



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

**Headteacher: Tina Farr**

**Minutes of a Virtual Full Governing Body Meeting  
held on 17<sup>th</sup> September 2020 at 5 pm**

**Present:**

- Steve Whitla (SW): Foundation Governor – Chair
- Jenni Williams (JW): 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
- Janet Rayment (JR): Foundation Governor
- Jim Sherry (JS): Staff Governor
- Hugh Starkey (HS): Local Authority Governor
- Pete Wilkinson (PW): Foundation Governor

**Apologies:**

No apologies

**In Attendance**

- Phil Doubtfire (PD): Acting Clerk
- Jo Horn (JH): Associate Member
- Clare Whyles (CW): Associate Member
- Stephen Dudley (SD): Observer/Prospective Foundation Governor

MINUTES	ACTION
<p><b>1. Welcome, Apologies and Prayer, Declaration of any Business Interests and any Urgent Business</b></p> <p><b>SW</b> welcomed everyone to the virtual FGB and confirmed attendees were in a secure and confidential environment. There were no declarations of interest. The meeting was quorate. All papers were posted on Teams.</p> <p>SW introduced new Staff Governor Jim Sherry and prospective new Foundation Governor Stephen Dudley.</p>	
<p><b>2. Minutes and matters arising from the FGB meeting held on 30<sup>th</sup> June 2020</b></p> <p>The Minutes of 30<sup>th</sup> June were approved.</p>	

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

<p><u>Safer Recruitment</u>: JS, MC and KD all volunteered to undertake Safer Recruitment Training. Not clear whether JS would be able to participate in e.g. senior appointment panel. SW to check. KD expressed concern that there may be a potential conflict with her professional teaching role.</p>	<p><b>SW to check whether staff gov can participate in e.g. senior appt</b></p>
<p><b>3. Election of Chair and Vice Chair</b></p> <p>Acting Clerk PD conducted the election of the Chair and Vice-Chair.</p> <p>The only nominations received were for:          Chair – Steve Whitla          Vice-Chair – Jenni Williams</p> <p>Governors voted by private message to PD using the Zoom chat function.</p> <p>SW and JW were both elected unopposed.</p> <p><b>4. Code of Conduct, Standing Orders, Scheme of Delegation</b></p> <p>SW provided an overview of the revised documents and indicated that these should ideally be properly reviewed annually.</p> <p>Governors were supportive of the new documents which were described as concise and digestible.</p> <p>TF suggested that these documents should be shared with OCC governor services to provide further assurance that they are fit for purpose.</p> <p><b>5. Policy Area Leadership Committee Terms of Reference</b></p> <p>SW outlined a vision for effective governance flowing from policy setting by governors leading to development and refinement of processes driving practice in school. This in turn should lead to appropriate school reporting to support the processes with the same reports forming the basis for reports to governors.</p> <p>It is intended that Policy Area Leads, supported by their Policy Area teams, should be empowered to make this work.</p> <p>A list of existing policies has been compiled from a number of sources and requires rationalisation.</p> <p>Consistent sets of Processes and Reporting Mechanisms are yet to be developed.</p>	

<p>A vision of effective governance was outlined that involves twin tracks of:</p> <ul style="list-style-type: none"> <li>• Routine Monitoring and</li> <li>• Policy Alignment Activity</li> </ul> <p>It is intended that by the time of this year's final FGB meeting in June governors should be focussing on a 5 year planning horizon.</p> <p>HS asked whether policies are necessarily all situated in the correct Policy Areas. It was agreed that the process is evolutionary and that some policies may move or even straddle more than one Policy Area. It may be appropriate for some policies to follow a passionate advocate who is a member of a particular Policy Area Team.</p> <p>With appropriate utilisation of available technology it is intended that Governor activity should consist of more real time tracking and fewer eruptions of activity around governor meetings.</p> <p>SW requested that all Governors add a photo to their Teams profiles.</p> <p>JR requested a set of bullet point instructions for effective use of Teams.</p>	<p><b>All gobs to add picture to their Teams profile</b></p> <p><b>PD/SW to provide concise tips for Teams</b></p>
<p><b>6. Update on return to school under Covid restrictions</b></p> <p>TF reported that the Covid emergency had revolutionised both thinking and practice within school. Feedback from staff has been very positive although there has been some stress and anxiety. Staff have largely been stoic in the face of exceptional challenges although there are some cracks appearing that require attention.</p> <p>TF indicated that meeting parents across 40 minutes of staggered drop-off time each day provides an opportunity to engage at a greater depth with many families.</p> <p>The current guidance regarding children and adults with potential Covid symptoms is difficult to interpret in many cases, particularly as there are numerous descriptions or different presentations of Covid in children.</p> <p>There were 47 children off school today of whom 33 were coded "X" indicating that they are self-isolating as a consequence of Covid. Because "X" codes are excluded from attendance stats we had 92.6% attendance.</p>	

<p>Self-isolation is significantly affecting staff with 11 out of school today of whom 4 are awaiting test results. School has been advised to use our limited stock of postal Covid tests to test key staff.</p> <p>Staff have been very flexible in operating classes often without TA support due to staff shortages.</p> <p>Distance learning for small numbers of children is an additional burden for staff. A revised regime will be starting on Monday 21-Sep.</p> <p>It would be helpful if all Year 2- 5 children could have access to Chromebooks so that the same teaching could be delivered both at school and for distance learning. TF indicated that school would need about five times as many devices as it now has. Options for increasing the availability were suggested including possible capital spend and parental engagement.</p> <p>TF commented that opening school in such a difficult situation is a huge responsibility.</p> <p>The positive test of a member of the school community on Sunday 13<sup>th</sup> Sep provided numerous learning points, in particular who to inform and in what sequence.</p> <p>It was agreed that governors need to be engaged in the school’s Covid Response. JR, SD and JW volunteered to help monitoring. It was suggested that other parent governors may also be able to assist.</p> <p>SW requested that a Covid response channel be added to Teams.</p>	
<p><b>7. Updated Complaints Policy</b></p> <p>It was agreed that the new complaints policy should be discussed by the Curriculum Policy Area Team before being signed off.</p>	<p>Curriculum Policy Area Team to review Policy</p>
<p><b>8. Revisiting flexi-schooling arrangements</b></p>	
<p><b>9. Vision Articulation</b></p> <p>SW requested that governors add words to the Vision Articulation Channel on Teams. TF will produce a first draft of a written vision articulation to accompany the graphic.</p>	<p><b>TF to produce first draft articulation statement</b></p>
<p><b>10. School Improvement and Learning Plan</b></p>	

<p>TF presented a “swim lane” graphic representing the School Improvement and Learning Plan.</p> <p>The name has been changed to include “Learning”. It was explained that the methodology employed starts out with research in order to determine whether change is actually needed. The methodology then cycles through Training, Action and Evaluation.</p> <p>The plan includes a page for each of the Policy Action Areas (Curriculum / Operational Management / Financial Management / Outside Engagement). The Curriculum swim lanes are already very busy, the other areas less so.</p> <p>TF indicated that the plan should be a dynamic, powerful project management tool.</p> <p>MC asked whether it would be useful for governors to monitor the plan. TF indicated that the plan will be used to develop a narrative. TL suggested using the Agile methodology “MoSCoW method” (<b>M</b>ust have, <b>S</b>hould have, <b>C</b>ould have, <b>W</b>on’t have).</p> <p>SW commented that this will be a constantly evolving document.</p>	
<p><b>11. Team Assignments and Priorities</b></p> <p>Item already covered.</p>	
<p>There was no other urgent business</p> <p>The meeting closed at 6.40pm.</p>	