



**Minutes of Full Governing Body Meeting (Remote)**  
**Thursday 26<sup>th</sup> November 2020 at 5pm**



Present – Phil Jones (Chair) (PJ), Sarah Gravestock (SG), Anne Jones (AJ), Dan Rimell (DR), Adrian Pass (AP), Rebecca Taylor (RT), Linda McQuone (LMc),

In attendance – Lisa Tanner (LT) (Clerk), Georgia Reynolds (GR), Ildi Booth (IB).

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	<b><u>Proposal to hold meeting online:</u></b> All in agreement.	
2	<b><u>Apologies:</u></b> Greville Brain due to internet issues.	
3	<b><u>Confirmation of Minutes from previous meeting:</u></b> These were agreed to be an accurate representation.	
4	<b><u>Matters arising from previous minutes:</u></b> It is to be noted that GR and IB are minuted as ‘in attendance’ rather than ‘present’ at meetings as they are here as observers and not decision makers. A vacancy has arisen for a staff governor, staff to be invited to apply. LMQ to lead. Parent governor vacancy – letter to go onto website. Computers needed for families who don’t have enough IT equipment for home learning. PFS – four children with no access to devices but six have been ordered to deal with this. BMS have ordered 24 laptops and the government will provide 4, these will arrive in January. Both schools will manage. February half-term will see the energy efficient lighting being installed at BMS. PFS will need to wait until next DFC. PJ asked LMQ to clarify ‘federation recovery’ in the Risk assessment. PJ has completed the safeguarding training and circulated to others.	<b>LMQ</b>
5	<b><u>Headteachers report:</u></b> AJ expressed concern for teachers who are filling gaps for teachers that are off. LMQ described the staff meeting about resilience and explained that the CPD sessions due the next day are for team-building and wellbeing. Lots of presents coming in from parents. LMQ has delivered the DFE training to staff and will send to SB at PFS. Governors appreciate that this is a difficult time for leaders as monitoring staff might identify some stress triggers but might cause stress. LMQ has consulted the NEU for advice. PJ is confident that a balanced approach is taking place. PJ queried the attendance figures whereby an X code doesn’t count adversely. BMS have around 4-6 children off per day with symptoms. Last years hard work on attendance had paid off. LMQ will be visiting PFS weekly as often as is possible.	

5a	<p><b><u>Review of implementation of Covid 19 Risk Assessment</u></b></p> <p>PJ referred to OFSTED questions (taken from a document)</p> <ol style="list-style-type: none"> <li>1) How has Covid affected students in school? LMQ – It varies. A few with mental health difficulties that were bubbling under before lockdown have worse difficulties now. There’s been a few exclusions. Significant learning stamina has been lost and concentration markedly decreased. GR stated that for children at PSF, some had had a tricky time in lockdown and vulnerable children more so. It has impacted learning and stamina is lower. AJ asked about the impact on safeguarding and whether anything new had cropped up during lockdown. GR mentioned a case whereby issues had worsened. New disclosures are coming up with staff. LMQ has also had disclosures. Newly vulnerable children are becoming more obvious.</li> <li>2) Staff CPD – PFS and BMS working closely together for CPD and staff are building their own areas of expertise and then passing them on.</li> <li>3) PJ asked what is done to ensure that pupils are safe at home whilst working from home. GR described the phonecalls from teachers and regular assessments. Phonecalls being made by SENCO/DSL/School lead. LMQ also making phonecalls. Plans are in place for any bubble collapses or closures.</li> <li>4) What barriers are there to a normal education currently? LMQ replied that the only real barriers are that practical lessons, such as food, cannot take place. GR expressed that the children are missing out on the wholeschool community experience due to bubbles and that she feels concern about the lack of social interaction.</li> <li>5) DR asked if all safeguarding calls are logged. LMQ explained that all calls are logged on CPoms and that both school leaders have access to each others in the event of one being off.</li> </ol>	
6	<p><b><u>Reports from Performance and Resources committee meetings:</u></b></p> <p>Both sets of minutes are due to be circulated. AJ had nothing to raise and SG praised IB for all of her hard work.</p>	
7	<p><b><u>Heath &amp; Safety and Safeguarding:</u></b></p> <ul style="list-style-type: none"> <li>• GR explained that PFS County H&amp;S inspection was done online and all was well.</li> <li>• PFS have had a fire risk assessment, there are a few issues that are being dealt with.</li> <li>• PJ Queried if Jamie Armstrong (site manager) visits PFS and it was explained that he does.</li> <li>• LMQ will see if there is a report from BMS walkaround H&amp;S visit as AJ would like to see it. PJ felt it would be good for all governors to see.</li> </ul>	LMQ
8	<p><b><u>Update on SEFS:</u></b></p> <ul style="list-style-type: none"> <li>• PJ referred to a context document that he had been working on with LB prior to her retirement. Covid-19 has delayed this currently but it is hoped that PJ and LMQ can implement this once face-to-face meetings can restart.</li> </ul>	
9	<p><b><u>Update on FDP:</u></b></p> <ul style="list-style-type: none"> <li>• PJ thanked LMQ and GR for all of their hard work on this. The FDP needs to be more specific about future benefits so that it’s easier to monitor progress.</li> </ul>	

10	<p><b><u>Governor visits and monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Visits are currently on hold due to Covid-19. All monitoring is taking place through email. Governors are invited to raise any questions about the schools via email.</li> <li>• PJ expressed his gratitude for so much hard work throughout the federation.</li> <li>• Both schools have new websites and these will help everybody stay up-to-date.</li> </ul>	
11	<p><b><u>Governor Training – review and monitor:</u></b></p> <ul style="list-style-type: none"> <li>• PJ completed the Governors safeguarding training and is due to undertake the course on attendance and inclusion.</li> <li>• SG is booked on the Pupil Premium course in March.</li> <li>• If any governors are interested in training please contact Phil.</li> </ul>	
12	<p><b><u>Policies update:</u></b></p> <ul style="list-style-type: none"> <li>• PJ thanked GR for her work on all of the policies.</li> <li>• ‘Date approved by Governors’ to be added to the front sheet of each.</li> <li>• SG has arranged to send a policy to each governor so that they can be reviewed and returned.</li> <li>• DR expressed praise towards the new format and suggested that EVERY could be used. GR confirmed that this is the plan.</li> <li>• PJ confirmed that it is leadership responsibility to ensure that policies are relevant and up to date; FGB decides what is needed, school leaders write the policies and the FGB approves them</li> </ul>	
13	<p><b><u>Strategic planning:</u></b> See confidential minutes.</p>	
14	<p><b><u>AOB:</u></b></p> <ul style="list-style-type: none"> <li>• PJ referred to the EHT performance management review due to take place next Wednesday. AJ, PJ and SG will do this with Ken Bush (SIA) via Zoom call.</li> <li>• PJ asked for the governors thanks to be passed on to all staff working in the federation.</li> <li>• GR is now heading off onto maternity leave.</li> </ul>	

