



**FULL GOVERNORS' MEETING: THURSDAY 24th SEPTEMBER 2020 7pm via ZOOM**

Attendees: S Briggs (SB), N Read (NR), K Slater (KS), F Moore (FM), J Thompson (JT), H Hogg (HH), D Holt (DH), A Vintner (AV), C Hetherington (CH), R Grover (RG)

Apologies: J Harrison

Clerk: Mrs V Lindsay (VL)

1.	<b><u>Nominations for Chair of Governors and Vice Chair</u></b>	
1.1	VL opened the meeting with a request for nominations for Chair of Governors. All Governors agreed for Nicola Read to continue in this role.	
1.2	VL requested nominations for Vice Chair, it was discussed that Fliss Moore might want continue in this role. Due to her own circumstances FM does not think she is the right person to take on the role for a further year, however agreed to continue until December, at which point HH may be in a position to take over. The group approved this decision.	
2.	<b><u>Apologies and Declarations of Pecuniary Interest</u></b>	
2.1	There were no apologies or declarations.	
3.	<b><u>Minutes of the meeting held on 9th July 2020 and Matters Arising</u></b>	
3.1	Minutes of the meeting held on 9/7/2020 were discussed	
3.2	JT said Rachel Brooks has spoken to the Diocese regarding finding suitable candidates for the roles of Foundation Governors to allow KS and JT to retire. JT and KS will continue on a month by month basis until a replacement is found.	
3.3	RG asked what 'Part Time' meant next to his and John's name on the minutes. CH said this may have been due to joining the call part way though the meeting. <b>Action</b> - VL to amend and explain this on the minutes.	
4.	<b><u>Correspondence</u></b>	
	SB said the DfE are corresponding daily regarding Covid-19 and these updates are reflected in the Risk Assessment, which is available on the school website.	
5.	<b><u>School Improvement Plan - Key Priorities 2020/21</u></b>	
5.1	SB discussed the School Improvement Plan for 2020/2021 and that this would retain some objectives from 2019/20 as there was no data to react to.	
5.2	SB discussed the Catch up and Teaching for 2020/2021 in detail.	
5.3	A separate COVID 19 SIP plan has been created as a Key Priority is that the school remains Covid secure. This document replaces the Foundation Subject Assessment as it is not essential until Summer 2021. SB discussed the content of this document in detail. <b>HH asked if staff are happy with the plan</b> SB confirmed they were and that they are clear we need consistency in class. Staff are always on board and positive. This has not created more work and there is a good atmosphere in school. HH agreed there was a good atmosphere based on a recent visit.  <b>HH asked if there were any learnings from lockdown</b> SB confirmed that she and NR have spoken about this, Purple Mash and White Rose Maths are available but we know it is not as good as having the children in school. HH said as long as processes are in place so we do not have to return to square one. FM said the contact time on screen was well received and recommended this be weekly not fortnightly if needed in future.	



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	<p>AV asked why the default was Purple Mash, as the tasks seemed simple for the user. SB said more progression work was set over time including links to poetry and comprehension on the blog. The initial tasks were to keep things ticking over as this was new to us. We were not expecting lockdown to last six months.</p> <p>JT asked is we had any children set back by this SB said there were no surprises in children performing at lower, mid and high levels.</p> <p>RG asked what is stopping us doing live lessons? SB confirmed we had Key Worker children and vulnerable children in school. The teachers were teaching every day and setting work for children at home. RG asked why did it take all teachers to teach 32 children. SB confirmed this was because of the social distancing requirements at the time. RG asked what it would be like moving forward if we had another lockdown, SB said she does not think we will have another lockdown like before, if we do we'll have to look at government requirements, but is not ruling out live lessons.</p> <p>FM suggested blended learning where the lesson is done on screen for children at home and in class. SB said we could look into this option <b>Action</b></p> <p>AV asked if we loan iPads if needed SB confirmed we do. RG said the DfE have an emergency contact to access laptops, SB is aware of this for disadvantaged children, RG suggested putting 'digitally disadvantaged' on the request form.</p> <p>FM asked if we had anyone self-isolating in school. SB confirmed one individual had been told to self-isolate by their doctor after one off coughing at the hospital. The school has provided a test for this person. FM asked what access the individual had to learning. SB confirmed work had been set on Purple Mash. <b>Update 28.09.2020</b> the test has returned negative and the individual is back in school after three days absence,</p>	
6.	<p><b><u>Governor Feedback</u></b></p> <p>HH discussed her visit to school week commencing 14<sup>th</sup> September. HH and SB reviewed Safeguarding, SEN and the transfer of Children to Chellaston Academy. HH confirmed the Risk Assessment and DBS checks are all up to date. HH felt the visit was positive and it was lovely to see the children in school. HH said SB has a clear catch up plan and mental health focus for staff. JT said this links in with the Child Protection policy with vulnerable children and their experiences during lockdown and now being back in school.</p>	
7.	<p><b><u>SEN</u></b></p> <p>SB confirmed all the reports are up to date for 2020/2021 and available on the school website.</p>	
8.	<p><b><u>Safeguarding</u></b></p> <p>New policies to be reviewed during this meeting.</p>	
9.	<p><b><u>Health and Safety</u></b></p> <p>No issues to report. Covid-19 documents are all available on the school website.</p>	
10.	<p><b><u>Staffing</u></b></p> <p>10.1 SB informed Governors that Jayne Hill will be retiring after 20 years service at October half term. FM wished to pass on thanks to Jayne on behalf of the governors.</p> <p>10.2 SB confirmed there is one full time HLTA in Trent Class which is currently covered by Jayne Hill (two days) and Carol Toplis (three days). SB has advertised for a temp for the rest of this year. NR asked what the closing date is for applications. SB said applications close on the 10<sup>th</sup> October. NR asked if there is any guidance on recruitment, SB will read the guidance on this. RG suggested a pre prepared task on how they would deliver something.</p>	



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<p>11. <b><u>Finance</u></b></p> <p>11.1 SB discussed the Autumn report which show a healthy budget. Projections show as long as long as we get the pupil numbers the estimated balance looks good. SB said we do need to spend and is looking at TA support.</p> <p>11.2 There is £22,000 in the devolved capital, SB requested approval for a new trim trail on the infant playground and laptops for juniors. There were no objections to this.</p> <p>11.3 JT asked if more is being spent on cleaning, SB confirmed spending for an extra hour per day for cleaning and for specialist cleaning products,</p> <p>11.4 NR asked is we went along the route of academy and we have a pot of money would we retain this? SB said we would as it belongs to the school. RG said we have to ask the question first.</p> <p>11.5 RG asked if we have signed up to the National Tutoring Programme SB confirmed we have not and asked how it works. RG discussed the funding available and costs. SB said teachers may not want to do it. RG said the school could use one of the preferred partners. SB will look into this <b>Action</b></p>	
<p>11. <b><u>Policies</u></b></p> <p>The following policies were approved:-</p> <p>12.1 GDPR and Data Protection</p> <p>12.2 Privacy Notices</p> <p>12.3 Data Breach</p> <p>12.4 Freedom of Information</p> <p>12.5 Medical Needs</p> <p>12.6 Recruitment and Selection</p> <p>12.7 Teacher Appraisal</p> <p>12.8 Child Protection and Safeguarding - HH said this policy did not read as well as the previous version and requested a copy of the final version <b>Action</b></p> <p>12.9 Governors requested that when policies are sent for approval to highlight the changes to the policy if any. <b>Action</b></p> <p>12.10 Governor Responsibilities needs to be updated by removing previous governors and including Mental Health on HH responsibilities. <b>Action</b></p> <p>12.11 Committee Terms of Reference was approved.</p> <p>12.12 All governors need to complete and return Pecuniary Interests <b>Action</b></p> <p>12.13 FM confirmed Governors need to complete skills matrix pages 6-13 <b>Action</b></p> <p>12.14 RG asked if staff have completed the most recent Keeping Children Safe in Education document. SB said all staff have read and signed this. SB have asked for confirmation that all governors have also read this <b>Action</b></p>	
<p>13. <b><u>Academy Sub Committee Report</u></b></p> <p>13.1 HH said there is a new Director of Education for the Board of Education. We may get some communication regarding if this is something we may want to do. SB said DDAT have been really supportive during lockdown with communications including emails and evening calls.</p>	



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14.	<b><u>Any other business</u></b>	
14.1	RG suggested the Risk Assessment is reviewed and audited fortnightly by staff and governors. SB agreed this is something she can do with RG and will ask at school if anyone else would be interested. <b>Action</b>	
14.2	SB said all governors need to be using a Sale and Davys C.E. Primary School email. VL/RB to set these up <b>Action</b>	
14.3	HH said she is up for renewal as a Local Authority Governor. SB asked if we need to have so many Local Authority governors. HH said at the moment we do as she needs John Harrison's support to do it.	
14.4	JT wished to thank all in school and said they have the governors support and are doing great.	
14.5	Future meetings for the academic year were set for:  Thursday 12 <sup>th</sup> November Thursday 21 <sup>st</sup> January Thursday 18 <sup>th</sup> March Thursday 29 April Thursday 27 May Wednesday 7 <sup>th</sup> July	

Interrogation/critical evaluation by Governors is highlighted in red

SUMMARY OF ACTIONS			
Action	Minute No	When by / Status	Whom
Amend reference to 'Part Time' July minutes	3.3	12/11/2020	VL
Look into the option of Blended Learning	5.3	12/11/2020	SB
Look at National Tutoring Programme	11.5	12/11/2020	SB
Send final version of Child Protection and Safeguarding to HH	12.8	12/11/2020	VL
Highlight any policy changes when sent for approval	12.9	12/11/2020	VL/RB
Update Governor Responsibilities	12.10	12/11/2020	VL/RB
All governors to complete and return Pecuniary Interests	12.12	12/11/2020	All Governors
Governors to complete skills matrix pages 6-13	12.13	12/11/2020	All Governors
Confirmation all governors have read Keeping Children safe in Education	12.14	12/11/2020	All Governors
Form group to review Risk Assessment on a fortnightly basis	14.1	12/11/2020	SB
Set up school email address for all governors	14.2	12/11/2020	VL/RB

**Date and Time of Next Meeting: - 7 pm Thursday 12<sup>th</sup> November 2020 via Zoom.**