### **DRINGHOUSES PRIMARY SCHOOL**



## Minutes of the Full Governing Body Meeting (Virtual) held on Wednesday, 24<sup>th</sup> June 2020 at 6pm via Zoom

**Present:** Gill Williams (Headteacher) Pat Wilson

Diane Grayson (Chair) Yannick Berland
Jamie Kew-Robson (Vice Claire Scott-South

Chair) Mike Hay

Claire Neal (SBM) Ros Roberts
Matt Boxall Beth Kenna
Michael Noakes Vaunda Powell

In Attendance: Mary-Kate Swiers (Assistant Headteacher)- Observer

Sarah Murray (SENDCo) – Observer

Sam Vince (Governance Support Officer, Clerk to Governors)

				Action		
1.	Apologies for Absence & Consent and Declarations of Interest  The Chair welcomed everyone to the meeting. All governors were present.					
	There were no declarations of interest for any of the items on this meeting's agenda.					
2.	Minutes of the Last Meeting 5 <sup>th</sup> May 2020 - Previously distributed.  Governors were in agreement that the minutes were a true and accurate record of the meeting and the Chair was then duly authorised to sign the minutes.					
3.	Actio	n Points and Matters Arising				
		Action	Status			
	1.	Update the Governor Action Plan for review at the next FGB.	ON HOLD – the governors agreed to move this item to the Autumn term.	Agenda		
	2.	Send the Parent Survey output to the Clerk for distribution to the governors.	Completed.			
	3.	Proposal for how to spend the committed revenue balance of £40,000 in the budget	ON HOLD – governors agreed to move this item to the Autumn term.	Agenda		
	4.	Should the Financial Management policy include named individuals or role titles	Carried forward – the clerk confirmed job titles could be used which the governors agreed to. SBM actioned with changing the names to job titles.	SBM		
	5.	Send an email of thanks on behalf of the governors to the staff for their efforts in the Coronavirus pandemic	Completed. It was noted this was well received by staff.			
	Matters arising No matters for discussion were raised at the meeting.					
4.	Headteacher's report and Coronavirus update (previously distributed)					
	It was noted by the governors that the report was extremely comprehensive and an unbelievable amount of work had gone into it. A governor confirmed feedback from parents, whose children					

had been in school, had been incredibly positive.

The Headteacher confirmed the school had a structured plan in place centred around government priorities. The school had unfortunately had to deny places to 15 year 6 children who weren't vulnerable or key workers children as the places were needed for vulnerable children. The Headteacher noted when she had written her report there were 113 children in school and this had now risen to 126. There were still 6 reserve places for very vulnerable children. The worth of having children in school, even if just for a week, was recognised. It was confirmed the school currently had 7 spare places in reception bubbles, but it was suspected those places would be allocated as the school was still receiving more enquiries from critical worker parents.

The governors recognised the amazing amount of high quality work which was happening within school. The Headteacher noted that the Local Authority had also recognised this and she was currently compiling a piece of work for the Research School on how schools could navigate through this process. This was recognised as a great accolade for the school.

A governor asked when the new reception class started in September, if everyone wanted places (45 children), how this would work in school. The Headteacher confirmed she did not think the same restrictions would be in place in September as the government had indicated strongly this week that they wanted all children back in September full time. Perhaps bubbles of up to 30 children would be used but there was currently no guidance available from the government. She also confirmed the Council were investigating four different scenarios for September whilst awaiting government guidance and it wasn't known when that would be received. The school was also starting to work with children as to how they would transition into the school but guidance needed to be provided before any detailed plans were made.

A governor asked whether there had been any parents who were not happy their year 6 children could not attend school. The Headteacher confirmed that the way the letters to parents had been structured had already dealt with a lot of potential queries and this seemed to be the same across the city. It was recognised that even though parents wanted their children in school, they didn't want them to attend if it wasn't safe to do so. The Assistant Headteacher confirmed the year 6 parents had been reassured their children would still have the opportunity to have a proper goodbye to the school.

A governor noted he was happy with the decision in regards to year 6 and noted the plans were extremely well thought out. The Headteacher felt keeping the staff and children safe during this pandemic had been the most responsible and stressful part of her career. She also thanked the staff who were in school putting the plans into action with really positive feedback and noted working from home had enabled her to think more strategically and to check the guidance which had enabled the school's plans to be so comprehensive.

The governors noted there was a lot of great work going on in school to support staff well-being, especially given they were doing a very tough job with no PPE. The Headteacher noted that all of the staff had all acted very professionally, despite any concerns they may have had in their own lives.

#### 5. Committee updates and actions review

- a) Standards and Effectiveness Committee
  - **S&E Committee meeting minutes for approval 12/11/19.** It was noted that Vaunda Powell had been missed off the attendee list. The Clerk was actioned to rectify this and re-issue the minutes. *Governors approved the minutes on this basis.*
- b) Finance Committee no questions were raised by the governors.
- c) Staffing Committee
  - **Staffing structure** previously distributed. There were no comments from the governors.
- d) Committee meeting outstanding actions

It was noted that actions 1,3,5 and 6 from the Finance committee on 29/01/20 had been completed. The clerk was actioned to update the status of the remaining actions and recirculate.

Clerk

Clerk

#### 6. **Policies for approval**

- **a) Relationships & Health Education** there were no comments from the governors. *Governors approved the Relationships & Health Education policy.*
- b) Behaviour a governor queried whether the wording should read 'using force' or should it state 'using force to restrain' and queried whether members of staff were allowed to use reasonable force to prevent children from committing an offence. It was noted that the policy goes on to explain what circumstances reasonable force may be needed. The governors agreed the wording should remain as it was ('using force') on the basis it was explained and should not be changed. Governors approved the Behaviour policy.

A governor asked how the behaviour of children in the school had been and the Headteacher confirmed they had been less anxious than people would think and that seemed to be reflected across the city. It was suspected that children still at home were probably more anxious. A staff governor confirmed the same behaviour system was still in place in school and behaviour had been very positive, with very few incidents.

c) Abusive Behaviour – the Headteacher confirmed a number of other policies had been referenced in this policy. In answer to a query from the Vice Chair, she confirmed racism was referenced in the Equality statement and policy. A governor asked whether this was a new policy and it was confirmed it was not and had been in place at the school since the Headteacher had started. Governors approved the Abusive behaviour policy.

A governor noted that some policies should have been reviewed at this meeting from the Premises committee and asked whether these would be tabled for review at the next FGB or whether they should remain with the Premises committee. The Chair requested that they stay under the remit of the Premises committee and should be re-circulated to the Premises committee members for review. She also requested an agenda item be included on the next FGB to confirm these policies had been reviewed to enable approval to be recorded.

SBM Agenda

#### 7. Chair's Actions (for information)

#### Wider re-opening of school

The Chair felt the governors could have been better assisted by the Local Authority as timescales were very short to review the risk assessment for the wider re-opening of school, but it was recognised that timescales were driven by the government, not the Local Authority. The Chair thanked the Vice Chair for his incredible input and support to the Chair to deliver this. The governors noted this and there were no questions raised.

#### 8. **Any Other Business**

#### 2020-2021 Meeting dates (raised by the Clerk)

The SBM was actioned to circulate the meeting dates for all committees and the Chair asked for an agenda item to be included on the next FGB to formally accept the 2020-2021 meetings dates.

#### SBM Agenda

#### School website updates

The Chair requested an update from Beth Kenna as to progress on updating the governors' page on the school website. She confirmed she did not want to start without the governors' authority but it was very out of date. The governors confirmed they were happy for the website to be updated and Beth Kenna was actioned with undertaking this.

Beth K

#### 9. **Confidentiality**

The Headteacher noted that she had included the names of some children in the wider reopening plan circulated with this agenda. She requested that all governors and attendees should delete or dispose of the plan with immediate effect, in line with the guidelines for the disposal of confidential papers. She agreed to provide a redacted version.

All & Head

10.	Date and Time of next meeting:	
	15 <sup>th</sup> July 2020 at 6pm	

The meeting closed at 18.37pm

APPROVED AT THE DRINGHOUSES FGB ON $15^{\text{TH}}$ JULY $2020-$ NO SIGNATURE DUE TO COVID RESTRICTIONS.						
Mrs Diane Grayson	 Date					
Chair						

# DRINGHOUSES PRIMARY SCHOOL Action Plan following the Meeting of the Full Governing Body held on Wednesday 24<sup>th</sup> June, 2020

Action		Item	Person(s) Responsible	Timescale
1.	Update the Governor Action Plan for review at the next FGB. ON HOLD	3	N/A	Autumn term
2.	Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD	3	N/A	Autumn term
3.	Should the Financial Management policy include named individuals or role titles. Remove names and replace with job titles.	3	SBM (CN)	By next meeting
4.	Vaunda Powell had been missed off the attendee list for the S&E minutes 12/11/19. The Clerk was actioned to rectify this and reissue the minutes.	5	Clerk (SV)	By next meeting
5.	The clerk was actioned to update the status of the remaining actions and re-circulate.	5	Clerk (SV)	By next meeting
6.	Re-circulate policies not yet approved to the Premises committee members for review.	6	SBM (CN)	By next meeting
7.	Circulate the final version of 2020-2021 meeting dates for all committees and meetings	8	SBM (CN)	By next meeting
8.	Update the governors' page on the school website	8	ВК	By the end of July
9.	Destroy the wider school re-opening plan distributed with the agenda (as per confidential papers disposal)	9	ALL	ASAP
10.	Distribute a redacted version of the school's wider re-opening plan to the governors	9	Head (GW)	By next meeting

#### Items for the next FGB

- Invite the new Headteacher to the next FGB meeting
- Update the Governor Action Plan for review at the next FGB (Autumn term)
- Proposal for how to spend the committed revenue balance of £40,000 in the budget (Autumn term)
- Approval of the outstanding policies the Premises committee were responsible for
- Approval of the 2020-2021 meeting dates