

**MEETING 86 – PART 1 - MINUTES of Full Governing Board Meeting 20th
October 2020 – Via Zoom**

Attendee	Initials	Governor Role	Arrival / Departure	Attendee	Initials	Governor Role	Arrival / Departure
Christine Bevan	CB	Chair	17:00	Andrew Redpath	ASR	Co-opted	17:00
Peter How	PH	LEA	17:00/18:20	John Andrews	JA	Co-opted	17:00
Bill Robinson	BR	Parent	17:00	Alison Rubenchik	AR	School Business Manager	17:10/18:00
Elaine Penfold	EP	Parent	17:00				
Sam Barham	SJB	Headteacher	17:00				
Apologies	Initials		Reason	Apologies	Initials		Reason
Claire Cowen-Brown	CCB	Co-opted	Family	Andy Palmer	AP	Parent	Work Commitments
Eleanor Hanson	EH	Staff	Internet Issues				

FOCUS			
		<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent 	
1	86.259	Apologies	Apologies were received prior to the meeting from CCB and AP and during the meeting from EH. These were sanctioned.
2	86.260	Declaration pecuniary/non pecuniary interest	None declared.
3	86.261	Minutes of 22 nd September 2020	<p>Matters Arising:</p> <p>CB confirmed receipt of details of next full SENTient meeting scheduled for Tuesday 18th Nov.</p> <p>Track & Trace update will be dealt with under item 5.</p> <p>Boundary fence update will be dealt with under item 4.</p> <p>SENTient confirmed that there is no need for the Chair to be a Foundation Governor.</p> <p>CB confirmed that the handover and briefing on the careers portfolio with BR took place on 26th October.</p> <p>CB and SJB had not yet arranged a date for the preparation meeting with SLT for Visioning Day. SLT have expressed a preference for early December. A majority of Governors confirmed that a meeting in early December and during the day would be most suitable.</p>

			<p>CB and SJB to arrange a suitable date and time for the Visioning Day preparation meeting with SLT.</p> <p>Finance monitoring update will be dealt with under item 7. JA confirmed that he has met with AR. This will be dealt with under item 8. SJB advised that in certain circumstances the Headteachers report will have to be longer than 3 pages. ASR suggested a bullet point overview, but was mindful of not creating extra work for school staff.</p> <p><u>Agreed as true and accurate record</u></p>
4	86.262	<p><u>Premises, Health & Safety</u> - Spot Checks</p>	<p>PH confirmed that he has discussed checks with the Premises Manager but has not had sight of the books due to work commitments.</p> <p>PH confirmed that official signoff for emergency lighting and fire alarms will be completed by Cannings in the next week.</p> <p>AR shared the costings for gaps in the boundary fence. She advised that one area near to the junior playground requires two panels. The other area is in a currently unused section of the school and is already separated, however we want to open this area up for students to use. The quotations received are as follows: Q1 £12940 Q2 £11800 Q3 £19170</p> <p>AR confirmed that £8835.75 from DCC Capital Funding will go towards completing the work. AR stated that the aim is to get as much work done as possible in the school holidays and that this time limitation can impact upon the size of the quotation.</p> <p>BR asked if it would be possible to go back to the company with the lowest quote and see if they can reduce the costs. AR advised that it was possible.</p> <p>AR asked if the Premises Manager had knowledge of the three quotes. AR confirmed that this was the case.</p> <p>JA asked about the impact on the budget forecast of the work. AR confirmed that the remaining balance will be coming out of the repairs budget therefore will not add to the overall deficit.</p> <p><u>Agreed to accept Q2</u></p>
5	86.263	<p><u>Covid</u> - Risk Assessment - Wellbeing</p>	<p>Risk Assessment</p> <p>CB confirmed meeting with SJB on the 28th Sept to review the RA100. It was noted that five amendments had been made. The document was signed off and shared with staff. Next review meeting is scheduled for 2nd November. SJB added that the RA100 is now version 6 and that this will be shared via Governor Hub.</p> <p>SJB reported that guidance has been issued this week regarding ventilation, therefore the Premises Team have been asked to undertake a ventilation check of all rooms. The results of this will be shared with CB at the next RA100 review meeting.</p> <p>SJB advised that if staff raise concerns it is followed up and checked with DCC's Health and Safety Advisor; an example being the use of 70% alcohol surface wipes. Guidance and expectations are updated on a regular basis.</p>

		<p>SJB to upload most recent version of RA100 to Governor Hub.</p> <p>Wellbeing CB asked how staff and students are generally. SJB reported that student attendance and behaviour data are really strong. There are some levels of anxiety but overall students are coping extremely well. She shared that she believed that in time there may be some levels of post-traumatic stress that presents, not just for students but for the school population as a whole. To pre-empt this our wellbeing offer for both staff and students has to be as strong as it can to reduce the potential impact of this.</p> <p>SJB stated that staff are tired and that additional Covid processes adds time to general duties. For example, a staff member raised the issue of student handwashing having a negative impact upon teaching and learning time. There is also a negative impact on the catering team around the 30-minute phase time. To address this there is an advertisement for a Catering Assistant to assist the Catering Team which has gone out.</p> <p>SJB presented a self-isolation case-study. She highlighted that there is a spreadsheet for all students, staff and visitors. There have been 23 cases of students self-isolating since September where Covid tests on the student and/or member of family has come back negative. Special Schools and the Local Authority, through regular meetings have discussed how traumatic the test can be for someone with additional needs. At the last LA/Special School meeting it was advised by the Local Authority that it is the school's duty to capture engagement with remote learning. If a student is isolating for 14 days a home learning pack will be sent to them with communication with the parents and students carried out by the tutor.</p> <p>The spreadsheet lists name, reason, date, transport number, sibling and test result and this has been developed alongside the Remote Access policy.</p> <p>Regular meetings and any follow-up contact is maintained with the Education Welfare Officer. The X coding (linked to Covid) does not affect attendance data. AR added that if a self-isolating student receives free school meals a food box is provided. Her research showed that companies would only deliver to the school so it was decided that the Catering Team would make the food boxes up instead of outsourcing this. DCC Transport confirmed that they can deliver the food box and remote learning package on the school's behalf. The food box is not sent immediately as sometimes students return after a day or two once they have received the negative result.</p> <p>SJB to upload self-isolating checklist to Governor Hub. SJB to share bubble or whole school closure process on Governor Hub.</p> <p>BR asked if there were any issues with obtaining PPE or testing kits. SJB replied that there were no problems as it was provided by DCC initially and is now readily available from suppliers.</p>
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5	86.264	<p>Housekeeping</p> <ul style="list-style-type: none"> - NGA Skills audit - Governor references 	<p>There are still some audits and references to be returned.</p> <p>MD to contact those Governors whose paperwork is outstanding.</p>
6	86.265	<p>Policies</p> <ul style="list-style-type: none"> • Collective Worship • Governor Annual Statement • Curriculum Statement • Direct Time Budget • Remote Education • Governor Code of Conduct • Staff personal property damage • SEND Information Report • SEND policy 	<p>Collective worship</p> <p>ASR asked if more specific reference to other main faiths in the UK could be included and also assessment of students on what they had learnt.</p> <p>SJB said the assembly rota could be added as an appendix and through RE which is in the curriculum, will help broaden students' understanding of other faiths.</p> <p><u>Agreed</u></p> <p>Governor Annual Statement</p> <p>CB highlighted page 3 section: Future plans for Governors and Outlines for Key Priorities. She felt that an additional point should be included under section 2 given the ongoing Covid situation. It was suggested that 'to ensure we work to specific government guidance in relation to Covid 19' and 'promoting wellbeing of staff and students in the school' should be inserted.</p> <p><u>Agreed to add above points and overall statement agreed</u></p> <p>Curriculum statement</p> <p>Positive feedback was received from Governors who particularly liked how independence was promoted across the school.</p> <p><u>Agreed</u></p> <p>Directed Time Budget</p> <p>CB asked if 8 hours in an academic year was sufficient for all Covid related activities. SJB replied that it would not be enough however staff are trying to utilise time effectively and efficiently in other ways e.g. inset days for tutors to create learning packs etc.</p> <p><u>Agreed</u></p> <p>Remote Education (formally Home Learning) -</p> <p><u>Agreed</u></p> <p>Governor Code of Conduct</p> <p>CB explained that this was based on the Model Code of Conduct from the NGA which had recently been updated. It was agreed that ASR's phrase in relation to wellbeing (see Governor Statement above) should be added to point 5.</p>

			<p><u>Agreed</u> Staff personal property damage <u>Agreed</u></p>
7	86.266	<u>Finance</u>	<p>Item completed at 17:50 before item 6.</p> <p>AR updated the Board on the recent Bursar Briefing.</p> <p>AR confirmed that the school had not yet received money from the Covid claim submitted, yet the DfE had given DCC money for some maintained schools who made a claim. AR enquired as to reason why it had not been paid and suggested that she should contact the DfE. AR replied that 1st tranche of payments is to repay monies paid back to the school who have incurred additional employer costs due to Covid, and that any other claims that are related to the other categories are still being assessed. AR confirmed that DCC will be advised as to why the deficit has increased should we not receive all of the money claimed.</p> <p>SJB added that in the summer term a Catering Assistant was redeployed as a Cleaner to assist with Covid cleaning. Since 1st September a Cleaner has been employed specifically to undertake additional Covid cleaning and this will be identified on the next Covid claim.</p> <p>AR highlighted that monthly monitoring would not be reported upon as there was minimal difference from the previous month. In the future, AR will talk through the details with the Finance Governor in a separate meeting. AR advised that a maintained school has to present budget monitor three times each year and that the next budget monitor is due in November.</p> <p>CB asked for this to be completed and uploaded to Governor Hub seven days prior to the next FGB meeting to enable Governors to review and ask questions.</p> <p>AR confirmed that the report must be completed by the 8th of the month and then it will be uploaded to Governor Hub.</p>
8	86.267	<u>Portfolio Holder Reports</u>	<p>CB reported that she has met with SJB as part of her Covid Governor role and reviewed RA100.</p> <p>JA has had an induction meeting with SJB. JA also met with AR in relation to his Finance Governor portfolio. JA gained some background knowledge and had questions answered. JA is aware of the finance system the school uses, and while recognising that this is a DCC requirement, feels it could be more user friendly. AR and JA will meet again in November to go through any finance issues with the aim of making JA more familiar with the impact of increases in numbers and funding. JA reported that he found the meeting helpful and asked AR to consider how he can best be used in his role.</p> <p>AR and JA to agree a date to meet in November.</p> <p>EP advised that she met with AR to check the Single Central Record. There were no issues to report. EP would return shortly to go through new staff who have commenced employment since September 2020. EP has also had two Zoom meetings with CCB regarding safeguarding. EP felt that due to Covid it is more important than ever to meet. CCB had referred in to outside agencies during the</p>

			<p>lockdown. It also demonstrated that the systems the school has in place to identify the most vulnerable students worked very well.</p> <p>SJB shared that supervision from an Educational Psychologist is being carried out with the Care and Safeguarding Team in response to the increased pressures Covid had brought onto the team.</p> <p>The Educational Psychologist is also providing supervision for a class team around Bereavement.</p> <p>At the next Safeguarding meeting EP/CCB/AP will go through the safeguarding audit.</p> <p>EP also met with TG regarding SEND. TG highlighted getting familiar with pupil premium, evidence for learning and personal learning goals. The Student Council has been elected and given a wellbeing survey for their peers to complete. SALT provision is focusing on emotional literacy with LS students. EP was impressed with how much TG has been able to do in such a short space of time. EP will meet with TG again before the end of the Autumn Term.</p>
9	86.268	<u>Effective Governance</u>	<p>At this meeting Governors have focused on ensuring students and staff are safe and are working and learning in a Covid safe environment. Governors have been progressing with their portfolios which will have positive impacts on all students.</p>