



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Thursday 11th February 2021 at 7.30pm

Minutes

KEY: **Governor Challenge** **Governor Approval**

Present

C. Kirk (Chair), M. Norbury (Headteacher), K. Hart, R. Duncan, A. Pickstone, S. Rees-Squelch, Y. Rogers, J. Hall and D. Quinn (arrived at 7.55pm)

Also Present

J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair opened the meeting with the School Prayer.
2	Governor Hub Demonstration The Clerk shared her screen and gave an overview of the benefits of using Governor Hub. It was suggested that, after all governors had registered, this could be used in future for sharing supporting documents for meetings instead of using folders on Microsoft Teams. This was to be reviewed at the next meeting.
3	Welcome and Apologies The Chair welcomed everyone to the meeting.
4	Declarations of Interest There were no declarations of interest.
5	Agree Minutes of the last meeting held on the 17th of December 2020 A copy of the minutes from the last meeting had been shared prior to the meeting. The minutes were agreed as a true record.
6	Matters arising from the minutes of the last meeting An action tracker from the last meeting had been shared prior to the meeting. The following updates were shared:- <ul style="list-style-type: none"> Following the last meeting a letter had been sent to S. Miles advising that due to non-attendance for six months she was disqualified as a governor. The Chair had sent a letter of thanks to staff on behalf of the governing body. The SIAMS working group had met in January. The Clerk was to chase any governors who had not confirmed receipt and acceptance of the school's acceptable use agreement.
7	Headteacher's Report A report from the Headteacher had been shared prior to the meeting. The main areas of discussion included the following:- <ul style="list-style-type: none"> So far the Local Authority's Admissions had received 5 first choice place requests for September 2021. The Headteacher advised that

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	<p>around 48% of the pupils in the school did not live in the catchment area. The Headteacher had not had the chance to show families from out of catchment around due to COVID-19 restrictions. Governors asked if 5 was the final number and were advised that final numbers would be known by April. Governors suggested that information about the school could be put in the local press, including the refurbished library. Governors asked if the 5 Reception pupils had been included in the budget and this was confirmed.</p> <ul style="list-style-type: none"> • A governor asked for more information about persistent absentees. The Headteacher explained that one family had 3 children, the school was working with some families and some pupils were experiencing anxiety about the pandemic. <p>(D. Quinn arrived at this point of the meeting)</p> <ul style="list-style-type: none"> • The school had loaned 20 laptops to families and governors asked if this left enough for pupils in school and this was confirmed. • Governors asked if peripatetic music lessons were being held online and were told that pupils logged on for these at home. A governor who was a parent advised that her child had recently taken a music exam online. • Governors were aware that the Site Manager had resigned and asked what provision had been made for their post. The Headteacher advised that she had emailed all staff to ask if anyone wanted to work overtime to provide until a permanent replacement had been appointed. A member of staff had come forward and expressed an interest in the permanent post. • Governors asked about surveys and were advised that these had been completed by staff and pupils. Parents would be asked for feedback as part of parent consultations. • Governors asked if the Headteacher was prepared for the school re-opening. She advised that she had booked to attend a briefing with the Local Authority Director of Education. She explained that it was difficult to prepare as nobody knew would need to be in place. Staff would not be testing pupils straight away when they returned but would allow them time to get used to school routines again. <p>Governors thanked the Headteacher for her report.</p>
8	<p>Policy Review Safeguarding (COVID-19 Measures) A copy of the policy with the updated appendix had been shared prior to the meeting. The Headteacher explained that the appendix had been updated in-line with the lockdown. Governors were happy to approve the safeguarding policy/appendix. At the last Standards Committee and Ethos Group meeting the following policies had been reviewed and recommended for full governing body approval. Attendance Early Years Foundation Stage Relationships Remote Education Positive Behaviour Special Educational Needs Copies of the policies had been shared prior to the meeting and governors were happy to approve the six policies.</p>
9	<p>Feedback from Resources Committee A copy of the minutes from the committee meeting held on the 21st of January had been shared prior to the meeting.</p>

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	<p>R. Duncan gave an overview of the main areas of discussion. He advised that there were concerns about the loss of income from the Breakfast/Stay and Play Clubs. Progress was being made against the building plan. The updated COVID-19 Strategy and Risk Assessment and arrangements for staff testing had been shared. Staffing updates had been given including cover for the Site Manager. The committee had approved the data protection, data retention, data access subject request, lettings, charging and remissions and health and safety.</p>
10	<p>Governance</p> <p>Monitoring Remote Learning</p> <p>Prior to the meeting an excerpt from the School Improvement Advisor's Report, relating to remote learning, and guidance from the National Governance Association had been shared. Links had also been shared for the Department for Education's good practice guidance and Education Endowment Foundation 'best evidence on supporting students to learn remotely' document. Governors asked if any visits were to be arranged prior to February half term and it was agreed that governors could monitor remote learning after half term. The Headteacher had discussed how governors could monitor remote learning with the School Improvement Advisor. They had agreed that governors could ensure that the school was meeting requirements by reviewing the remote learning policy and offer, which had been put on the school website. They had also considered how governors could see how teachers were ensuring that pupils were engaged, checking wellbeing and moving the curriculum on. It was suggested that two governors could review the information on the school website. Other governors, who were parents, could observe a live lesson with their child. After discussion it was agreed that governors would focus on different strands and S. Rees-Squelch agreed to liaise with everyone to co-ordinate this. The Headteacher agreed to forward a Remote Learning Self-Evaluation Form template so that governors could identify strands for focus. Governors were asked, when monitoring, to note any areas of good practice that could be continued after lockdown.</p> <p>Y. Rogers advised that the Parish Council may have funding for laptops if the school needed further funding. She agreed to share contact details with the Headteacher.</p> <p>Review Committee Membership and Link Roles</p> <p>It was agreed that all governors would have responsibility for monitoring remote learning but S. Rees-Squelch would manage visits. A. Pickstone agreed to take over link responsibility for Phonics. Link responsibilities for new governor D. Quinn would be allocated at the next meeting and may be shared with experienced governors.</p> <p>Training Updates</p> <p>The Chair had joined a governor's termly briefing and had booked a place for the Governor's Annual Conference and safeguarding training.</p> <p>Y. Rogers had also joined a governor's termly briefing.</p> <p>J. Hall was to book a session for Headteacher Performance Management training.</p> <p>Vacancies</p> <p>The governing body had vacancies for 1 parent, 1 staff, 1 foundation and 1 co-opted governor. It was agreed that it was a challenging time for new governors to join. The Diocese was seeking a new foundation governor. It was agreed that elections for a staff/parent governor would be held after the school re-opened. A governor felt that the governing body should take the opportunity to seek governors from diverse backgrounds to fill the co-opted governor role. They also felt that fathers should be encouraged to apply for</p>

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	<p>the parent governor role.</p> <p>Visits</p> <p>As agreed remote learning would be monitored after half term and other visits would be arranged when the school re-opened.</p>
11	<p>Feedback from Ethos Working Group Meeting</p> <p>A. Pickstone advised that a working group had met on the 28th of January to discuss evidence to support the next Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection. The Headteacher had shared notes against SIAMS statements and this could be reviewed in the Teams folder. There were seven strands and the working group had considered what evidence there was for each of these. It had been agreed that lots of things were being done in school on a daily basis. A further meeting was to be arranged in a few months to review the evidence that had been collated. The working group had discussed school practices and how pupils could be more involved in collective worship and assemblies. Suggestions had included a focus group to rejuvenate the peace garden and re-engage pupils. It had also been suggested that two governors could be linked to Religious Education. A. Pickstone had observed a 'live' Religious Education lesson with her child and agreed to complete a report for this for sharing with governors. J. Hall shared information about Springs Dance Academy and suggested that pupils might benefit from them visiting the school to do a workshop or event. She agreed to share the contact details with the Headteacher. All governors were encouraged to look at the statements documents and share ideas so that workshops could be arranged. A. Pickstone was asked to share the date of the next working group meeting.</p>
12	<p>Any Other Business</p> <p>Governors thanked the Headteacher and asked her to pass on their thanks to staff.</p> <p>The Chair reminded governors that the Prime Minister was to make an announcement on the 22nd of February. After this governor support for the school would be appreciated.</p> <p>The Chair of Governors and Chair of the Resources Committee were to meet with the Headteacher after half term to review the budget.</p>
13	<p>Date of Next Meeting</p> <p>Wednesday 24th March 2021 at 7.30pm</p>
The meeting ended at 8.55pm.	

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