning is done by SeeSaw. Teachers upload videos and work each day for children. 2 members of staff are currently shielding, one of whom is a 1:1 TA and they are delivering lessons virtually. Report details all the new appointments and upcoming ones for the term. Still working towards delivering a broad and balanced curriculum, not quite back up to where it was. Training has been delivered to Teachers on the new assessment manager in Sims by Sam Wheeler on 30.11.20. SLT and subject leads are doing lesson observations. Criticised by Ofsted as subject leads do not have the opportunity to find out what happens in classes. Now being built into the annual monitoring programme. Y2 phonics screening, 79% passed compared to 91% in 2019, impact from Covid and missing 6 months of school. Those children who did not gain a pass will be targeted for intervention and will re-take in June. A local church, Hope Church donated 10x £150 Tesco vouchers. The choice was made not to target our pupil premium families and to donate to families whose parents were working but financially struggling. This was communicated to parents and some families self-nominated and others were nominated by teachers. Following the communication some parents contacted school and wanted to donate. A family's fund was set up on ParentPay so that parents could make voluntary contributions. Teachers, SLT will decide who/how to distribute money either with hampers or vouchers. NP enquired how it was communicated? EJ said by email Christian values are now communicated each week in the Headteacher newsletter.</p>	Decision	All
24.20.21	<p>Safeguarding:</p> <p>MS informed the board that he had met with SH/JS remotely. Talked through the actions following the recent audit and the cycle, to make sure that the same message goes to staff, children, and parents at the same time. Key events have been plotted for the whole year (this has been covered in staff meetings, whole school focus weeks, for example anti bullying, PANTS (sexual abuse in children)). The weekly newsletter now contains a safeguarding message each week. Live assemblies have been delivered, covering focus areas, posters and one-minute guides also shared. Each step throughout the year is covered in the chronology. The audit is complete, and the action plan is now being worked on. One area that was noted was the recording of safeguarding training, this will now be recorded on the single central record, a live document which AP manages. Staff induction has been re-formatted as it was out of date. MTA's have received training in promoting positive behaviour and building trust, this received good feedback and will be delivered to TA's on Thursday. Safeguarding training will be delivered to Teachers in January on the inset day.</p>		

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24.20.21 Cont.	Training will now be delivered internally 1 year and then by external providers the following year. A survey has been completed by children, asking if they feel safe in school, of the 106 responses 91% felt safe. Detailed findings of the report will be shared in January. FrRS enquired about vulnerable children, as it had been reported in the media that some are missing in education? MS answered saying that we have not had any cases of children missing in education at WRPS. SLT keep in touch with vulnerable families. Action point from the audit and to improve practice is for SLT to monitor Cpom's (in house safeguarding reporting system) reports each half term and to audit reports on the same child. EJ also added that attendance is regularly monitored, and 12 letters have recently gone home for children who are below 90%. After receiving the letter one family have chosen to elective home educate. Attendance is generally good.		
25.20.21	Governor Monitoring: NP reminded governors to organise and complete their monitoring with teacher subject leads. NP went through the Governor area leads, Child in Care was vacant, it was agreed that SH/JS will take on this role. Subject leads were then discussed, it was agreed that RSHE and the Ethos Council will be PR, and Pupil Premium will be JS. The Governor subject lead role was explained to the board.	Decision Decision	
26.20.21	Policies: NH signposted Governors to the school website, if they wished to take part in the consultation process for the DCC Admission Policy 2022/2023. EJ told the board that whilst completing the Self Evaluation Form (SEF) for the SIAMS inspection it had been noticed that we did not hold the Exeter Diocese Parental Right to Withdraw from CW/RE policy. It was agreed to adopt his policy and publish to parents. SH also added that the CiC Virtual Schools policy was agreed at T&L.	Decision	
27.20.21	Christian Distinctiveness: FrRS addressed the board saying that the school website was highly informative and how well the children understand the new values. NP asked what the value was this term? EJ stated empathy. Sarah Smart our Communications manager had created a Christmas card with the school's values on. This will go home with every child as an aide memoir for parents.		
28.20.21	Chairman's Business: GDPR – discussed at resources to adopt the School Pro policies. Governing board has overall responsibility for GDPR, important that Governors understand the implications. School Pro are currently undertaking a data audit. AP will be contacting all Governors with online data protection training, the link will be emailed in due course.		
14.20.21	Next meeting, Tuesday 2 nd February 2021, face to face in school hall tbc. The meeting ended at 8.21pm		