



**St Ebbe's**  
C of E (Aided) Primary School

**Headteacher: Tina Farr**

**Minutes of the Full Governing Body Meeting  
held on 30<sup>th</sup> April 2020**

**Present:**

- Steve Whitla: Foundation Governor (SW) – Chair
- Janet Rayment: Foundation Governor (JR) – Vice Chair
- Tina Farr: Headteacher (TF)
- Lauren Smallman : (LS) Staff Governor
- Malcolm Cubitt: Parent Governor (MC)
- Katie Doorley: Parent Governor (KD)
- Hugh Starkey : (HS) Local Authority Governor
- Pete Wilkinson: Foundation Governor (PW)
- Joyce Francois: (JF): Foundation Governor
- Jenni Williams (JW): Foundation Governor
- Tony Lee (TL): Foundation Governor [from item 7]

**In Attendance**

- Clare Whyles: [CW] Associate Member
- Jo Horn: (JH) Associate Member
- Phil Doubtfire: (PD) School Business Manager

MINUTES	ACTION
<p><b>1. Welcome, Apologies and Prayer</b></p> <p>SW welcomed everyone to the first virtual FGB and asked for confirmation that all attendees were in a secure and confidential environment. The meeting was opened with prayer led by SW.</p> <p>Apologies were received and accepted from Martin Thompson.</p> <p>The meeting was quorate, and all papers had been posted online prior to the meeting.</p>	

Signed.....Date.....

<p><b>2. Declarations of any Business Interests</b></p> <p>There were no declarations of interest relating to this agenda.</p>	
<p><b>3. Notice of Any Other Urgent Business</b></p> <p>There were no items of AOUB.</p>	
<p><b>4. Minutes and matters arising from the FGB meeting held on 12<sup>th</sup> March 2020</b></p> <ul style="list-style-type: none"> <li>• The Clerk has resigned</li> <li>• SSIF Maths Project – no report to date but this will be presented to the next meeting of C&amp;S committee</li> <li>• Clerk had circulated link to Safer Recruitment Training. No free e-courses available. It was agreed that 2 or 3 governors should commit to being trained, depending their availability for the overall recruitment process.</li> <li>• SATs will not take place.</li> </ul> <p>Action: identify governors for Safer Recruitment training</p>	?
<p><b>5. Budget and Budget Commentary:</b> for discussion, questions and approval</p> <p>PD presented four scenarios for budget options for the next and subsequent academic years.</p> <p>Scenarios 1 &amp; 2 were based on the school having 12 classes, and in scenarios 3 &amp; 4 having 13 classes. A reduction in the number of classes was necessary to balance the budget.</p> <p>All scenarios would deliver a surplus in Years 1 and 2, with a very small positive balance in Year 3.</p> <p>PD set out in detail the percentage of the budget spent on the salaries of teachers and teaching assistants; the predicted increases in these costs against rises in income; the impact of funding for children with EHCPs and the need for improved IT provision. The presentation was followed by lively discussion and questioning.</p> <p>TF had set out the pros and cons for combining Years 5 and 6 into three classes and this was followed by discussion and questions.</p> <p>Governors agreed to support budget option 4, with Years 3 and 4 combined in three classes and Years 5 and 6 in four classes.</p> <p>PD was warmly thanked by TF for his hard work in producing graphs and spreadsheets for the various budget options and this was seconded by the governors.</p> <p>PD left the meeting.</p> <p>Action: Agreed budget to be forwarded to OCC and signed off by Chair by May 1<sup>st</sup>.</p>	<b>SW</b>

<p><b>6. Update to Safeguarding Policy</b></p> <p>The Policy had been updated in response to changes in safeguarding resulting from the Covid-19 pandemic and school closure. This was agreed by governors.</p> <p><b>Action: Update to be posted on school website</b></p>	<b>TF</b>
<p><b>7. Governor Code of Conduct: Virtual working protocol</b></p> <p>JR had drafted an update to cover virtual meetings for the foreseeable future. This was agreed by governors.</p> <p><b>Action: Update to be posted on school website. SW to consider succession plan in the eventuality SW &amp; JR unable to convene GB.</b></p>	<b>SW</b>
<p><b>8. Curriculum Survey Response</b></p> <p>TF presented a selection of graphs to show staff responses to the current curriculum at the school. SW reported that the values of such a survey was twofold: it was very quick to complete and compile and, over time, would show trends.</p>	
<p><b>9. Operational Reference Guide</b></p> <p>TF and SW have begun work on an online reference guide for the use of staff and governors. The intention is to draw together school documents onto one site.</p> <p>TF demonstrated how the Behaviour page had been populated with various school documents.</p> <p>It was agreed that governors would require training in the editing of pages</p> <p>Governors were very supportive of this initiative and thought it would be a very useful point of reference.</p>	
<p><b>10. New Ways of Working</b></p> <p>SW led the GB through a series of Power Point slides, outlining how governance could work at the school. Governors had been assigned to lead various policy areas and would be linked with practice leads from the staff team.</p> <p>Following the presentation, governors were allocated to small groups for discussion.</p>	

<p>Feedback from small groups:</p> <ul style="list-style-type: none"> <li>• All governors will need to learn how to use Teams</li> <li>• Some issues re. those governors who use Teams for work and will require to access another computer for governor work</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>• re. the use of email v. Teams</li> <li>• how will this impact the reporting cycle. SW intends to keep reporting to the usual cycle and hopes that report writing will be a streamlined, ongoing process.</li> </ul> <p>TF warmly thanked SW for all the work he had done in setting up this proposal for new ways of working and this was seconded by governors.</p> <p>Action: prior to allocating governors to the various policy areas, SW will post a short skills survey.</p>	<p><b>SW</b></p>
<p>The meeting ended at 6.55pm with prayer led by JW.</p>	

**Date of next FGB meeting: 30<sup>th</sup> June 2020 @ 5.00pm**