



**FULL GOVERNORS' MEETING: WEDNESDAY 4<sup>th</sup> November 2021 7pm via ZOOM**

Attendees: S Briggs, N Read, H Hogg, B Ward, D Holt, R Grover, G Roberts, L Bottrill, N Webster, C Hetherington, J Comasky

Apologies:

Clerk: Mrs V Lindsay

<p>1. <b><u>Apologies and Declarations of Pecuniary Interest</u></b></p> <p>1.1 There were no apologies or declarations.</p>	
<p>2. <b><u>Minutes of the meeting held on 29th September 2021 and Matters Arising</u></b></p> <p>2.1 Minutes of the meeting held on 29<sup>th</sup> September require an explanation why HH was chairing the meeting. The minutes were approved pending this update.</p>	
<p>3. <b><u>Correspondence</u></b></p> <p>No correspondence.</p>	
<p>4. <b><u>School Improvement Plan - Key Priorities 2020/2021</u></b></p> <p>4.1 <b><u>Governor Responsibilities</u></b></p> <p>SB discussed the Governor Responsibilities for 2021/2022. The final version of this has been uploaded to the school website <a href="https://saledavys-primary.co.uk/school-governors">https://saledavys-primary.co.uk/school-governors</a></p> <p>4.2 <b><u>School Improvement Plan</u></b></p> <p>SB discussed the content of the School Improvement Plan with governors. Smart Boards were installed in each classroom before half term <b>NR asked what the teachers think about them</b>, JC is very pleased as there is more capability with them, there is much better sound and resolution. <b>LB asked what the feedback was from pupils</b>, CH said the board is at a height where Reception children can access and interact with it. The children are pleased with the boards and have been sharing using it. LB said it is good that the children can also interact with the boards.</p>	
<p>5. <b><u>175 Audit</u></b></p> <p>SB confirmed she is systematically going through and addressing each action. This document is on her office wall with the School Improvement Plan to ensure they are constantly checked.</p> <p>The 175 Audit is on the school website <a href="https://saledavys-primary.co.uk/safeguarding">https://saledavys-primary.co.uk/safeguarding</a></p> <p>LB asked what the points highlighted in yellow were, SB confirmed these would be addressed through staff training.</p>	



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<p>6. <b><u>Anonymous Performance Management</u></b></p> <p>SB talked through this document with governors. RG asked if appraisal is still linked to pay progression, SB believed it would be. RG said unions say pay progression is not linked to appraisal. What is the justification for saying they won't hit the targets on the document? SB said if action has been followed and the teacher has used all the intervention they can then this would be brought to governors. RG asked if it would be ok for a child to be 12%, SB said if intervention is in place it would be no surprise for parents, we might need to look at SEN. Unrealistic targets would not be set.</p> <p>RG asked if it takes into account the recovery curriculum, CH confirmed it does and children already have a baseline. Analysis has been done, SATS have been completed and intervention is in place. A catch up teacher has been recruited. The analysis shows pupils are in place to achieve what they should have, those not on track are catch up children.</p> <p>LB asked if the number of objectives are the same for everyone, SB confirmed there are three for everyone. LB asked if staff are happy with this, SB confirmed they are.</p>	
<p>7. <b><u>Chair of Governor Feedback</u></b></p> <p>7.1 <b><u>Open Day</u></b></p> <p>NR discussed the Open Day for families looking for Reception places in 2022. There was different tables set up in the hall to view examples of pupils work, children were painting and there was a Forest School area amongst other information about the school. SB said feedback had already been received from parents who were impressed by the school, NR said parents liked the idea of the enriched curriculum and Forest School.</p> <p>7.2 GR asked if there will be any more Open Days, SB confirmed there will be another for parents of current Reception children who were unable to visit the school during the 2020/2021 admissions period due to Covid restrictions.</p>	
<p>8. <b><u>Governor Feedback</u></b></p> <p>8.1 HH said she had visited the school to complete the 175 Audit. HH had a tour of the school as she had not visited for a while.</p> <p>8.2 NW asked what the expectation was of governors, SB said she will arrange an induction to discuss expectations. HH asked if there could be training for what is expected from governors - <b><u>Action for next agenda</u></b></p>	
<p>9. <b><u>SEN</u></b></p> <p>No SEN updates.</p>	
<p>10. <b><u>Safeguarding</u></b></p> <p>No Safeguarding updates.</p>	
<p>11. <b><u>Health and Safety</u></b></p> <p>11.1 There was a Fire Drill before half term which was successful.</p>	
<p>12. <b><u>Staffing</u></b></p> <p>12.1 SB discussed with governors that a Teaching Assistant role is being advertised for 9.5 hours a week in Reception as Sue Winter has requested to reduce her house.</p>	
<p>13. <b><u>Finance</u></b></p> <p>No Finance updates.</p>	



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14.	<b><u>Policies and Statutory Documents</u></b> The following policies were approved:	
14.1	Confidential Reporting	
14.2	Educational Visits	
14.3	IT Acceptable Use	
14.4	Maternity, Paternity, Adoption and Parental Leave	
14.5	Remote Learning	
14.6	Data Protection	
14.7	Freedom of Information	
14.8	Off Site Working - Feedback from governors to amend spelling and grammar on page four.	
14.9	Social Media - Feedback from governors to amend formatting	
14.10	Special Category Data	
14.11	Bring Your Own Device - Feedback from governors to check formatting and wording of last sentence.	
14.12	Privacy Notice - Pupils	
14.13	Privacy Notice - School Workforce	
14.14	Privacy Notice - Governors	
14.15	Records Retention - Feedback from governors to put school name on page one.	
15.	<b><u>Academy Report</u></b>  No Updates	
16.	<b><u>Any other business</u></b>	
16. 1	SB asked BW if he would be able to attend the Headteachers Performance Management.	
16.2	VL confirmed the cost for the Smart Boards were £8,720.	
16.3	VL asked if we expect students looking to carry out Work Experience in school to be vaccinated against Covid-19	
16.4	BW asked if there are any school photos for the Parish News. VL to send some.	
16.5	HH asked for September minutes to reflect why HH was chairing. HH asked for 175 Audit wording on September minutes to be amended.	
16.6	GR asked if there was any documentation to read regarding the academy. VL to send these.	

Interrogation/critical evaluation by Governors is highlighted in red

SUMMARY OF ACTIONS			
Action	Minute No	When by / Status	Whom
Arrange date for current Reception class Open Day	7.2	December	SB
Arrange date for new Governors induction	8.2	December	SB
Send school photos to Parish News	16.4	December	VL
Amend September minutes with HH feedback	16.5	December	VL
Send new governors DDAT presentation	16.6	December	VL

Date and Time of Next Meeting: - 7 pm Thursday 2<sup>nd</sup> December 2021 via Zoom.