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| **PART 1 MINUTES**  **OF THE FULL GOVERNING BODY MEETING**  **BRIDGEMERE CE PRIMARY SCHOOL** | |
| **Date** | **30th September 2021 at 6.30 pm** |
| **Venue** | **Via Teams** |
| **Governors present** | Elizabeth Ford (EF) - Foundation Governor, Chair  Caroline Middleton (CM) – Headteacher  Jo Edwards (JE) – LA Governor  John Forshaw (JF) – Parent Governor  Emma Fradley (EFr) – Foundation Governor  Sam Foyle – Foundation Governor  Sarah Willington (SW) Staff Governor |
| **Apologies** | Janet Morgan (JM), Stephen Knott (SK), Richard Lewis (RL) |
| **In attendance** | Wendy Collyer – Independent Clerk |

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to:* ***• accuracy • action points • challenge***

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| *Papers circulated before the meeting:*  *Agenda,*  *Part 1 and 2 Minutes of the FGB- 13th July 2021,*  *Headteacher’s report,*  *School Holiday dates 2022-2023,*  *Policies for approval: Anti bullying, Attendance and Punctuality, Behaviour and Learning, Child Protection and Safeguarding, Health and Safety, Pay.* |

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| **AGENDA ITEM 1** | **WELCOME, PRAYER & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all to the meeting and the meeting began with the school prayer. |
| **Decision:** | **Resolved:** To accept the apologies of JM, SK and RL |

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| **AGENDA ITEM 2** | **APPOINTMENT OF CLERK FOR 2021-22 (STATUTORY)** |
| **Resolved** | That Wendy Collyer be appointed clerk to the governors for 2021-2022 |

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| **AGENDA ITEM 3** | **APPOINTMENT OF CHAIR & VICE CHAIR FOR 2021-22 (STATUTORY)** |
| **Discussion:** | The Chair asked if any nominations had been received, it was agreed that none had.  The Chair confirmed she was willing to continue in the role considering the disruption to the school caused by the Covid pandemic.  JF nominated her and CM seconded.  Governors confirmed Stephen Knott had indicated he was willing to be vice chair.  CM nominated him and JF seconded.    Governors agreed they were happy with these appointments. |
| **Decision** | **Resolved:** That Elizabeth Ford be appointed as chair and Stephen Knott as vice chair. |

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| **AGENDA ITEM 4** | **ANNUAL DECLARATIONS** | | |
| **Discussion:** | The Chair reminded governors that these had been circulated and required reading, completing, signing and returning to the school office. | | |
| **Action:** | What | Who | When |
|  | Complete and return annual declaration forms | All governors | ASAP |

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| **AGENDA ITEM 5** | **PART ONE MINUTES OF THE LAST MEETING (13th July 2021)** |
| **Discussion** | Governors reviewed the minutes that had been circulated before the meeting and agreed to approve them.  *(Clerk’s note: The minutes require signature by the Chair)* |
| **Decision:** | **Resolved:** To approve the minutes of the board meeting held on 13th July 2021 |

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| **AGENDA ITEM 6** | **MATTERS ARISING** | | |
| **Discussion:** | To note whether the following matters arising have been completed or not.   * EF will scan the letter received from another trust and upload again on to the Governor Hub as a governor had been unable to download it.   EF confirmed she would bring the letter in to school for any governors who wished to read it.   * Safeguarding Audit - 27th September 2021   This was postponed to the week of 11th – 18th October due to the outbreak of Covid in the school. | | |
| **Action:** | **What** | **Who** | **When** |
|  | Bring trust letter to school | EF | ASAP |

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| **AGENDA ITEM 7** | **GOVERNING BODY MEMBERSHIP 2021-22** | | |
| **Discussion:** | * Governors discussed the current diocesan vacancies.   The Chair mentioned that the members of the diocese who had expressed interest in becoming governors did not meet the required criteria.  The Chair advised that RL’s term expired shortly and so parents would be notified there was a parent governor vacancy coming up.  The Chair sought approval from governors to appoint Jo Edwards as LA governor.  All agreed.   * Governors discussed the skills audit.   The Chair advised that RL had previously contacted governors regarding this and reiterated that governors needed to complete it. | | |
| **Decision** | **Resolved:** That Jo Edwards be appointed LA governor | | |
| **Action:** | **What** | **Who** | **When** |
|  | Advertise parent teacher vacancy to parents | LF | ASAP |
|  | Complete skills audit | Governors | ASAP |

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| **AGENDA ITEM 8** | **COMMITTEE STRUCTURE & MEMBERSHIP 2021-22** |
| **Discussion:** | **Governors discussed the viability of forming committees**  Governors agreed that other than those confirmed below, due to the relatively small size of the school, it had worked well to have two FGBs per year and forming working parties when necessary and therefore wished to continue with this structure for the time being.   1. Pay Committee - JF, SK and EF 2. Pay Appeals Committee – EFr, JE and one other to be agreed 3. SIP – Governors agreed to retain Susan Walters as the SIP. |
| **Decision** | **Resolved:** To appoint Susan Walter as SIP |
|  | **Resolved:** To keep governance structure as it is. |

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| **AGENDA ITEM 9** | **AGREE GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2021-22** | | |
| **Discussion:** | Governors discussed and agreed lead governors as follows:   1. Child Protection/Safeguarding (including Prevent if not a separate role) – statutory   It was agreed the EF would continue to fulfil this role   1. Mental health & wellbeing (staff and pupils)   The Chair explained that staff have a governor contact each and are in touch once or twice a term, there is not one governor assigned to this role, they all are. Governors confirmed that they were happy with this arrangement and it was working well. However, all agreed it would be beneficial if governors could visit the school when possible when it reopened.   1. Pupil Premium - Jo Edwards 2. Health & Safety - Richard Lewis 3. SEND – To be confirmed 4. GDPR champion – to be confirmed 5. Data - all governors   Governors discussed being subject leads or the possibility of being assigned to a year group as is often the case with small schools.  The Chair requested that governors give consideration to this and it would be discussed at the next FGB on 19th October. | | |
| **Decision:** | To carry over items 5 and 6 to the next meeting | | |
| **Action:** | **What** | **Who** | **When** |
|  | Consider year links | Governors | 19th October 2021 |

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| **AGENDA ITEM 10** | **TERMS OF REFERENCE 2021-22** |
| **Decision:** | Governors agreed to move this to the next meeting |

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| **AGENDA ITEM 11** | **GOVERNOR TRAINING REQUIRED/ATTENDED** |
| **Discussion** | Governors agreed to move this to the next meeting |

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| **AGENDA ITEM 12** | **GOVERNOR MONITORING REPORTS SINCE LAST MEETING** |
| **Discussion:** | Governors agreed that whilst many ad hoc visits had taken place especially during the pandemic, formal records or reports were not always circulated. It was agreed to discuss this at the next meeting. |

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| **AGENDA ITEM 13** | **GOVERNOR SELF EVALUATION & ACTION PLANNING 21-22** |
| **Discussion** | Governors considered specific priorities for this academic year as follows:  The Chair confirmed that her particular focus was Safeguarding. However, the school being closed due to the Covid outbreak would make this difficult.  The Chair asked the Headteacher to outline how the pandemic had impacted children  The Headteacher advised that she and the staff were taking time to plan, evaluate and monitor as it was felt that the school was very different this autumn due to changes as a result of the pandemic.  This was a process that involved the entire staff, she said and confirmed that she would report on that in full at the next FGB meeting (19th October)  **Question:** What has been the impact of the pandemic on reading in school?  **Answer:** The Headteacher responded that the SEF had taken this in to account as well as the fact that the Ofsted report picked up that high attainers needed to be catered for to be the best that they could be. |

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| **AGENDA ITEM 14** | **CHAIR’S ACTION** |
| **Discussion** | It was confirmed and agreed that no urgent action had been taken by The Chair since the last meeting |

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| **AGENDA ITEM 16** | **HEADTEACHER’S SUMMARY UPDATE** |
| **Discussion:** | The Chair invited The Headteacher to give her report  The Headteacher thanked The Chair for her support particularly during the pandemic.  She reported that the last two weeks had been particularly difficult with several cases of Covid. She expressed her thanks to the staff who had been supportive in covering alternative roles. She also mentioned that families had also co-operated with whole families being affected and getting tested. The situation had been made worse most recently by some Norovirus cases emerging too.  She praised staff for continuing to provide lessons throughout and thanked Stacey for providing backup in the office by informing parents when there was a positive case, organising laptops and coaching parents in setting up for learning at home.  JF thanked the Headteacher for her leadership during this and added that being a parent he felt that the support from the staff has been exceptional.  The Chair also expressed her thanks to The Headteacher and the rest of the staff who she said had gone above and beyond.  The Headteacher continued with her report:  She confirmed that the building work on the library was complete with just a few snagging issues to resolve over the following week and a plan was coming together for the interior fitting.  The plan was for an inviting early years reading area with timetabled sessions for them and also it would be a place to work as well.  **Question:** Have there had been any problems with pupil attendance?  **Answer:** The Headteacher confirmed parents were phoned if any pupils did not attend remote learning and she would provide more details on attendance at the next meeting.  The Chair thanked The Headteacher for her report. |

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| **AGENDA ITEM 17** | **SCHOOL DATA 2021** |
| **Discussion:** | Governors agreed that this would be moved to the next meeting. |

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| **AGENDA ITEM 19** | **SCHOOL SELF EVALUATION FORM FOR REVIEW** |
| **Discussion** | Governors agreed that this would be moved to the next meeting. |

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| **AGENDA ITEM 20** | **PEER-On-PEER ABUSE & SEXUAL HARRASSMENT** |
| **Discussion** | The Headteacher confirmed that the recent changes had been highlighted in the new documentation circulated to governors. Governors all had a responsibility to be realistic about the possibility of it occurring in the school. The Headteacher added that it had been displayed in some older children and that all staff had had refresher training on how to look for the signs and what to do if this type of abuse occurred.  Governors confirmed that they were satisfied the school’s behaviour and bullying policies were sufficient for this and other types of bullying and abuse.  JE and The Chair confirmed that they were doing relevant on line training on 11th October  The Chair reported that RL kept a log of relevant training. |

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| **AGENDA ITEM 21** | **APPROVAL OF SCHOOL INSET DATES 2022-23 (if not already done)** |
|  | The Chair sought confirmation from governors that they had reviewed the dates and approved of them.  The Headteacher explained that the summer term was proving too long with staff and pupils becoming exhausted towards the end of term. Therefore the Christmas holiday had been reduced slightly and the inset days had been put in to autumn and spring these being the darkest half terms. She confirmed that the two other local schools, Acton and Calveley the school are linked with were doing the same for similar reasons.  She went on to explain that the LA advice was there could not be a week of just two school days as it invited parents to book a week away then. So there would be six weeks in the half term after Easter instead of seven.  The Headteacher confirmed that the school would break up on 22nd December 2022. Ideally this would have been 20th but it would have resulted in a two day week so it was a matter of juggling that with the changes in July. It was felt that as Nativity activities began on 19th December, it was a time of slightly less intense learning so it made sense to make that change in December.  Governors confirmed that they were happy to approve the dates for 2022 – 2023. |
| **Decision:** | **Resolved:** to approve the inset days as presented for 2022 – 2023. |

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| **AGENDA ITEM 22** | **PROCEDURES / POLICIES FOR REVIEW/APPROVAL** |
| **Discussion:** | * School Pay policy   The policy was approved by governors   * Safeguarding policy (policy must be updated with reference to KCSiE guidance)   The Chair thanked the Headteacher for her work in preparing the new policy  The policy was approved by governors   * Anti-Bullying Policy   Question: Where are school rules displayed?  The Headteacher confirmed these are displayed in class and children have to sign them. She confirmed that school rules were discussed with children with rewards for good behaviour and yellow cards and verbal warnings where appropriate. The policy was to be firm but fair in implementing them adding that the rules were displayed on the school web site for parents to read.  The policy was approved by governors   * Behaviour for Learning Policy   The policy was approved by governors   * Health and Safety Policy   The policy was approved by governors   * Attendance policy   **Question:** If a class misses out on rewards due to poor attendance of one how do we ensure that the child isn’t victimized?  **Answer:** The Headteacher responded that here had not been a problem with this and team spirit was generally good. She confirmed that each class had won the attendance award once each and it was a very positive thing.  The policy was approved by governors |
| **Decision:** | **Resolved:** that the above policies outlined above were approved by governors. |

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| **AGENDA ITEM 23** | **ACADEMIES** |
| **Discussion** | Governors discussed academies.  They agreed that the school was restricted by the lease and so it was not something that could be realistically considered at the present time. |

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| **AGENDA ITEM 24** | **ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING** |
|  | None |

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| **AGENDA ITEM 25** | **DATE OF NEXT MEETING/S** |
| **Discussion:** | Please refer to the meeting schedule circulated with the papers for all dates for the academic year.  Pay (5.30) and FGB 6.30 pm 19th October 2021  To be held remotely |

The board moved on to confidential matters