

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 3 February 2021 at 7.00pm**

Present: Mr P Smith (Headteacher) Miss H Dooley
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

In attendance: Mrs W Willie (Clerk)

ACTIONS

1.	Admission Policy 2022 to be sent to Mrs Willie for circulation to all governors for urgent approval	Mr Smith/ Mrs Willie
2.	Teachers' Pay Policy 2021 to be finalised and sent to Mr Smith	Mrs Willie
3.	NGA information to be circulated	Mrs Taylor
4.	SWAN governor training to be booked	Mrs Willie
5.	SFVS to be circulated for approval	Mr Coopman
6.	Governor visit form to be completed following visit on 3 February	Father Matthew
7.	Mr Phillips to be contacted	Lady Hayter

This meeting was held via video link through Zoom Video Communication due to Covid-19.

1. Prayer

The meeting opened with prayer led by Father Matthew.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone to the meeting. No apologies were received. Mr Thomas Phillips was noted as absent. 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 – Mrs Skelton

5. Minutes of the meeting held on 7 October 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. The following was reported:

- It was agreed that as school visits can not be undertaken, that Parent Governors will feedback on remote learning. It was noted that Father Matthew had observed a live lesson today. Governor visit form to be completed. **Action: Father Matthew**
- Mr Coopman completed Headteacher Performance Management training on 10 December 2020 through LGSS.

6. Headteacher's Report

The Headteacher's Report had been circulated. Mr Smith briefed on the report which was shared on screen. The following was noted and questions raised:

- **Mr Coopman asked in relation to school staff serving meals, should Fresh Start not be doing this as they are being paid by the school.** Mr Smith clarified that Fresh Start are being paid for meals they provide while furloughing their staff in school. The meals get delivered each day before lunch, which is not ideal but lots of other schools are in the same position. **Lady Hayter asked if the food is satisfactory.** Mr Smith briefed on the quality of the food and the inconsistency in the food being provided. Mr Smith added that the menu is being updated after the February half-term with proper hot meals to be provided.
- Lady Hayter had attended the curriculum review carried out with the School Improvement Partner (SIP) on 30 November to gain feedback. Lots of positive aspects were highlighted during the review. Curriculum development was an area highlighted to develop. Lady Hayter highlighted that the SIP had advised that if Ofsted were to visit now the school would not be judged as good under the new framework. Mr Smith explained that they want to make the curriculum bespoke to the school, however, this work has not been completed due to the lockdown. Mr Smith briefed on the discussions held with Mrs Taylor and Miss Smith on the school's vision. Curriculum drivers were discussed such as cultural diversity, the environment, growth mindset and spirituality. Mr Smith stated that the Self-Evaluation & School Development Plan (SEDP) is not yet completed and that he would be able to provide further details next term. Mr Smith explained that the SEDP has to incorporate curriculum implementation, intent and impact. Lady Hayter expressed concern that Mr Smith is so busy dealing with what needs to be done on a day to day basis due to the lockdown that he does not have the time to deal with other work. Governors agreed that Mr Smith should focus on what needs to be done to keep the school going and thanked him for his hard work.
- Baseline assessments will need to be undertaken when the children return to school. Mr Smith believes the gaps in learning will be more complex.
- Mr Coopman and Mrs Tyler commented that the worship and live lessons are very good and relevant to life at the moment, which they discuss with their children.
- Attendance is currently 98.45% which is very positive. A larger percentage of children are coming into school as the criteria for key workers has changed. Mr Smith is endeavouring to provide time for children who need to be in school, however, there is a maximum number of pupils within the bubbles which they do not want to exceed. **Mrs Taylor asked if any families have gone 'off the radar'.** Mr Smith said they are checking in with 3 or 4 families and trying to encourage them to submit work. Mrs Tyler commented that as half-term approaches parents may find it hard to keep children focussed. Mr Smith said this had been discussed with staff and they are looking at having more relaxed lessons during the last week of term.
- **Lady Hayter asked what would happen if a member of staff was off sick, for example.** Mr Smith explained that if a teacher was poorly he or Mrs Marsella-Brookes, as a Higher Level Teaching Assistant (HLTA), could step in. If a member of staff had to isolate they could deliver remote learning from home.

Admissions

A governor asked when the Local Authority (LA) provides information on admissions for September 2020. Mrs Skelton confirmed this information should be received on 8 February. The school will then have until 26 February to rank pupils in line with the Admissions Policy and submit information to the LA. It was agreed the Admissions Committee would meet once information is received from the LA.

Admissions Policy 2022-23

It was stated that the Admissions Policy 2022-23 must be published on the school's website by 28 February 2021. The Admissions Committee have agreed the policy and agreed that it does not need to go to consultation. It was clarified that as wording had been amended in the policy that the policy must be circulated to the Full Governing Body (FGB) for approval. Policy to be sent to Mrs Willie to circulate to all governors for urgent approval.

Action: Mr Smith/Mrs Willie

7. Reports from Committees

a) Resources (12 October 2020 & 21 January 2021)

Minutes of the meetings had been circulated with no questions raised. Mr Coopman reported that the number of debtors had greatly reduced due to the pre-payment system now set up for extended services.

Terms of Reference (TOR)

It was proposed that the TOR be adopted as presented. All governors voted in agreement with the proposal, motion carried.

Teachers' Pay Policy 2020-21

It was proposed that the Teachers' Pay Policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

b) Ethos (19 November 2020)

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

Terms of Reference (TOR)

It was proposed that the TOR be adopted as presented. All governors voted in agreement with the proposal, motion carried.

c) Standards & Curriculum (18 November 2020)

Minutes of the meeting had been circulated with no questions raised. It was agreed that the next meeting would be held in March. Mrs Taylor to circulate NGA information. **Action: Mrs Taylor**

Terms of Reference (TOR)

It was proposed that the TOR be adopted as presented. All governors voted in agreement with the proposal, motion carried.

8. Safeguarding

It was confirmed that the Addendum to the Safeguarding & Child Protection Policy had been approved by the FGB and is published on the school website.

9. Governance

a) Governor Visits

Lady Hayter raised the issue of governors linking with subject leaders by telephone or video link as visits into school are not possible. Mr Smith expressed that due to the current situation staff

are dealing with that discussions with subject leaders take place in the summer term. Governors agreed with this proposal.

Mrs Taylor asked that completed governor visit forms be sent to her for review, as feedback from observing live lessons, for example, could prompt discussions for the Standards & Curriculum Committee.

b) Training & Development

(SWAN at Towcester)

➤ New Governor, Session 1, 2 November 2020

Mrs Pantrey and Mrs Tyler had completed this training session. It was noted that Mr Phillips had not attended the training.

➤ Safeguarding, The Governors Role 14 April 2021 6.00pm

➤ Finance for Governors 29 April 2021 6.00pm

➤ Safer Recruitment 13 July 2021 6.00pm

LGSS Training Schedule posted on the governors' area.

Diocesan Training <https://www.peterborough-diocese.org.uk/news-and-events/events?tags=school>

Mrs Pantry to be booked onto the SWAN safeguarding training. Mrs Tyler and Mrs Clinch to be booked onto the SWAN safer recruitment training. **Action: Mrs Willie**

10. Any Other Business

a) School Financial Value Standard (SFVS)

Mr Coopman confirmed he would be completing the SFVS, which will be circulated to all governors for approval. **Action: Mr Coopman**

b) Governor Engagement

Lady Hayter to contact Mr Phillips regarding attendance. **Action: Lady Hayter**

11. Headteacher Recruitment

Lady Hayter advised that following recent emails to all governors, it has been agreed that the recruitment process be started again, with a Strategy Committee meeting to be convened to move this forward.

12. Date of next meeting – Wednesday 5 May 2021 7.00pm

There being no further business the meeting ended at 8.05pm with the Grace.

Signed.....

Date.....