



Full Governing Body
Meeting Minutes
Thursday 10th December 2020
4-6.00pm- Zoom Meeting

Present: Rob Cooper (RC), Sally Coleman (SC), Catherine Fehilly (CF), Hannah Jefferies (HJ - Co Chair), Mark Juba (MJ), Vanessa McGeachin (VM), Rob Shepherd (RS), Ray Williams (RW), Karlyn Layzell (KL).

Presentation by Dominic Smart (DS)

Apologies: None received

Minutes: Oli Sharpe (acting as Clerk to the Governors)

Quorum: 9 governors – the meeting was quorate

<u>Who:</u>	<u>Action:</u>
Item 6.2 RC	Check if any Disclosure of Interest or Code of Conduct forms are still outstanding.
Item 6.5 RW & RC	Attendance monitoring will be done early in 2021.
Item 6.7 CF	Report back to next FGB about work of the school's wellbeing team.
Item 6a.2 HJ & OS	Monitor that the finance monitoring actions from LA report have been done by Xmas (via email)
Item 6a.3 RS	Monitor again during the spring that the finance monitoring actions from LA report are being done on an on-going basis.
Item 13.1 RC	Send out card to all staff about the day off as thanks.

The meeting started at 4pm.

Item	
1.	<u>Apologies</u>
1.1	None received.
2.	<u>Declaration of Interest in an Agenda Item</u>
2.1	OS, RW, MJ & HJ are trustees of the Middle Street School Fund charity No other interests declared.

3.	<p><u>Re-appointment of Hannah Jeffries as co-opted governor</u></p> <p>Unanimously agreed.</p>
5.	<p><u>Consent agenda item</u> (taken out of order before presentation was ready)</p>
5.1	Minutes minor change – then approved.
5.2	Pay policy approved.
6.	<p><u>Matters Arising</u></p>
6.1	CF was able to confirm that the role of staff governor cannot be shared as a job share. However, a second member of staff can join governor meetings as an observer.
6.2	<p>Checking for all Disclosure of Interest & Code of Conduct forms was going to be a task for the incoming clerk, but in the absence of a clerk,</p> <p>Action: RC will check if anything is outstanding.</p>
6.3	Teacher's Pay policy action has been done by RC .
6.4	Transfer of MSS Funds to school action has been done by OS
6.5	Action: RW & RC: attendance monitoring will be done early next year.
6.6	PTA was contacted by MJ for funds for reception area and the funds were transferred and the reception area improved over half term using these funds.
6.7	<p>Staff wellbeing survey was held off. CF has been involved in a meeting with the school's wellbeing team.</p> <p>Action: CF to report back at next FGB</p>
6.8	Still an intention to send out a staff survey sometime next year (2021)
6.9	Still an intention to do a parents' survey sometime next year.
6.10	The draft document for roles and responsibilities was circulated in advance of this FGB.
6.11	The wording in the Behaviour Policy on permanent exclusions was looked at by HJ and MJ with RC .

4.	<p><u>Presentation on pupil progress</u> (given after 6. and before 6a.)</p> <p>DS presented analysis of pupil progress data in the context of the Covid-19 lockdown during academic year 2019-2020.</p> <p>MJ: What are the green boxes on the right.</p> <p>DS: Predictions of where teachers think the pupils will get to.</p> <p>MJ: Why do the % not add to 100%</p> <p>DS: because ARE and ARE+ are together.</p> <p>HJ: Is this data making sense.</p> <p>RS: no not to me</p> <p>RC: How about getting a governor to get into detail.</p> <p>RW: No substitute for attending a pupil progress meeting. Really encourage someone to attend.</p> <p>RW: Does RC or DS have broad brush stroke impression.</p> <p>RC: Different pattern in each class.</p> <p>DS: Confident that kids can get to end of year targets despite Covid. Each child had different experiences at home over lockdown. So it is very individual based. If picking an area probably writing has seen gaps. Maths has been a drop off- but confident that maths can get back. Writing is more of an area of concern, especially around things like punctuation and structure of writing. Y1 and Y2 they feel will need extra support .and Y6 won't have so much time in this school for catch up.</p> <p>MJ: Is the prediction for Y6 writing progress realistic. DS: There are reasons within the details of the way the calculation works that explain this – and school doesn't make unrealistic predictions that can't be realistically met.</p> <p>RS: So the 'incoming' figures are also an estimate of where kids would have been at the end of the summer term.</p> <p>DS: [Yes]</p>
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6a.	<p><u>Internal Control Report from LA regarding issues from before Sept 2020</u></p> <p>HJ: thanks to Rob for having spotted the irregularities and have then addressed.</p> <p>RC: Found some oddities and then felt they needed to be investigated with LA, talked with HJ and OS who supported talking to LA.</p> <p>RC: Important to introduce processes and monitoring for these kinds of finance issues.</p> <p>RC: Pleased issue doesn't need to be taken any further, but good that line has been drawn under it.</p> <p>HJ: Important to note the obligations from this report on governors to implement the recommendations, which we will do.</p>
6a.1	Governors formally agreed not to pursue this further than what is covered by the report.
6a.2	Action: Monitor that the actions from the LA report have been done by Xmas (via email)
6a.3	Action: Monitor again during the spring that the actions from the LA report continue to be in place.
7.	<p><u>Head Teacher's Report</u></p> <p>RC presented head's report.</p> <p>HJ: Are behaviour issues related to Covid absence?</p> <p>RC: Yes, but it did calm down a bit after half term, but it has risen. Going to seek some extra support from BHISS around behaviour. Trying to find how to get between where not to get towards the empowerment approach. Lots of discussions in school with staff about how to best address behaviour.</p> <p>RC: Will be person for track and trace after Xmas hols. Not moving INSET day to Fri 18th. Rob will have all incoming T&T calls or emails coming in so that Rob can pick up those messages and pass on the T&T to anyone.</p> <p>HJ: Is the vaccine going to have an impact on staff who are currently off for shielding reasons?</p> <p>RC: Not sure yet.</p>

	<p>SC: Feeding back what a great time daughter is having, Covid processes are not impacting her experience and enjoyment of school.</p>
8	<p><u>Budget Update</u></p> <p>RC: Policies not up to date. Barbs working hard to getting things up to date. Lots of invoices that need chasing up. Budget is currently being updated regularly and getting progressively more accurate.</p> <p>HJ: How much can these swings be accounted for by Covid impacts?</p> <p>RC: Not very much as staffing costs should have been very predictable.</p> <p>MJ: What was reduced Art Republic money?</p> <p>OS: Actually this AR money, £5,500 came to school via MSS Fund in the £10,000 payment.</p> <p>RS: This comes back to governance issue. Need to make sure that we are providing proper oversight and scrutiny of finance issues.</p> <p>RC: Yes, that is why the finance monitoring role.</p> <p>VM: Are we still holding an account for the partnership?</p> <p>RC: not bank account and charity is being closed down. When the process completes there will be a reconciliation of money that is owed to Middle Street School.</p> <p>VM: When did charity get shut down?</p> <p>RC: This half term.</p>
9.	<p><u>Teachers' Pay Progression - oral report</u></p> <p>RC and RW met virtually RC gave report. RW was happy with the recommendations.</p> <p>Governors gave formal approval to accept pay progressions.</p> <p>MJ: Why would only four teachers get progression?</p> <p>RW: Everyone else at top of their grade.</p>

10.	<p><u>Health and Safety update</u></p> <p>RW: Nothing specific to report.</p> <p>RC: Had sewage leak, which closed the school for a day. Lost carpets and books. Insurance claim should cover all losses.</p>																																
11	<p><u>Roles and responsibilities:</u> Governors went through the list of roles and responsibilities and agreed the following responsibilities:</p> <table border="1"> <thead> <tr> <th>Monitoring Role</th><th>Responsible Governor(s)</th></tr> </thead> <tbody> <tr> <td>Finance monitoring</td><td>RS</td></tr> <tr> <td>Budget planning</td><td>OS, MJ, RW</td></tr> <tr> <td>Assessment & achievement & Pupil Premium</td><td>SC, KL</td></tr> <tr> <td>Behaviour & attendance</td><td>KL, RW</td></tr> <tr> <td>Child protection & safeguarding</td><td>HJ</td></tr> <tr> <td>Partnership Coordinator</td><td><i>will become clerk's responsibility</i></td></tr> <tr> <td>Curriculum</td><td>All (once a year event)</td></tr> <tr> <td>LA Governor network / GSP meetings</td><td>CF</td></tr> <tr> <td>Health & Safety</td><td>RW</td></tr> <tr> <td>Performance management</td><td>HJ, RW, CF</td></tr> <tr> <td>School Improvement Plan Monitoring</td><td>VM, KL</td></tr> <tr> <td>SEN/disability & equality</td><td>HJ</td></tr> <tr> <td>Sports funding</td><td>VM</td></tr> <tr> <td>Monitoring staff wellbeing</td><td>CF</td></tr> <tr> <td>Monitoring children's wellbeing</td><td>SC</td></tr> </tbody> </table> <p>HJ: Try to get people report every other meeting back.</p>	Monitoring Role	Responsible Governor(s)	Finance monitoring	RS	Budget planning	OS, MJ, RW	Assessment & achievement & Pupil Premium	SC, KL	Behaviour & attendance	KL, RW	Child protection & safeguarding	HJ	Partnership Coordinator	<i>will become clerk's responsibility</i>	Curriculum	All (once a year event)	LA Governor network / GSP meetings	CF	Health & Safety	RW	Performance management	HJ, RW, CF	School Improvement Plan Monitoring	VM, KL	SEN/disability & equality	HJ	Sports funding	VM	Monitoring staff wellbeing	CF	Monitoring children's wellbeing	SC
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12.	<p><u>Correspondence received by Chair</u></p> <p>None.</p>																																

13.	<p><u>A.O.B</u></p> <p>HJ: In discussions with RC the idea of giving staff a day off was suggested as a way to say thanks for going above and beyond during this Covid period.</p> <p>This proposal was unanimously approved by the governors.</p>
13.1	<p>Action: RC to send out a card to all staff.</p>

Meeting closed at 6.16pm.

Date of Next Meeting February 2021

Signed:

Date:

Chair of Governors

