

Minutes of Full Governing Board Meeting

Penponds School

Meeting Date:	Monday 5 October 2020
Meeting Time:	17:30 – 18:45
Attendees:	Mrs J Lamb (Head) Mr T Harvey (Chair) Mr G Springer Rev Canon O Stevens Mrs S Davis Mr M Glasson Mrs A Holmes
Apologies:	Mrs C Souch, Mrs T Watts
Absent:	
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	Election of Chairman It was proposed by Greg Springer, seconded by Mark Glasson and agreed that Treve Harvey be appointed Chairman. The Chairman thanked everyone for his election	
2.	Election of Vice Chairman It was proposed by Sarah Davis, seconded by Mark Glasson and agreed that Greg Springer be appointed Vice Chairman. The Chairman thanked everyone for his election	
3.	Apologies Apologies noted as above. The Headteacher advised of Justin Floyd's resignation which had been due to work commitments. An email of thanks had been sent and a thankyou card would be arranged.	JL
4.	Pecuniary Interests None declared.	
5.	Minutes of the Meeting held on 4 February 2020 and Matters Arising The minutes of the meeting held on 4 February 2020 and the confidential minutes were accepted as a true record and signed by the Chairman.	

	There were no matters arising.	
6.	<p>COVID-19 update</p> <p>The Headteacher gave the following update:</p> <ol style="list-style-type: none"> 1. Risk assessments for staff and children had been carried out, in particular for SEN and non-verbal children. 2. A premises risk assessment had been completed. 3. Reassurance was given that the school opened in a safe environment following all government guidelines. 4. Thanks, would be passed from the Governors to all staff for their extra duties undertaken and their goodwill shown. 5. A recovery curriculum was in place. 6. Everyone had different experiences during lockdown. 7. The staffroom would accommodate no more than four staff at any time. 8. Staff were having face to face socially distanced meetings and communicating openly with each other and the Head. 9. Cleaning regimes had increased and associated costs. 10. Children (Y1-6) had now been sat in rows within classrooms and were hand sanitizing and washing hands in line with guidelines. It was difficult to get the children to socially distance. 11. Parents had been supportive of the new drop-off and pick-up staggered timings, with breakfast club being provided free of charge if anyone from the same family needing to wait longer than 15 mins. Teachers were at entry/exit doors monitoring arrivals and departures. 12. A Governor queried the management of the Risk Assessments. It was confirmed that these had been carried out at MAT level following government guidelines. 13. A Governor advised of an added risk - the increase in numbers of vehicles outside the school was at its highest yet. Discussion followed about possibly changing the access points to manage traffic flow and a timeframe for those children with siblings to stop groups waiting. It was acknowledged that older children would have the necessary social skills to be socially distanced and so the order of release of children after school could possibly be reversed or older children could be released at the same time as siblings to avoid parents waiting in their cars and taking up space. The Headteacher would look into this. 14. Masks needed to be worn in communal areas by parents/staff/visitors (essential visitors only were being allowed into school i.e. SALT, Educational Psychologist) and could only be removed if social distancing allowed. 	<p>JL</p> <p>JL</p>

7.	<p>Headteacher Report</p> <p>The report had been previously circulated. During discussion the following points were noted:</p> <ol style="list-style-type: none"> 1. A Governor enquired about the length of time taken for COVID tests to be processed. The emergency tests allocated had been used on three occasions and had taken longer for results to be processed than the drive-in tests. Testing kits had been ordered and replaced. 2. Behaviour monitoring - It was queried if issues with behavior had resulted in letters being sent home to parents and it was confirmed this was the case. It was noted that one child could have quite an impact on the stats in one year group if a there were many incidents. It was reported that since the start of this term behavior had been very good across the school with children very glad to be back. 3. Absences due to COVID had been given a separate code as per the guidelines. 4. The Chairman requested the Headteacher pass on a commendation to Mrs Watts for her PE/outside training. 	JL
8.	<p>Governor monitoring /areas of responsibility</p> <p>Governors were encouraged to arrange teams' meetings and or phone calls to fulfill their duties.</p> <p>The following areas of responsibility were decided:</p> <ol style="list-style-type: none"> 1. <u>Mark Glasson</u>: <ul style="list-style-type: none"> • Maths • Curriculum 2. <u>Greg Springer</u>: <ul style="list-style-type: none"> • PE • Sport Premium 3. <u>Alvine Holmes</u> <ul style="list-style-type: none"> • Early Years • Music 4. <u>Sarah Davis</u> <ul style="list-style-type: none"> • English (focusing on writing) • Pupil Premium 5. <u>Olive Stevens</u> <ul style="list-style-type: none"> • RE 6. <u>Treve Harvey</u> <ul style="list-style-type: none"> • SEND • Leadership and Management • Staff Wellbeing 	ALL

	<p>During discussion, the following points were also noted:</p> <ul style="list-style-type: none"> • Greg Springer had met with Trudy Watts regarding PE and would send in a report. • The suggestion of recording lessons could not be undertaken due to GDPR. • Phonics was being undertaken in three support bubbles and some children were using the Nesy Programme. • The Headteacher would send Olive Stevens the new curriculum for RE and the new Penponds overview and training notes. • The Chairman and the Headteacher had been liaising on a weekly basis. 	<p>GS</p> <p>JL</p>
9.	<p>MAT update and Reviewed MAT Plan</p> <p>The Headteacher advised that the MAT plan was in place, noting that some things had been carried over due to COVID. It will be monitored and some catching up would be required.</p> <p>There would be approximately £9k catchup finding, the spending of which would be targeted at children with the largest learning gaps. Observations and assessments were taking place across the MAT.</p>	
10.	<p>Staffing (see also confidential minutes)</p> <p>The Headteacher praised the staff for their efforts and dedication in these unprecedented times.</p>	
11.	<p>Safeguarding</p> <p>The document circulated needed to be read by all and used as a reference document. Governors were advised that staff adhere to safeguarding and behaviour policies. (see also confidential minutes)</p>	
12.	<p>Premises Update</p> <p>The date for the Portable Appliance Testing has been arranged for inset day, 23 October 2020. This needs to be done every two years and was due in March 2020 but was delayed due to Covid.</p>	
13.	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. Profile and accessibility of Governors. Sarah Davis suggested photographs and biography of governors be added to the webpage as well as names to make Governors more visible. All agreed to send photos and bios to the Headteacher. It was suggested that perhaps monthly surgeries could take place and details of visits but it was felt due to current Covid 	All

	<p>restrictions this would not be appropriate. However it was agreed that when a governor carries out a visit/ monitoring then this would be shared in the newsletter – info/ key points. The Headteacher would also check with the MAT Business Manager what information was required to be the webpage with regards to Governors.</p> <p>2. The Remote Learning Policy had been written, in case there is another lockdown. This was a MAT policy with specifics added for each school.</p> <p>3. The staff Code of Conduct had been updated to include working from home.</p> <p>4. An addendum had been added to the Behaviour Policy relating to Covid.</p> <p>5. The three documents mentioned above would be sent to Governors.</p> <p>6. Item for next agenda – Budget overspend due to Covid and maternity leave. Governors noted that the Headteacher had been covering teaching whilst Mrs Souch had been providing training (attracting £12K income from Literacy Hub)</p>	<p>JL</p> <p>JL</p>
10.	<p>Date of Next Meeting</p> <p>Monday 30 November 17:30. Virtual on-line meeting via MS Teams.</p>	

Signed:.....

Date: