

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held via zoom 6.30pm on 1st December 2021

Governors present: James Hayward (JH-Headteacher), Paula Durrant (PD- Chair FGB/Standards), Donna Peck, (DP- Staff Governor), Janet Reinemann (JR- Chair Resources), & Poppy Short (PS), Guy Lewis (GL) and Natalie Gillies (NG)

Also in attendance: Kathleen Baptie (Clerk KB)

<p><b>1. Welcome, Introductions &amp; Apologies</b> GS &amp; NG were welcomed to the Governing Body and Members introduced themselves. No apologies.</p> <p><b>2. Declarations of Interest</b> None</p> <p><b>3. Ratification of new Governors</b> All members voted in favour of co-opting GL to the Governing Body. It was noted that NG, having won the parent governor election, join the Governing Body as a Parent Governor.</p> <p><b>4. Approval of Minutes of the FGB meeting 29/09/21 &amp; Matters Arising</b> Discussed outstanding actions. Safeguarding training for Governors remains an area for action. PD raised the need to ensure this was completed before the end of term. JH offered an online session on 7<sup>th</sup> December 2021. Agreed to defer review of Skills Audit until the next FGB to allow opportunity for new governors to complete. No further matters arising. Minutes were approved and will be digitally signed by the chair.</p> <p><b>5. Code of Conduct for Governors</b> It was agreed to adopt the model Code of Conduct from the NGA. This will be signed annually by Governors together with the Pecuniary Interest form and Skills Audit. <b>Action point</b> – Governors to digitally sign &amp; return to clerk</p> <p><b>6. Governors Training</b> <b>Action point</b> – PD to update NGA membership to Gold. Clerk to send details of Local Authority training to all Governors. It was noted that PS &amp; JR have completed training on Introduction to School Finance and Budget Monitoring. <b>Action point-</b> All Governors to attend Safeguarding Training. PD will circulate information on Ofsted Inspection Framework.</p> <p><b>7. Headteacher Update</b> The Head teacher report was circulated prior to the meeting and is</p>	
--	--

appended to these minutes<sup>i</sup> JH summarised the following;

- Attendance has been difficult to manage due to current Covid outbreaks. Pupils and staff have had to isolate and await tests. This has put a strain on the staff team and had an impact on budgets with use of supply cover.
- JH explained the EHCP for the benefit of the new Governors and it was noted that Reception class has a higher than national average number of EHCP pupils.
- School has purchased a new Phonics programme, this will start in January 2022. All staff will receive training in how to use and apply. Reception and Key Stage 1 children will be trained before Christmas, and the rest of the school will be trained in the New Year. The training takes 8 hours in total. It was noted that Ofsted inspections will now include listening to children reading.
- Year 2 children have not yet had a full year in school, however it was noted that around 85% are reaching expected levels or above, which is higher than other schools in the cluster.
- Safeguarding – An online adult was completed in January between previous headteacher, GM and Phil Nash (LA safeguarding advisor). JH requested an updated meeting with Phil, and in person. This was conducted in on 4<sup>th</sup> November. Phil Nash is due to send the report back to JH. Nothing of urgency to report; procedures were reviewed as secure.
- Discussed Philosophy for children in the long term School Development Plan.
- Discussed CO2 monitors which have been provided to all schools by government. These are generally working well, however some classes require the outer doors open to keep the monitor green, which does make the classroom cold. Children have been encouraged to wear appropriate clothing at all times and where necessary and where appropriate coats have been worn. SMT are monitoring this.
- Discussed school COVID outbreak and impact. Recent decision to cancel group events. SMT are following LA guidance and are risk assessing each circumstance as it arises.

PD thanked the staff and parents support on behalf of the Governing Body and appreciated the actions being taken to contain the outbreak and to keep the school open and provide education for the children of Haslingfield.

#### **8. School Development Plan/Strategic Plan**

Discussed new School Development plan. JH to circulate post meeting. It was noted that this needs to be linked to the Governors Strategic Plan. A sub committee have met to align these documents. PD will ensure the Strategic plan is also circulated post FGB. The Strategic Plan will show the ongoing work of Governors and the focus for the school short, mid and long term.

#### **9. Standing Items**

Safeguarding- previous attendance matter resolved.

Premises, Health & Safety – the matter of the roof above the music

room is ongoing.

**Action point** – For next Resources meeting JH will look into whether the School Condition Allocation has been accessed via the Local Authority who are the responsible body.

There is an ongoing issue with the heating in the Year 6 class, hall and Kitchen which are very cold. The school has received some assistance from the Local Authority who have provided temporary heaters, but these are causing the fuses to blow. This matter will be monitored and stay as a focus for the Resources Committee.

GDPR – no breaches.

#### 10. Policies

It was noted that the policies below have been agreed by the sub-committees. All members voted in favour to ratify them.

- Pay Policy
- Mobile Phone Policy
- Anti Bullying Policy
- Appraisal Performance and Capability policy

**Action point** – send copies of the policies to GL & NG

#### 11. School Website

Clarification was given that it is the responsibility of the Governors to ensure school website is compliant. BD has made comparisons with other local schools and it is apparent that accessibility, (not easy to read on mobile phones) could be improved. It has been established that the cost of upgrading is much the same as the current model. JH & DP will present the new model to the Governors and PS will check that it is compliant.

It was noted that the Governors section is under review with some further updates.

#### 12. Sub Committee reports

##### Resources report included;

- Agreed Terms of Reference
- Discussed roof repairs and budget deficit

It was noted that a self assessment is needed with an action plan.

**Action point** - JH to arrange a monthly catch up with some of the Resources Committee starting w/c 13<sup>th</sup> Dec, so Governors can better understand the budget and work on a plan.

##### Standards report included;

- Agreed Terms of Reference
- Focused on School Development Plan
- Preparing for Ofsted

It was noted that GL will join the Resources Committee and NG will join the Standards Committee.

The following linked Governors Roles were agreed;

PS – Website, GDPR, PE

JR - HT Appraisal, Health & Safety, Forest School

<p>PD - HT Appraisal, Curriculum (Inc Maths, PSHE, SMSC, RE, Art &amp; Music)  NG - SEND, PP, LAC, Literacy, EYFS  GL - Safeguarding, Safer Recruitment, Child Protection,(supported by PD)</p> <p><b>Action point</b> - DP to send dates of Christmas events that Governors can attend at a social distance e.g. back of Church at Carol event.</p> <p><b>13. Dates of next meetings</b>  Standards Committee 6.30pm via Zoom, 19<sup>th</sup> January 2022  Resources Committee 6.30pm via Zoom, 9<sup>th</sup> February 2022  FGB 6.30pm in person, 9<sup>th</sup> March 2022</p> <p>Please note that these dates have been changed from the original calendar that was circulated at the beginning of term.</p> <p><b>14. Any urgent business agreed with the Chair in advance</b>  None</p> <p><b>15. Close of Meeting</b>  Meeting closed at 8.55 pm</p>	
<p><b>ACTION PLAN- NEXT STEPS</b></p> <ol style="list-style-type: none"> <li>1. All Governors to sign Code of Conduct &amp; return to Clerk</li> <li>2. PD to update membership with NGA. Clerk to send details of Local Authority training to all Governors.</li> <li>3. Clerk to compile skills audit and provide training action plan</li> <li>4. All Governors to attend Safeguarding Training</li> <li>5. JH will look into whether the School Condition Allocation has been accessed via the Local Authority who are the responsible body.</li> <li>6. Clerk to send copies of the recently ratified policies to GL &amp; NG</li> <li>7. JH to arrange a monthly catch up with some of the Resources Committee starting w/c 13<sup>th</sup> Dec, so Governors can better understand the budget and work on a plan.</li> <li>8. DP to send dates of Christmas events that Governors can attend at a social distance e.g. back of Church at Carol event.</li> </ol>	<p>Autumn/Spring Term  2021/2022</p>

---

<sup>i</sup> Headteacher's report