



**Minutes of Full Governing Body Meeting (AGM)**  
**Thursday, 14<sup>th</sup> May 2020 at 5pm held online.**



Present – Phil Jones, Lorna Button, Sarah Gravestock, Adrian Pass, Daniel Rimell, Rebecca Taylor, Anne Jones.

In attendance – Linda McQuone, Georgia Reynolds, Ildi Booth, Lisa Tanner, Clerk.

N.B. All items discussed at any Governors Meeting are confidential.

All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

1	<p><b><u>Proposal to hold meeting remotely due to Covid 19 restrictions –</u></b>          All in agreement that this Full Governors Body meeting is necessary to discuss urgent matters and that it is appropriate for the meeting to be conducted as a video conference meeting.</p>	
2	<p><b><u>Apologies:</u></b> Matthew Anderson, Greville Brain.</p>	
3	<p><b><u>Declaration of Interests</u></b>          None.</p>	
4	<p><b><u>Confirmation of previous minutes (5<sup>th</sup> March 2020)</u></b></p> <ul style="list-style-type: none"> <li>• These were confirmed as an accurate record of the meeting.</li> </ul>	
5	<p><b><u>Matters Arising from previous minutes</u></b></p> <ul style="list-style-type: none"> <li>• Reviewing/approving of policies. Governors will continue to do this via email.</li> <li>• The streamlining of data is ongoing ready for September.</li> <li>• RSE Policy – Previously circulated, Governors suggestions were taken on board. All happy to approve this policy.</li> <li>• SEFs and FDP – no significant changes. LMq and GR reviewing. Update for September.</li> <li>• Subcommittees – no meetings for Resources or Performance committee as current priority is supporting the schools and enabling them to function.</li> <li>• Governor Visits – currently on hold. Governors to keep up to date via website, Facebook, Twitter. Chair is in regular contact with school leaders.</li> <li>• Website Audit – DR has done this for BMS and will also do for PFS. He has identified a few amendments that he will put into a presentable format for changes to be made. School leaders to act on these during the enforced break.</li> <li>• Safeguarding Governor – If anyone is interested in taking on this role, please contact PJ.</li> <li>• Recruitment of new Executive Headteacher – put on hold currently. LMq will take on temporary acting role from September. Three temporary assistant head</li> </ul>	<p>All          LB            LMq,          GR.                LB, GR.</p>

	<p>roles created, two for curriculum and one for welfare. Following a rigorous process, LMq and PJ have appointed successful candidates.</p> <ul style="list-style-type: none"> <li>• Strategic planning – on hold due to Covid 19 outbreak.</li> </ul>	
6	<p><b><u>Headteacher's (verbal) report</u></b></p> <p>LMq updated the governors about how school is coping during the Corona Virus outbreak as LB had difficulties connecting to the meeting initially.</p> <p>BMS has remained open for children of keyworkers and others that meet the government's criteria. There has been a maximum of two children per day and these are looked after by staff from both federation schools. At the time of the meeting, plans were being discussed for more children to be able to access schools (those in years R, 1 and 6).</p> <p>Staff from both schools working very hard to ensure that children have enough work to do, if they want to do it. Federation believes that children's and families physical and emotional wellbeing is of the main importance, so no pressure to complete school work.</p> <p>PJ expressed his thanks for the work that staff are doing.</p>	
7	<p><b><u>Financial Update (IB)</u></b></p> <p>Financial reports were circulated prior to the meeting. Governors had an opportunity to contact the business manager with any detailed questions before the meeting.</p> <p>AJ raised a question regarding the financial implications as a new Executive Headteacher is appointed. IB replied that the three temporary positions were budgeted for. There might be some savings but no major differences expected.</p> <p>Staffing costs are down from last year at BMS but up at PFS.</p> <p>DR asked if school could apply for funding to help with costs incurred by the current lockdown. IB explained that any funding is minimal but might help towards PPE, staff working over Easter etc. PJ has asked that the business Manager is informed about additional costs and governors are made aware so that if appropriate attempts may be made to look for financial assistance.</p>	
8	<p><b><u>Approval of 2020/21 budget (IB)</u></b></p> <ul style="list-style-type: none"> <li>• PJ thanked IB for all of her hard work. A long term strategy is needed to decrease BMS deficit whilst still ensuring a high standard of education. IB stated that in order to decrease the deficit, greater numbers of children are needed at BMS. PJ confirmed that the long term strategy to reduce the budget deficit will require an increase in income from increased pupil numbers and reductions in expenditure which would</li> <li>•</li> </ul>	

	<ul style="list-style-type: none"> <li>need to focus on staffing as this would achieve the greatest savings. There has been a long trend of parents unwilling to try BMS whilst it is a feeder school for TDMS. SG proposed budget, AJ seconded. All in unanimous approval.</li> </ul>	
9	<p><b><u>Teaching and Learning update (LB, LMq, GR)</u></b></p> <ul style="list-style-type: none"> <li>LB stated that it has been difficult to monitor levels of work during lockdown. BMS chose not to have a pressured approach, this way children and families can complete what is manageable to them. This was sent out as a formal letter.</li> <li>GR noted that lots of PFS families were struggling so not a lot of school work had been completed, or expected.</li> </ul>	
10	<p><b><u>Staffing updates</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
11	<p><b><u>Preparations for Autumn term</u></b></p> <ul style="list-style-type: none"> <li>Plans for transition sent out to governors before meeting. Information regarding this on both school websites too.</li> <li>BMS has increased numbers arriving this year so changes are being made to accommodate this.</li> <li>PFS will have a different classroom structure, changes to curriculum and staff are actively signposting yr5 families to the BMS website info. With regard to new YrR's – most are from existing families but staff are considering alternatives to home visits etc.</li> </ul>	
12	<p><b><u>Signing off PFS School Fund Account</u></b></p> <ul style="list-style-type: none"> <li>Accounts audited by independent accountant. LT had sent auditors report out prior to meeting. SG happy to sign off for Governors as chair of resources Committee.</li> </ul>	
13	<p><b><u>Any other business</u></b></p> <ul style="list-style-type: none"> <li>PFS has evolved funding, this will be used on work around the school such as an upgraded boiler, new carpets and other ways to improve appeal to prospective families. Sports premium funding can be used for new play equipment once the playground is resurfaced. This would hopefully happen during summer holidays, once approved.</li> <li>Any policies reviewed by Governors to be returned to LB please.</li> <li>DR – asked if there are any safeguarding concerns during lockdown and whether the schools have plans to help children who find school environments difficult help upon returning. LB stated that schools have a list and the safeguarding team contact families at least once a week. The Early Intervention team are aware of those needing support when school restarts.</li> </ul>	<b>ALL</b>
14	<p><b><u>Future Meetings</u></b></p> <p><b>4<sup>th</sup> June</b> as a provisional date to see if governors can offer strategic support once gradual reopening of schools has commenced.</p> <p><b>9<sup>th</sup> July, 5pm online meeting.</b></p>	

The meeting closed at 6pm

Lisa Tanner  
Clerk

#### SUMMARY OF ACTIONS

Action	By whom
1. Streamlining of data	LB
2. Updating websites with DR recommendations	LB, LMq, GR

3. Reviewing policies	<b>ALL</b>
4. SEFs and FDP review	<b>LMq, GR</b>
5. Return reviewed policies to LB	<b>ALL</b>