



Minutes of Full Governing Body Meeting (Remote) Thursday 17th September 2020 at 5pm



Present – Phil Jones (Chair) (PJ), Sarah Gravestock (SG), Anne Jones (AJ), Dan Rimell (DR), Adrian Pass (AP), Georgia Reynolds (GR), Rebecca Taylor (RT), Linda McQuone (LMc), Ildi Booth (IB).

In attendance – Lisa Tanner (LT) (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><u>Proposal to hold meeting online:</u> All in agreement.</p>	
2	<p><u>Declaration of interests:</u> None. This year's form has been sent out by LT for all governors to sign and list any interests.</p>	ALL
3	<p><u>Apologies:</u> Greville Brain due to not having IT equipment to access meeting at home. LMq arrived later in the meeting due to internet connection issues.</p>	
4	<p><u>Appointment of Chair, Vice-Chair and Committee Membership:</u> It was decided that PJ will continue as Chair – proposed by AP and seconded by SG. AJ happy to remain as vice-chair – proposed by SG and seconded by AP. All governors remaining on same committees for this academic year. AJ will continue as chair of Performance committee and SG as chair of Resources. The vacancy for a staff governor will be advertised at PFS and BMS – GR and IB to action. PJ and LT to check on the numbers of current governors and see if more needed. PJ to continue in role of safeguarding governor.</p>	GR IB PJ LT
5	<p><u>Confirmation of Minutes from meeting 9th July 2020</u> These were confirmed as an accurate account of the previous meeting.</p>	
6	<p><u>Matters arising from previous minutes:</u></p> <ul style="list-style-type: none"> • Preparation for future remote learning – GR replied for both schools (as LMq unable to join at this point) and stated the plans were in place. PFS currently consulting with parents and staff and BMS doing the same. IB stated that a questionnaire has gone out to families to ascertain if there are any gaps with regard to availability of computers etc. Work at BMS is currently being sent within 48 hours of absence but this will be improved upon. GR stated that at PFS staff are considering the best ways to get work returned as a lot of work is sent out to those unable to be in school. Parents are being consulted. PJ queried the extent of the problem with lack of IT in homes. GR knows of at least six children needing online platform support, four of these six are Pupil Premium children so the school will use PP funding to support them. IB said that BMS will be doing the same. <p>AP asked about families with no internet connection. GR replied that she is looking into the possibility of dongles as Pebworth has poor internet due to the remote location. Paper work will also be used. Some laptops have been issued via PFS to</p>	

	<p>some vulnerable children but the LA are finding there are not enough to go around. BMS have also purchased a LAC child a laptop.</p> <p>PJ requested that once figures have been collated, they are circulated so that the Governors can see the situation and approach the LA with percentage of children who do not have the necessary resources to access online education.</p>	
7	<p><u>Review of implementation of Covid 19 Risk Assessment:</u></p> <ul style="list-style-type: none"> • PJ began by thanking GR and LMq for all of their hard work during the summer as guidelines changed frequently. • AP queried a section in the RA that now no longer seems to be in keeping with new government advice. This refers to the family of a child with suspected Covid 19 also needing a test. PJ suggested that this is raised with county as they had approved the RA and it had been written using government guidance. PJ will discuss this with LMq and email county. • GR explained to the Governors how a bubble had been closed at PFS. The decision was made by PHE and county had asked GR questions about whether children wore masks in school which was not in the guidance schools had been given. PFS remains above and beyond minimum levels to be secure so that school remains open to as many as possible. PJ agreed that the considered and measured approach is the right way forward. Where possible consultation with county is needed. • BMS has seen a large number of children ill with coughs etc (around 15%). • PJ recognised two main issues that will impact upon the schools – 1) Children ill with symptoms 2) staffing as low budgets mean it's less likely that schools can remain safely open if staff are unwell. This is also impacted by not being able to mix bubbles etc. • The governors were happy with the Risk Assessment and it will be reviewed/changed as needed. 	PJ LMq
8	<p><u>Executive Headteacher's report:</u></p> <ul style="list-style-type: none"> • LMq clarified that attendance figures look better than they actually are because the 'x' mark for covid related absence counts as 'not needed in school'. • GR explained that PFS has two children still on roll that have moved away but are awaiting a new school, this has affected attendance along with a child who is on a part-time timetable. • PJ has requested that a separate log is kept of the actual impact of covid19 on attendance. • Two BMS admin staff spending entire mornings logging the absence of children on the new forms. PJ asked that a log is kept on how much extra time admin staff are spending on this. • AJ enquired if a TA was lost due to Covid19 stress and if staff mental health is being considered. IB replied yes and that the staff concerned has been checked in on and IB is reassured that all is OK. • DR questioned student numbers at BMS. LMq stated that numbers are higher this year but those that do leave at the end of year 6 are doing so to avoid the catchment high school according to leavers and parents. • GR stated that PFS now has 29 children on roll. A few children left due to changes in classroom restructuring. Lots of very supportive comments from remaining parents though. 	
9	<p><u>Finance Update:</u></p> <ul style="list-style-type: none"> • Energy efficient lighting proposal – Place Partnership have audited both school's lighting and a new LED/Salix system has been proposed as it will show great savings, especially over five years. County have approved the application for BMS (due to them being in deficit). PFS need governors approval to go ahead. PJ queried that the 	

	<p>cost would not impact on the education budget to which IB replied that it would not, in fact it would result in a final saving of £200. All governors were in agreement that this go ahead for both schools.</p> <ul style="list-style-type: none"> • BMS is reported as being on track budget-wise, partly due to two Tas leaving and not being replaced. In fact, there is currently less of a deficit than had been expected. There is also some Covid catch-up money coming in. If the acting Executive Head remains in place a bit longer then there would be a saving of £16,000. • PFS has incurred some unexpected costs and due to lower student numbers, its unlikely to remain a balanced budget. IB is discussing options with HR and seeking solutions. GR stated that the school will retrieve back what it can and that a huge water bill has not helped, this is currently being investigated. The projected YrR numbers are up for the next five years. There is also a brand new website which will be a great way to promote the school to potential parents. PJ recognised that this is a long-term journey and not a quick fix. 	
10	<p><u>Staffing Update:</u></p> <ul style="list-style-type: none"> • Much of this was already covered earlier in the meeting but in addition, PJ recognised that with GR going on maternity leave internal cover will need to be organised. The acting Executive Head will need to fill in a lot of the gaps too. • Performance management reviews will have been impacted by Covid19 as a lot of targets set before may not be able to be met now. 	
11	<p><u>Health and Safety and Safeguarding:</u></p> <ul style="list-style-type: none"> • GR reported that two children had been out of school for over ten days now. County had been made aware. One is a child with a social worker who has moved house. Another is a LAC, also moving house. • GR also brought to the governors attention that a child who has moved between CIN and CP could have a change in circumstances soon too. • There were no Health and Safety issues to report at either school. 	
12	<p><u>SEFs</u></p> <ul style="list-style-type: none"> • PJ thanked both schools for the hard work they have put in, it is especially useful whilst governors are unable to visit in person. • DR queried if there is any scope for governors to visit out of hours. PJ agreed that this was a good idea but while the Covid19 figures continue to rise, it's probably wise to keep this as an idea for the future. In the meantime, governors to remain in touch via email to keep up to date. 	
13	<p><u>FDP:</u></p> <ul style="list-style-type: none"> • PJ questioned the meaning of the target to ensure Federation recovery after Covid19. LMq clarified that it referred to returning students to a point as close to possible where they would have been had they not had the break due to school closing to most students. The Federation wants to ensure that children go back to a normal school readiness. LMq will reconsider the wording and discuss with PJ to ensure clarity to non-federation readers. 	<p>LMq PJ</p>

14	<p>Governor Visits: Already covered above.</p>	
15	<p>Governor Training:</p> <ul style="list-style-type: none"> • If any governors would like to complete any training please contact Lisa or Phil. This will be online. • AJ asked how often safeguarding training should take place. GR reported that best-practise suggested annual training. LMq will check. In the interim, PJ has requested that all governors read the recently updated Keeping Children Safe in Education document by November. (This has been circulated by LT). GR recently completed a DSL course and the school's SLA also offers some training specific to governors. AP has completed safeguarding training through his work and PJ has requested that any relevant courses are brought up at FGB meetings so that LT can keep a log. 	LMq
16	<p>Review/agree annual work plans:</p> <ul style="list-style-type: none"> • All meetings planned in advance. • Flexibility will be needed due to Covid19 as unpredictable times. • Budget remains priority. 	
17	<p>Policies:</p> <ul style="list-style-type: none"> • Policy review remains ongoing. Discuss again in November. • DR commended GR on PFS's behaviour policy as a very well laid-out document. • SG questioned if LMq has a list of policies. LMq will arrange this. PJ stated that a comprehensive list is needed ASAP. GR has already arranged to meet with LMq to do this in the next few days. 	LMQ
18	<p>AOB:</p> <ul style="list-style-type: none"> • PJ has been approached by a local company who provide support for people looking for the lowest cost energy. LMQ will share details on the school FaceBook page. • Confidential minutes will be sent separately. 	LMQ

