



Minutes of Full Governing Body Meeting (Remote) Tuesday 28th September 2021 at 5pm



Present – Phil Jones (Chair) (PJ), Sarah Gravestock (SG), Anne Jones (AJ), Dan Rimell (DR), Linda McQuone (LMc), Sarah Budrey (SB), Izabela Cooper (IC), David Stokes (DS),
In attendance – Lisa Tanner (LT) (Clerk), Georgia Reynolds (GR) (PFS School Leader)

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	<u>Declarations of Interest and agreement to hold a virtual meeting:</u> No new declarations. Please all complete the forms and return to LT. All in agreement to hold meeting online.	ALL
2	<u>Apologies:</u> GB (due to technology issues.) RT (Stepping down) AP (At a work meeting)	
3	<u>Membership of the Governing Body update:</u> PJ confirmed that he was happy to stand as Chair again this year. Proposed SG, seconded AJ. AJ happy to continue as vice chair. Proposed SG, seconded IC. Committees to continue as they are whilst still having online meetings. All governors welcome to both sub-committees currently, to be reconsidered in November. AJ to remain Chair of Performance. SG to remain Chair of Resources.	
3a	<u>Terms of Reference:</u> These were circulated prior to the meeting. All in agreement.	
4	<u>Confirmation of minutes:</u> It was noted that the assistant headteachers at BMS had been referred to as ‘deputy heads’. To be rectified by clerk.	LT
5	<u>Matters Arising from the Minutes:</u> BMS Feeder school children and parents/carers will have the opportunity to visit over several different dates . PFS offering individual visits to perspective families. Access to both schools not restricted but cautious. SEF format now changed to key indicator format. Remote learning has been added. PJ impressed with the new document as it offers information quickly. PJ requested that the NGA document be returned to clerk by 1 st October so that he can collate information. Important to return these as they form a useful tool when recruiting new governors. LMC and SG will liaise regarding policies. A new cycle path is being put in between BMS and South Littleton, the current school fence not appropriate for this so council will replace fencing at no cost to school.	ALL

6	<p><u>Covid 19 Risk Assessment:</u></p> <p>Updated risk assessments for both schools were circulated prior to the meeting. All happy to approve.</p> <p>Outbreak management plans also circulated prior to meeting. All happy to approve.</p> <p>PJ extended his gratitude to all staff currently working in the schools.</p> <ul style="list-style-type: none"> • See confidential minutes 	
7	<p><u>EHT Report:</u></p> <p>Key performance reports circulated prior to the meeting. Governors found the new format useful. PJ commented on the increase in student numbers at BMS.</p>	
8	<p><u>Financial Update:</u></p> <ul style="list-style-type: none"> • A full report was sent to the Resources committee previously. • A new company, MiQuill, to be contracted as school meal provider. They are deemed to be cost effective and the quality looks much better. AJ pointed out that the new company will have to be registered as a Food Business Operator. 	
9	<p><u>Staffing Update:</u></p> <ul style="list-style-type: none"> • Pay committee met in September. LMc has been examining new models in staff structure. • AHT roles can be advertised internally. SB queried if one Sendco could cover the federation. PJ explained that staff employed at one school cannot work across both unless they agree or are employed by the federation. • LMc reported that the three new staff at BMS have settled well. One teacher at PFS covering maternity leave is doing a fantastic job. • GR has resigned. PFS School Lead to be advertised. PJ congratulated GR on securing a Headteacher post and thanked her for her hard work. • EHT performance review completed and reviewed with the SIA, Ken Bush. All targets were met apart from a few that were partially met and this was due to the impact of Covid. • Staff performance reviews about to start. GRs has been completed. 	
10	<p><u>Health & Safety and Safeguarding:</u></p> <ul style="list-style-type: none"> • PJ had planned to give an overview of the new Keeping Children Safe in Education document but will do this in person rather than remotely. Governors to please read the last appendix in the document and review changes. • AJ asked if there were any accidents or near misses to report – none at either school. 	ALL
11	<p><u>SEFs:</u></p> <ul style="list-style-type: none"> • Already covered earlier. 	

12	<p><u>FDP Update:</u></p> <ul style="list-style-type: none"> • Draft copies for both schools sent out prior to meeting. LMc welcomes all governors contributions. PJ suggested that any recommendations are sent directly to LMc and GR by Friday. 	
13	<p><u>Governor Visits:</u></p> <ul style="list-style-type: none"> • Currently on hold due to Covid. Governing body to decide on a monitoring model, PJ suggested returning to the governor visit weeks to tie-in with the federations development plans. • BMS has joined with three other schools for external validation. DS asked if they were all maintained schools, LMc confirmed that they are. 	
14	<p><u>Training:</u></p> <p>None since last meeting. DS suggested that governors receive training about working in an academy, governors happy to learn about all kinds of models. DR has received training in cyber-security and financial security. IC currently working towards MBA.</p>	
15	<p><u>Annual Work Plan:</u></p> <ul style="list-style-type: none"> • Spring – budget • Summer – Quality of Education. 	
16	<p><u>Policies :</u></p> <p>PJ expressed his thanks to SG and the governors for all of the work that has gone in to reviewing the policies. Will be an agenda item in November.</p>	

17	<p><u>AOB:</u></p> <p>Governors code of conduct circulated prior – all governors have agreed to adopt it.</p>	
18	<p><u>Dates for next meetings:</u></p> <p>18th November 2021 – Performance and Resources 25th November 2021 - FGB</p>	
19	<p><u>Federation Strategic Planning:</u></p> <p>To be looked at in detail at a future date with sufficient time.</p> <ul style="list-style-type: none"> • Further confidential minutes – see second set. 	

The meeting closed at 7.00pm

Lisa Tanner
Clerk

SUMMARY OF ACTIONS

Action	By whom
1) Return annual declaration of interests forms to LT	ALL
2) Change 'deputy' to 'assistant'	LT
3) NGA Audit forms return	ALL
4) Read last appendix of KCSIE	ALL
5)	
