



FULL GOVERNORS' MEETING: WEDNESDAY 29TH SEPTEMBER 2021 7pm

Held using Zoom

Attendees: Mrs S Briggs, Mrs N Read, Mr J Comasky, Mrs H Hogg, Mr B Ward, Mr J Harrison, Mrs C Hetherington, Mr R Grover*.
(*part-time, joining where indicated).

Apologies: Mrs D Holt, Mr A Vintner.

Clerk: Mrs R Brooks

<p>1. <u>Nominations for Chair and Vice Chair</u></p> <p>1.1 SB nominated NR as Chair which was seconded by JH, all governors present voted in favour. SB nominated HH as Vice-Chair seconded by BW, all governors present voted in favour. HH agreed to chair the meeting as NR had lost her voice.</p> <p>Justin Comasky was welcomed to the meeting as the new Staff Governor.</p>	
<p>2. <u>Apologies & Declarations of Pecuniary Interest</u></p> <p>2.1 Apologies were received from Mrs D Holt and Mr A Vintner.</p> <p>2.2 There were no declarations of Pecuniary Interest.</p>	
<p>3. <u>Minutes of Meeting held on 7th July 2021 and Matters Arising</u></p> <p>(5.1) DDAT Governor support had been contacted for advice and had suggested keeping the constitution as it is and pressing ahead with recruitment of parent governors as soon as possible.</p> <p>(10.1) SB is to send a letter of thanks to Carol Toplis.</p> <p>(12.5) The staff discipline policy had been amended by VL.</p>	<p align="center">RB</p> <p align="center">SB</p>
<p>4. <u>Correspondence</u></p> <p>There was no correspondence.</p>	
<p>5. <u>School Improvement Plan - Key Priorities 2021/22</u></p> <p>5.1 School Improvement Plan 2021/22</p> <p>The SIP had been produced taking the action plans from the DDAT audits and due diligence and our own monitoring. JC commented that staff saw the SIP as positive and cohesive and a step in the right direction. HH suggested that staff read the SIP in detail before the next meeting and to prepare any questions.</p> <p>5.2 Although there had been no legal requirement for SATS in summer 2021 the school had decided to use internal SATS assessments as a way to measure progress. SB discussed the scores and the added value shown for many pupils adding that the disruption of the pandemic had affected improvement in maths. The SIP has the objective of improving maths across the school. HH given younger years had similar experience has the pressure of catch up last term reduced? (*RG joined at this point). SB referred to the tracking report to answer the query, the school had used block catch up teaching not specifically targeting lower ability.</p> <p>5.3 The Tracking targets highlight where the catch up plan is aimed. SB explained that Mrs Yeo has developed her own tracking system with a baseline and intervention results.</p>	<p align="center">All gobs</p>



FULL GOVERNORS' MEETING: WEDNESDAY 29TH SEPTEMBER 2021 7pm

Held using Zoom

5.4	<p>Headteacher's Report - Summer 2021</p> <p>SB spoke briefly about main points in her report which was based on the Key Priority areas. The school had managed Covid well however had suffered an outbreak in the final 3 weeks of term. Twelve pupils had been affected. Spiritual and positive mental health had been built into the new action plan.</p>	
6.	<p><u>Chair of Governors Communication</u></p> <p>6.1 Succession planning for role of Chair</p> <p>NR stated she was committed to continuing for a while longer and was focused on looking for new governors and waiting until they had settled into their roles. NR suggested looking at our position again at the end of the Summer term 2022.</p> <p>6.2 Governor Vacancies</p> <p>Our governor constitution is 4 parent, 1 Local Authority, 2 Staff, 2 co-opted and 2 foundation. The LA role will change to Trust. There are currently 2 parent governor and 2 CO-opted vacancies. Suggestions are to change NR to Co-opted. JH suggested Dave Muller, County Councillor, be approached about filling the LA role.</p> <p>Our governor skills requirements showed we would need to recruit members with financial strengths recognising that DH is already strong in this field. SB to use Parents Evenings as an opportunity to attract interest and to create flyers and poster to "sell" the role.</p> <p>RB urged all governors to complete the Governor Skills Matrix asap so that we can effectively review our collective strengths and weaknesses as a body. BW offered to feedback to PCC and was reminded that content of meetings should only be discussed after the minutes had been agreed at the next meeting.</p>	<p>RB bring up June 2022.</p> <p>RB/SB</p> <p>All govs BW</p>
7.	<p><u>Governor Feedback</u></p> <p>No business.</p>	
8.	<p><u>SEN</u></p> <p>The SEN website page had been updated.</p>	
9.	<p><u>Safeguarding</u></p> <p>The Section 175 Audit is scheduled for Monday 4th October where SB and HH will check where we are with Safeguarding and how we have fulfilled last year's action plan.</p> <p>Governors are requested to read the Keeping Children Safe in Education (KCSIE) document which has lately been revised affecting the Child Protection Policy, governors will be required to sign to indicate that they have read this document.</p> <p>The next governors meeting shall include Safeguarding training to include key changes and emphasis on online/technology, abuse on and off-line, peer on peer abuse, misogyny and non consensual sharing of images.</p> <p>HH has forwarded a webinar to SB which includes Early help, health, mental health, honour based abuse, absenteeism, peer on peer abuse, violence, exclusion, maltreatment, offending, victim support and additionally more safeguarding issues such as abduction, community safety incidents, modern day slavery, exploitation and cybercrime. The emphasis is on if you see something...report it.</p>	



FULL GOVERNORS' MEETING: WEDNESDAY 29TH SEPTEMBER 2021 7pm

Held using Zoom

<p>10.</p>	<p><u>Health and Safety</u></p> <p>10.1. Covid Update</p> <p>SB had updated the Covid Risk Assessment reflecting 7 cases among pupils this term. Testing is encouraged among close contacts and for pupils presenting symptoms. It is recognised that Covid is very much part of life.</p>	
<p>11.</p>	<p><u>Staffing</u></p> <p>SB was pleased to inform governors that we had appointed Ryan Kelly as an apprentice Teaching Assistant. He brings some relevant skills to the role, is working 30 hours per week and has non contact time for training with DCC equivalent to 1 day per week for college and written work.</p>	
<p>12.</p>	<p><u>Finance</u></p> <p>12.1. Budget Report Autumn 1 & 2 2021</p> <p>Governors considered the Autumn Term 1 & 2 Report. The review shows a positive budget with a surplus of £80,000. JH queried the amount which seemed higher than expected after recent years of needing to be careful with expenditure. SB confirmed that funding for catch up and careful budgeting had left us in this position. Whilst we cannot see this surplus as sustainable we can afford to appoint temporary teaching and TA posts to support catch up plans. JH suggested ringfencing some of the excess to account for the decline in annual intake of pupils. RG queried whether there would be any clawback and if we could continue to expect ongoing surplus. SB confirmed we were not at risk of clawback but could not support permanent posts.</p> <p>12.2. IT Smart Boards and Staff Laptop replacement</p> <p>Governors approved expenditure of £???????? For new Smartboards for each classroom sourced from LEAD IT. SB explained the benefit of this investment. SB notified governors that a replacement staff laptop had been purchased to replace an obsolete item.</p>	
<p>13.</p>	<p><u>Policies & Statutory Documents</u></p> <p>13.1 Medical Needs - no change 13.2 Recruitment & Selection - no change 13.3 Governor Areas of Responsibility - discussion took place on roles. RG suggested changing where foundation governors had changed. BW to undertake JT's previous roles. 13.4 Terms of Reference for Committees. SB and RB to draft out actions, committees to hold role for one year and to keep roles manageable by clumping similar areas of responsibility together. 13.5 Annual Pecuniary Interest Register and Governor Skills Matrix - Governors were reminded of their obligation to complete these documents urgently. 13.6 Teacher Appraisal - DCC no change. 13.7 Child Protection - Changes including nominated Children in Care governors and role of governors to link with LA. It was agreed to discuss during Section 175 Audit.</p> <p>Governors approved the adoption of the above policies and actions.</p>	<p>SB/RB</p> <p>SB/HH</p>
<p>14.</p>	<p><u>Academy Report</u></p> <p>Progress has been slow making contact with SDDC in order to clarify to position of the Lease of land to DDAT. RG enquired if the surplus £80K could be considered for purchase of the land.</p>	
<p>15.</p>	<p><u>Any Other Business</u></p> <p>15.1. Headteacher Performance Management to be 12th November at 1 pm. Involved shall be NR and JH, two more governors are required BW offered his availability and DH to be asked. 15.2 SB reported that any positive covid cases had been mild symptoms, access to live lessons for pupils affected had been continued but may need to be reviewed as this was very pressurised</p>	



FULL GOVERNORS' MEETING: WEDNESDAY 29TH SEPTEMBER 2021 7pm

Held using Zoom

for staff. Although live lessons work well for KS pupils it is not so easily provided for KS1. We continue to offer live collective worship for any affected pupils. **RG commented that this own child had benefitted greatly from the lessons and feeling part of the school.**

15.3 JC commented that he was very pleased to be part of the governing body as staff governor.

15.4 BW thanked all governors for their warm welcome.

15.5 RB informed governors that we had completed the opening of a Lloyds bank account in readiness for becoming an Academy. RB requested that some future meeting dates be arranged. The dates of 4th November, 2nd December and 3rd February were agreed. Although Zoom was the safest and most efficient way to meet at present it was agreed that a blend of Zoom and face to face meetings would be our aim going forward.

Interrogation/critical evaluation by Governors is highlighted in red

Date and Time of Next Meeting: - 4th November, 7 pm, 2nd December 7 pm, 3rd February 2022, 7 pm.

SUMMARY OF ACTIONS

ACTION	MINUTE NUMBER	WHEN BY/STATUS	BY WHOM
Prepare for Parent Governor Elections	3. (5.1)	asap	RB
Letter to C Toplis	3. (10.2)	asap	SB
Read SIP and prepare any questions	5.1	For next meeting	All govs
Bring up discussion on Succession planning Chair	6.1	June meeting	RB
Governor recruitment	6.2	asap	SB/RB
Completion of Skills Matrix and Pecuniary Interests	6.2	By next meeting	All govs
Reporting to PCC after minutes approval	6.2	After 4/10/21	BW
175 Audit	9	4 th October	SB/HH
Read KCSIE	9	By next meeting	All govs
Draft Gov responsibility and committee terms of reference	13.3	asap	SB/RB
Children in Care nominated governor	13.7	4 th October	SB/HH