

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL

*Every Person Matters, Every Moment Counts
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting
held via video link
on Wednesday 7 October 2020 at 7.00pm**

Present: Mr P Smith (Headteacher) Mrs L Thomas
Lady D Hayter (Chair) Mrs R Clinch
Mrs R Tyler Father Matthew
Mrs P Taylor Mr C Coopman
Mrs D Sheasby Mrs R Pantrey
Mrs J Skelton Mr T Phillips
Miss H Dooley

In attendance: Mrs W Willie (Clerk)

ACTIONS

1.	Keeping Children Safe in Education 2020 to be read by all governors	ALL
2.	Mrs Willie to be notified of any changes to the Register of Interests	ALL
3.	Finalised committee dates to be sent to Mrs Willie	Committee Chairs
4.	Pen portrait to be provided for the website	Mr Phillips
5.	Code of Conduct to be added to the governors' zone	Mrs Willie
6.	Governor monitoring to be raised with NCC & SIP	Mr Smith
7.	Governor access to Seesaw to be investigated	Mr Smith
8.	Performance Management training to be sourced	Lady Hayter/ Mrs Willie

This meeting was held via video link through Microsoft Teams due to Covid-19.

1. Prayer

The meeting opened with prayer led by Lady Hayter.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone and introduced Mr Thomas Phillips, newly appointed Parent Governor. Miss Hannah Dooley was welcomed to the meeting and it was confirmed that Miss Dooley had been appointed as a Staff Governor with effect from 1 September 2020. No apologies were received. All documents had been made available on the governors' zone prior to the meeting.

3. Declaration of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests

None.

4. Urgent items for the agenda (to be taken under AOB)

Admissions Policy 2022

5. Election of Chair & Vice Chair

Lady Hayter was unanimously elected as Chair of Governors. Mrs Taylor was unanimously elected as Vice Chair of Governors.

6. Minutes of the meeting held on 13 July 2020 & Review of Action Points

The minutes having been circulated were agreed. Minutes deferred for signing.

Review of Action Points

There were no outstanding actions.

Lady Hayter asked if the Aynho bus is running. Mr Coopman confirmed it is running and that a refund had been received from the bus company from the lockdown period.

7. Committees

A committee and link governor listing had been circulated. Only one change was noted, Mrs Clinch to be the English Lead instead of Mrs Sheasby. Mr Coopman offered to be the Birch Class link.

Committees were asked to ensure they review their Terms of Reference at the first meeting with any changes to be brought back to the Full Governing Body (FGB) for approval. Committee chairs to also be elected.

The Resources Committee are meeting on 12 October 2020. Curriculum & Standards Committee to meet once data has been collected and analysed. Date for Ethos Committee to be set. Finalised committee dates to be sent to Mrs Willie in order for the meetings' calendar to be updated.

Action: Committee Chairs

8. Governor Appointments

Finalised under point 7.

9. Headteacher's Report

The Headteacher's Report was taken as read. The following was highlighted and questions raised:

Mr Coopman asked about the unauthorised absences. Mr Smith clarified that the unauthorised absences were not related to Covid, the pupils had not come in at the start of the school day. Lady Hayter commented that attendance is currently 98%, which is very good compared to the national figure of 92% and the average for Northamptonshire currently at 96%.

Lady Hayter and Mr Smith met with the Mr Peter Cantley, Diocesan Director of Education, and The Archdeacon of Northampton, Richard Ormston. The Diocese are currently looking for a mentor to work with Mr Smith. Lady Hayter stated that the school seems to be carrying on incredibly well with the staff settled and moving forward.

Mrs Clinch asked if there had been sharing of experiences between schools who had had positive cases. Mr Smith said that local schools had not yet shared information. Governors briefed on their experiences within the schools they work for in dealing with positive cases.

School Evaluation & Development Plan (SEDP)

The SEDPs for 2019-2020 and 2020-2021 had been circulated. Governors agreed the documents were very comprehensive. Mr Smith briefed on the 2020-2021 SEDP sharing the document on screen through Teams and clarified that the SEDP will continue to develop throughout the year. The Northants County Council (NCC) School Improvement Partner (SIP) is meeting with Mr Smith after half term at which time the SEDP will be discussed. It was noted that data will be added to the SEDP once it has been collected.

Mr Coopman asked what a curriculum driver is. Mr Smith explained curriculum drivers and confirmed that diversity and creatively and possibilities and growth are some of the curriculum drivers to be embedded into the curriculum.

Mrs Clinch asked if the SEDP covers the Early Years Foundation Stage (EYFS) framework and the changes from 2021. Mr Smith said no, but advised that Miss Dooley is drawing up implementation plans. **Lady Hayter asked Miss Dooley about EYFS.** Miss Dooley explained that she had met with and been supported by other EYFS teachers in the Cluster through SWAN and best practice is being shared.

Staff Wellbeing Survey 2020

Results from the recent staff survey had been circulated. Lady Hayter said the results were very positive with lots of positive comments made.

10. Strategy Committee (21 September 2020)

Minutes of the meeting had been circulated with no questions raised.

Admissions

Lady Hayter informed governors that two applications had been made, one from a family in Aynho and one from a family moving into Charlton. Both families are within the school's catchment, however, the school is full and these children cannot be admitted. Lady Hayter advised that governors may have to consider increasing the size of the school. This is, however, a bigger discussion with additional information needed in order to make an informed decision. It was confirmed that there had been 37 applications for 15 places, as the current Published Admissions Number (PAN) is 15. **Mr Coopman asked about the families who were not successful and if they will appeal.** It was stated that one of the families went on the waiting list. The other family contacted the school to double check there were no places. Mrs Skelton clarified that it is the in-year admissions that cannot be considered.

11. Safeguarding

Safeguarding had been included in the Headteacher's Report. Lady Hayter had undertaken a safeguarding audit in July with an action plan produced. Actions had been completed and further information will be shared with the Ethos Committee.

Keeping Children Safe in Education 2020 & Summary of Changes

All governors were asked to read the guidance which is an annual requirement. **Action: ALL**

Child Protection & Safeguarding Policy and Procedures

An updated policy had been circulated. With no amendments proposed, it was agreed that the policy be adopted as presented.

12. Governance

a) Register of Interests 2020-21

Forms were not completed due to the meeting being held online. Governors were asked to advise of any amendments to the Register of Interests, in order for the register to be updated and published on the school website.

b) Agreement to publish governor details on the website/GOV.uk

Mrs Willie reminded governors of the requirement to publish their details, attendance and pecuniary interests on the school's website, as well as provide information which is published on 'Getting Information About Schools' through GOV.UK. No objections were made.

Mr Phillips to provide a pen portrait for the website.

Action: Mr Phillips

c) Code of Conduct for Governing Bodies 2020

Code of Conduct to be circulated with the minutes.

Action: Mrs Willie

d) Governor Visits 2020-21

Due to Covid no visits are to be undertaken. Visits had been discussed by the Strategy Committee and during the Chairs' seminar Lady Hayter attended. It was noted that governors can meet online with the subjects leaders they are linked with. Mr Smith to clarify with NCC how governors should undertake monitoring. It was added that advice could also be sought from the SIP.

Action: Mr Smith

Mrs Clinch asked if governors could access Seesaw, an online resource, possibly through the app. Mr Smith to look into this, as it is not yet implemented in school. **Action: Mr Smith**

e) Training & Development

(SWAN at Towcester)

➤ New Governor, Session 1, 2 November 2020

Mrs Pantrey, Mr Phillips, Mrs Tyler are attending this session.

➤ Safeguarding, The Governors Role 14 April 2021 6.00pm

➤ Finance for Governors 29 April 2021 6.00pm

➤ Safer Recruitment 13 July 2021 6.00pm

It was noted that Revd Peter French, Deputy Diocesan Director of Education, is willing to deliver training if required. Mrs Taylor asked governors to notify her of any training completed in order to update the governor training log.

Lady Hayter and Mrs Willie to look into Performance Management training for Mr Coopman.

Action: Lady Hayter/Mrs Willie

13. Any Other Business

a) Inclusion Policy

An updated policy had been circulated. With no amendments proposed, it was agreed that the policy be adopted as presented.

b) Admissions Policy 2022

Mrs Skelton stated that the Admissions Policy 2022 must be published in February 2021. It was confirmed that the policy clarifies the school's PAN and its admissions criteria. With the excess of applications, governors may need to consider increasing the PAN moving forward. It was noted that two years ago the PAN was temporarily increased to 20.

Mrs Skelton advised that if the governing body wants to make changes to the policy, a consultation will need to be carried out involving all stakeholders. It was noted that the last consultation was undertaken in 2016. Lady Hayter clarified that the Strategy Committee would need to put in place a consultation with the Diocese and the FGB would need to discuss this and make a decision.

The FGB were happy to accept the Admissions Policy as presented, but it was noted the policy will be considered more fully by the Admissions Committee on 22 October 2020.

14. Date of next meeting – Wednesday 3 February 2021 7.00pm

Miss Dooley said that staff she had spoken to were happy and pleased with what Mr Smith had done so far. The children are also very happy. Lady Hayter agreed that Mr Smith is doing a great job.

There being no further business the meeting ended at 8.00pm with the Grace.

Signed.....

Date.....