



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

Headteacher: Tina Farr

**Minutes of a Virtual Full Governing Body Meeting
held on 30th June 2020 at 5 pm**

Present:

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

Apologies:

- Jenni Williams (JW): Foundation Governor
- Martin Thompson (MT): Foundation Governor

In Attendance

- Judy East (JE): Acting Clerk
- Jo Horn (JH): Associate Member (from 17.10 pm)
- Clare Whyles (CW): Associate Member

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer, Declaration of any Business Interests and any Urgent Business</p> <p>SW welcomed everyone to the second virtual FGB and confirmed attendees were in a secure and confidential environment; this was confirmed. There were no declarations of interest relating to this agenda or any other urgent business. The meeting was quorate, and all papers had been posted online prior to the meeting.</p> <p>PW opened the meeting with a prayer.</p>	
<p>2. Minutes and matters arising from the FGB meeting held on 30th April 2020</p>	

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

<p><u>Safer Recruitment</u>: SW will e-mail Governors to seek volunteers for the NSPCC online course</p> <p><u>Budget</u>: Noted this has now been submitted.</p> <p><u>Safeguarding Policy</u>: Noted this is now on the Website, together with the Code of Conduct.</p> <p>The Minutes of 30th April were approved and thanks were given to Janet for clerking the meeting.</p>	<p>SW</p>
<p>3. Retrospective Covid Response and Distance Learning (DL)</p> <p><u>Distance Learning</u>: TF outlined how DL had been working and provided examples for governors. Staff had worked hard to adapt learning to be completed at home whilst prioritising well-being and safety as per the agreed policy. E-mail feedback had been received from parents. Photos had been sent in from parents, but it is clear that some have experienced high levels of stress during lockdown – survey responses were encouraging, with some suggestions for improvement especially around feedback. Google Classrooms was being used, although the school had not had experience of this before.</p> <p>On the return of Reception, Y1 and Y6 distance learning was stepped up for Years 2-5. Teachers recorded video lessons. If there is a second wave the school would be more prepared than last time, building on the learning so far</p> <p><i>Q. What proportion are in school from the different Year groups?</i> A. Around 80-85%.</p> <p><i>Q. Is the work being done, and what records is it possible to keep?</i> A. We haven't got clear records because they were tasks and activities to do at home. In the absence of having a Platform set up and ready to go we haven't been able to track per pupil.</p> <p><i>Q. Some of the Maths was tracked by teachers – is that across all the Year groups or just specific classes?</i> A. We've been able to check in across the board from Reception to Y6 and teachers have made telephone calls where parents haven't engaged. We haven't directed parents to always send in work – it's been done on a voluntary basis.</p> <p><i>Q. Do we have any sense of what percentage of pupils have engaged or not engaged at all, i.e. is there a cohort who we think haven't done anything at all? What are the future plans for moving into a new year – some will have moved ahead and others gone backwards – how do we assess where children are at?</i> A. Teachers can collate for their individual classes who is engaging (TF will send the info. to Governors via Teams). The new school year will be about</p>	<p>TF</p>

doing those assessments – much of the first few weeks of the new term are spent assessing children) and teachers will be building relationships with the children and finding out exactly where they are. We can't rely on the March data so will need to rely on what teachers find out in September. We have a cohort of Pupil Premium and another group who are vulnerable but we have made telephone calls and actively encouraged learning at home, trying to unpick why they haven't been at school or accessing the learning; we have comprehensive records of this contact.

Q. Re Distance Learning Platforms and reference to other schools who have those in place – what were schools using those Platforms for before?

A. Some schools will have already been setting homework on those Platforms. Our IT was in need of a refresh and 60 Chromebooks have now been purchased. Children without IT access will be prioritised if we go back into lockdown. We will have a clear IT strategy from September 2020 to build on what we have learned.

SW said a big thank you was due to all Staff, and urged Governors to look through the survey results, which were overwhelmingly positive, and feed back.

The SENDCo has been in e-mail and telephone contact with families and there are comprehensive records of this contact.

4. Update from Policy Areas

Finance (Capital Spending Meeting: **TL** reported that a meeting had been held last week and that there is a small amount each year which comes to the school for one-off purchases. Approx. £38K has been accrued, but after 3 years there is claw-back so it needs to be used. **TF** had put forward some ideas - (i) improving the Early Years Playground; (ii) Carpet refurbishment; (iii) an Outdoor Gazebo. Discussions are still at an early stage and there is need to clarify time-scales so that work doesn't interfere with the running of school – it will probably take place over a number of years. It is a work in progress, but discussion are on-going and will be brought to an FGB for approval. **TF** added that since the meeting she had received a School Buildings' Conditions Report from the Diocese which had identified £119K of improvements which need to be made – they were the same things which had already been identified, i.e. Playground and School flooring + the KS2 Roof. It would not be possible to get funding from the Diocese this year for the Early Years' Playground but money might be forthcoming for the other things. School will also be applying for the additional funding. It was noted there needs to be a clear strategy and **SW** suggested a priority should be to have an Asset Management Plan in place for the Committee's next meeting.

Q. Has Coronavirus put a strain on the Budget or has it been manageable?

A. Estimates are £3-4K. We are able to claim some of that back, but the LA said the offer is disappointing, especially as income can't now be generated from After School Clubs, Breakfast Club, etc.

**All
Governors**

**Finance
Committee
Agenda item**

<p>5. Statutory Baseline Testing in September</p> <p>SW pointed out that the Government have back-tracked on this, but it is on-course for the year afterwards and is useful to keep on the Agenda.</p> <p>TF said she was opposed to being an early adopter school for baseline testing because it is a distraction from the focus on settling in and being ready for learning and not a reliable predictor. Foundation Stage children are observed by teachers over the course of the first half-term and this is recorded for the Early Years profile.</p>	
<p>6. Governor Skills Audit</p> <p>SW uploaded a slide of the Audit result, pointing out that while the skills levels are generally high across the board, there are a couple of obvious gaps (e.g. risk management, facilities management). This needs to be addressed in future succession planning, or we could look into getting additional support or appointing just for this purpose. The information has been fed into the provisional appointments for Policy Area teams from next year.</p>	<p>Future Agenda item</p>
<p>7. Academisation Review</p> <p>Governors said that they would keep this as an agenda item. TF said that the school is in the middle of a lot of change, but once it is up and running it might be in a different position to make a decision. It was agreed to keep on the Agenda and re-visit in Spring 2021.</p>	<p>Spring 2021 Agenda item</p>
<p>8. SIP Priorities for 2020-21</p> <p>TF showed a slide on “Learning and Community”, to inform a future vision. There were 3 key areas:</p> <ul style="list-style-type: none"> • Wellbeing is at the heart of all we do • Project based learning - our pedagogical approach • Being a phenomenal Learner <p>Governors split into 3 groups to consider the 3 key areas and reported back to the full meeting after 15 minutes.</p> <p>The following reports were made:</p> <p>(i) <u>Well-being</u></p> <p>The group felt the school is good at this, and staff are in a better place than a few years ago because TF is approachable and open and there is a sense that staff are encouraged and supported. Also, staff turn-over is low.</p>	

<p>CW added that, pre-lockdown, there was some stress amongst staff due to children with specific needs, but the smaller group sizes has had a positive effect on well-being. It has been beneficial for these children to build relationships outside the classroom which has helped their learning. TF agreed that there is need to look at what benefits have been seen during this period when school returns to full time attendance.</p> <p>(ii) <u>Project Based Learning</u></p> <p>The group noted that this is the 2nd year of project based learning, Feedback shows that children are encouraged, find it relevant, and there is a chance to make a difference. One thing to be considered is refining the topics and integrating more mathematics</p> <p>(iii) <u>Phenomenal Learners</u></p> <p>The group noted there are different levels of learning and improving on exciting ways of doing things. A focus on feedback in the classroom will be part of the SILP including setting up classrooms to give children the best possible chance of learning.</p> <p>TF concluded, that she is excited about next year, and thanked SW for supporting her.</p>	
<p>9. Ways of Working update</p> <p>SW presented an updated structure and meeting rhythm for the Governing Body from 2020-21, along with proposed team appointments:</p> <ul style="list-style-type: none"> • As previously agreed, there will be Four Policy Area Teams: Curriculum; Financial Management; Operational Management; Outside Engagement <p>Proposed Meeting Rhythm from September:</p> <ul style="list-style-type: none"> • Termly FGB meetings, monthly Policy Area Lead calls, Policy Area team meetings as agreed by individual teams • Monitoring/Reporting/On-going Discussion: on-line discussion feeds, shared reports and collaborations, documents on MS Teams. • Urgent FGB business via Video Call <p>Terms of Reference for the new Policy Area teams were reviewed and accepted.</p> <p><i>Noted that SW will be in contact with Governors before next term to discuss individual roles for 2020-21 in more detail.</i></p> <p>PW updated the Governing Body on changes to Foundation governors, which will now meet annually, and organise a termly Prayer Meeting, open to all who wish to pray for the school.</p>	

<p>It was noted that Martin Thompson (Foundation) would be finishing at the end of this academic year; SW reported that there are a couple of names in the frame to fill the vacancy. Also, that Lauren Smallman (Staff) would be leaving at the end of term: Governors gave their best wishes for her future career.</p>	
<p>10. Other Business</p> <p>(i) <u>SEND Report</u>: Deferred to next meeting.</p>	<p>Next Agenda item</p>

The Meeting finished at 6.58 pm.