

# DRINGHOUSES PRIMARY SCHOOL



## Minutes of the Full Governing Body Meeting (Virtual) held on Wednesday, 15<sup>th</sup> July 2020 at 6pm via Zoom

**Present:**

Gill Williams (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Yannick Berland from 18.04
Jamie Kew-Robson (Vice Chair)	Claire Scott-South
Claire Neal (SBM)	Mike Hay
Matt Boxall	Ros Roberts
Michael Noakes from 18.08pm	Vaunda Powell

**In Attendance:**

- Mary-Kate Swiers (Assistant Headteacher)- Observer
- Sarah Murray (SENDCo) – Observer
- Ben Sutton – (New Headteacher from 20/07/20) - Observer
- Sam Vince (Governance Support Officer, Clerk to Governors)

		Action																					
1.	<p><b>Apologies for Absence &amp; Consent, Declarations of Interest and Welcome to the new Headteacher Ben Sutton.</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Beth Kenna.</p> <p>There were no declarations of interest for any of the items on this meeting’s agenda.</p> <p>The Chair welcomed Ben Sutton to the governing body, as the incoming Headteacher.</p>																						
2.	<p><b>Minutes of the Last Meeting 24<sup>th</sup> June 2020</b> - Previously distributed.</p> <p>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.</p>																						
3.	<p><b>Action Points and Matters Arising</b></p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Update the Governor Action Plan for review at the next FGB. ON HOLD</td> <td>N/A – on hold until September.</td> </tr> <tr> <td>2.</td> <td>Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD</td> <td>N/A – on hold until September.</td> </tr> <tr> <td>3.</td> <td>Should the Financial Management policy include named individuals or role titles. Remove names and replace with job titles.</td> <td>Completed. The SBM noted that delegated authorities had to remain as named individuals.</td> </tr> <tr> <td>4.</td> <td>Vaunda Powell had been missed off the attendee list for the S&amp;E minutes 12/11/19. The Clerk was actioned to rectify this and re-issue the minutes.</td> <td>Completed.</td> </tr> <tr> <td>5.</td> <td>The clerk was actioned to update the status of the remaining actions and re-circulate.</td> <td>Completed.</td> </tr> <tr> <td>6.</td> <td>Re-circulate policies not yet approved to the Premises committee members for review.</td> <td>Completed – on the agenda for this meeting.</td> </tr> </tbody> </table>		Action	Status	1.	Update the Governor Action Plan for review at the next FGB. ON HOLD	N/A – on hold until September.	2.	Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD	N/A – on hold until September.	3.	Should the Financial Management policy include named individuals or role titles. Remove names and replace with job titles.	Completed. The SBM noted that delegated authorities had to remain as named individuals.	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 re-issue the minutes.	Completed.	5.	The clerk was actioned to update the status of the remaining actions and re-circulate.	Completed.	6.	Re-circulate policies not yet approved to the Premises committee members for review.	Completed – on the agenda for this meeting.	<p><b>Agenda</b></p> <p><b>Agenda</b></p>
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7.	Circulate the final version of 2020-2021 meeting dates for all committees and meetings	Completed.
8.	Update the governors' page on the school website	Completed – the updates were now live on the website. The Chair thanked Beth Kenna for doing this work.
9.	Destroy the wider school re-opening plan distributed with the agenda (as per confidential papers disposal)	Completed.
10.	Distribute a redacted version of the school's wider re-opening plan to the governors	Carried forward.

**Matters arising**

No matters for discussion were raised at the meeting.

**4. Headteacher's report/Coronavirus update (previously distributed)**

The Headteacher was invited to discuss her report.

She noted that the full opening plan for September and risk assessment had been circulated and had amazing feedback from the Local Authority team, with the Health & Safety lead saying it was 'fantastic'. It had been a very challenging piece of work with ever-changing boundaries. It was noted this was a draft plan and that more guidance was due on 11<sup>th</sup> August.

A governor asked how staff felt about the full re-opening in September. The Headteacher confirmed the plan had been circulated to staff and had been discussed at a staff meeting which was an open forum. Questions were mainly regarding practicalities and one member of staff had taken the Headteacher up on the opportunity for a personal chat about concerns, but had her concerns allayed.

The Headteacher confirmed when asked that there had been no cases of Coronavirus at school and that if there were, very clear procedures had been supplied to follow.

In terms of re-opening guidance, it was more open to interpretation than for the June wider re-opening, because it was very much contextual for each school and driven by the physical environment of the school. However it was noted that the 'prevent and response' guidance was quite tight. The feedback from the Local Authority suggested it would be acceptable to scale up what the school already in place but the Headteacher had still reviewed the guidelines in detail and planned accordingly. She also noted that the wider community also had to follow procedures such as track and trace in order for the preventative measures to work. It was noted that Anita Dobson in Public Health England had a great link with the authority and had been really helpful.

A governor asked whether there had been any feedback from parents regarding all children having to be back at school in September. The Headteacher confirmed there hadn't been much feedback, except one query regarding staggered start times and siblings but as this had been managed in the wider re-opening, they were confident the situation could be managed effectively. She noted that when it came to September, restrictions could be lifted entirely or there could be another lockdown if there was another spike.

It was recognised as being important to have good communications, but it was easy for the school to have a bespoke approach to individual family's concerns as there had not been many queries. The governors noted it was reassuring to hear there hadn't been a flurry of queries which indicated the majority of parents felt confident, with most people seeming to want a sense of normality back. The school was keen not to create 'victims' of the children and whilst being mindful of their well-being, it was imperative that education at school was resumed which is where the resilience of the children became important. It was agreed if a child was anxious and did not want to attend school, that the school would follow its usual pre-lockdown processes and strategies.

	<p>A governor asked how the statutory assessments had been undertaken in 2020 and the Headteacher confirmed there had not been any assessments in 2020 but that the DfE had indicated that assessments would resume as normal in 2021.</p> <p>The Headteacher confirmed the school had moved a training day so there were now two training days at the start of the autumn term. The clerk asked how the school planned to gain approval from the governors for the re-opening plans and suggested some schools had invited governors into school to review them with the Headteacher. The Chair and a governor raised concerns about this approach and did not want the governors to feel that they had to go into school. A governor suggested one of the governing body could attend one of the training days to do a physical walk-around of the risk assessment and processes in place (or virtually if physically was not an option). It was felt by a governor and the Headteacher that reviewing the risk assessment in person would be a more efficient use of time than reviewing it line by line.</p> <p>A governor asked what input the new Headteacher had into the plan as he would be in the role when the school re-opened fully. Both Mr Sutton and the Headteacher confirmed he had been involved at every stage and he was fully comfortable with the robust plans in place.</p> <p>The governors discussed the best way for them to approve the full re-opening plans. Some governors felt the fantastic feedback from the Health &amp; Safety team was enough to satisfy them that the plans were robust. It was suggested a meeting could be held on 2<sup>nd</sup> September at 6pm for the governors to agree the plans if necessary.</p> <p>It was agreed to make a decision regarding holding a meeting nearer the time, once additional guidance that was expected had been published. The governors were keen to support the new Headteacher, but agreed to leave the decision up to him as to whether he felt the meeting was required. He confirmed he felt supported enough to contact the governors if he felt he needed additional support or advice from them. It was agreed that the new Headteacher would circulate any revised plans once the new guidance had been digested and would decide how best to seek the governors' approval at that time.</p>	
5.	<p><b>Meeting dates 2020-2021 approval (all committees and FGBs) – previously circulated</b></p> <p>The governors did not raise any questions in relation to this item.</p>	
6.	<p><b>Policies for approval – previously circulated</b></p> <ul style="list-style-type: none"> <li>● <b>Continuing Professional Development</b> No questions were raised by the governors. <i><b>Governors approved the Continuing Professional Development policy.</b></i></li> <li>● <b>Leave of Absence</b> No questions were raised by the governors. <i><b>Governors approved the Leave of Absence policy.</b></i></li> </ul>	
7.	<p><b>KS2 Link Visit Review</b></p> <p>It was confirmed that the KS2 Link Visit which was due to happen could not, due to Coronavirus. It was agreed to add this item to the next FGB agenda in September, pending a decision on whether governors would be allowed into school to conduct Link visits. If governors were not physically allowed into school at that time, it was suggested the visit could be undertaken virtually.</p>	<b>Agenda</b>
8.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>● <b>CFR Report (raised by the SBM)</b> The SBM noted this was for information only and was the monitoring report (not the CFR report)</li> </ul>	

	<p>which included salary information to the end of May, as June's data had not been available. The governors were made aware of items such as the loss of a lot of self-generated income, and costs the school had incurred due to Coronavirus such as salaries and utilities, which were currently approximately £15,000. She confirmed it looked unlikely that the school would be able to claim any of those costs back as the Council guidance stated that if a school had good reserves, they would have to pay the additional costs themselves. However, despite the school having good reserves, the SBM planned to submit a claim for £1,500 for cleaning materials. She also noted that there would have been some savings made due to Coronavirus such as additional staff hours, but the full cost picture would need to be reviewed later in the year. The governors were happy with this approach.</p> <ul style="list-style-type: none"> <li>• <b>Policies for review</b></li> </ul> <p><b>Attendance</b> It was noted this policy was likely to be used a lot in September and there was a real risk of parents removing children to go on holidays in term time, as they may not have been able to go in the summer due to Coronavirus. The governors agreed they would speak to the parents before anyone was reported to the Council to be fined. Governors were not comfortable with fining parents if it was the first time they had done this. It was agreed that decisions regarding fines should be left to the discretion of the Headteacher and that fines need not be applied if there were extenuating circumstances. The school's policy was not the same as the Council's in this respect. <b>Governors approved the Attendance policy.</b></p> <p><b>Display &amp; Learning Environment</b> No questions were raised. <b>The Display &amp; Learning Environment policy was approved by the governors.</b></p> <p><b>Missing Child</b> It was agreed to amend the policy to remove the school start time, as the school would be operating different start times in September due to Coronavirus. <b>The Missing Child policy was approved by governors on the understanding this change was made.</b></p>	
9.	<p><b>Confidentiality</b></p> <p>No confidential business was discussed.</p>	
10.	<p><b>Date and Time of next meeting:</b> As per item 4, the Chair would review with the new Headteacher over the summer whether an FGB meeting was required prior to September. The first meeting of the Autumn term was booked for Monday 28<sup>th</sup> Sep at 6pm. The Chair asked the governors to assume it would be a virtual meeting but she would confirm the format nearer the date.</p> <p>It was noted it was the last full governors meeting for the Headteacher, Gill Williams. The governors noted they would like to have a formal celebration when circumstances allowed. They said it had been an absolute pleasure and privilege to work with such a fantastic Headteacher, with amazing vision. The governors wished her the best with whatever she chose to do next and thanked her for such a detailed handover to Mr Sutton and for her offer of continued support to him.</p> <p>The Headteacher thanked the governing body for all of their incredible support over the years, and that of the great team within the school, which she was sure would go from strength to strength. The governors asked the Headteacher to pass on their thanks to the staff for everything they had done during these challenging times and hoped that they all had a good break.</p>	

The meeting closed at 19.03pm

**APPROVED AT THE DRINGHOUSES FGB ON 28<sup>TH</sup> SEPTEMBER 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.**

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Mrs Diane Grayson  
Chair

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Date

**DRINGHOUSES PRIMARY SCHOOL  
Action Plan following the Meeting of the Full Governing Body  
held on Wednesday 15<sup>th</sup> July, 2020**

<b>Action</b>	<b>Item</b>	<b>Person(s) Responsible</b>	<b>Timescale</b>
1. Update the Governor Action Plan for review at the next FGB. ON HOLD	3	N/A	September FGB
2. Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD	3	N/A	September FGB
3. Distribute a redacted version of the school's wider re-opening plan to the governors	3	Headteacher (GW)	By 20 <sup>th</sup> July

**Items for the next FGB**

- Update the Governor Action Plan for review at the next FGB
- Proposal for how to spend the committed revenue balance of £40,000 in the budget
- KS2 Link Visit review