



## Virtual Full Governing Body Meeting Wednesday 19<sup>th</sup> January 2022 at 6.00pm

### Minutes

**KEY:** Governor Challenge Governor Approval

#### **Present**

S. Levy (Headteacher), M. Sargent (Chair), P. Wilson, S. Nicholson, L. Holmes, R. Whitehouse-Jones, F. Rumball (arrived at 6.09pm) J. Mayo (arrived at 6.10pm) and A. White (arrived at 6.30pm)

#### **Also Present**

N. Dickson (Deputy Headteacher), O. Brook (Associate Member) and J. Harris (Clerk)

No	Agenda Item
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting and said that she was not sure when governors would be able to return to face to face meetings. The Headteacher made governors aware that schools were finding it a challenge as the number of COVID-19 cases in Peterborough currently was high. Apologies were received and accepted from S. Bussey and A. Mortell.
2	<b>Declarations of Interest</b> Governors were reminded that O. Brooks wife worked at the school.
3	<b>Agree Minutes of the last meeting held on the 6<sup>th</sup> of October 2021</b> A copy of the minutes had been shared prior to the meeting and these were agreed as a true record. The Clerk was arranging for minutes from meetings held virtually during the pandemic to be printed off for the Chair's signature.
4	<b>Matters Arising from the Minutes of the Last Meeting</b> <ul style="list-style-type: none"> <li>The Headteacher gave an update on the progress of a modular building to be installed at the school. Designs from the company, who had been chosen through a tender process arranged by the Local Authority, had been shared. The company had visited the school site and the location had met requirements. The building could be split into two smaller rooms. The cost had increased since quotes had last been shared with governors and was now £90,000.</li> </ul> <b>(F. Rumball arrived at this point of the meeting)</b> Governors asked if there was still money in the budget for this and were advised that the school had a large carry forward which would cover this. Governors were happy to approve the quote for £90,000 for the installation of the modular build. Governors asked how many pupils the building could hold and were told that it could hold 12 pupils.
	<b>(J. Mayo arrived at this point of the meeting)</b> A governor asked how long the building was expected to last and was told around 40 years. Governors agreed that it would be money well spent as the building would enable interventions to be more flexible

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**Chair of Governors**

**Agreed at Meeting 16.03.22**

	<p>and it would benefit both current and future pupils. It was also quicker to have a modular building installed than having an extension built. The next steps were for a purchase order to be raised and the Local Authority would then manage the project.</p> <ul style="list-style-type: none"> <li>• A date for data training for governors was considered and it was agreed that it would be good to look at the school's actual data for this. It was agreed that the training would be done as part of the July full governing body meeting.</li> <li>• The Clerk was to check that governor attendance information had been received by the school for putting on the website as this was a statutory requirement.</li> <li>• The Chair had compared the existing code of practice against the National Governance Association's latest model code of conduct for governors and had felt that it was more appropriate. <b>The Code of Conduct was approved</b> and was to be uploaded to Governor Hub for governors to confirm that they agree to abide by this.</li> <li>• Governors were reminded to confirm when they had read Section 1 and Annexe B of keeping children safe in education guidance. The Clerk was to chase governors who had not yet confirmed this.</li> <li>• Governors were reminded to either complete the declaration form that had been shared or complete this through Governor Hub. The Clerk was to chase governors who had not yet done this.</li> <li>• S. Bussey had not yet arranged a health and safety visit as it had not been appropriate due to the staff absences.</li> </ul>
5	<p><b>Headteacher's Updates</b></p> <p><b>Risk Assessment</b></p> <p>The Headteacher and Deputy Headteacher had updated the risk assessment in-line with Plan B guidance and this had been shared with staff. There had not been many changes as the school was still in an enhanced response area. Masks were being worn outside by staff when meeting parents. The risk assessment had been colour coded to enable staff to see changes more easily. <b>A governor asked what would happen if masks were no longer mandatory but cases were still high in the local area.</b> The Headteacher advised that the Director for Education had shared a summary of new guidance. He was in touch with the Department for Education regarding the local situation and the extra measures that might be required. The school would continue to follow Local Authority guidance.</p> <p><b>Staffing</b></p> <p><b>Governors asked how schools were coping with the high number of COVID-19 cases.</b> The Headteacher advised that it was different for everyone as no-one knew which staff would be in school each day. Staff left messages regarding absences between 6.00am and 7.30am. Currently there were 5 members of staff and 20 pupils off with COVID-19 and some classes had been 'ring fenced'. If a threshold was met the school would contact the Local Authority for permission to put further measures in place. Staff were brilliant and supportive of each other, like an Old Fletton family. The Chair anticipated that cases would be high for a while. The Headteacher expected an impact on pupils as staff were being moved around to provide cover for other staff. The Chair had joined a governor briefing earlier in the week and the results of a survey done with pupils had been shared. She had been surprised that the main concern of pupils, who were in years 5 and 6, had been climate change. Governors appreciated the challenges being faced by staff. A governor was aware that there were concerns for staff who were under pressure due to staff absence and some staff were leaving schools. It was possible that there may be an impact on schools or there may be some long term sickness</p>

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	<p>absences because of this. A governor was aware that secondary schools were closing year groups if there was a high number of COVID-19 cases and asked if this was done at Old Fletton. The Headteacher explained that the school needed permission from the Local Authority to close a year group if there was a health and safety risk. Governors were advised that 20 pupils off with COVID-19 was low compared to other local schools. The school was only likely to close if there were issues with staffing numbers.</p> <p><b>School Development Plan</b></p> <p>A detailed briefing paper had been shared prior to the meeting. Governors were able to see that progress was being made each block.</p> <p><b>Headteacher's Updates</b></p> <p>A report had been shared prior to the meeting. The main areas of discussion included the following:-</p> <ul style="list-style-type: none"> <li>• Target setting was to be done after block 2 data had been reviewed the following week. Data would be reviewed by the STAR Committee in depth at their meeting in February.</li> <li>• A data protection audit had been completed and fire safety monitoring had picked up some points to be considered by the Finance and Resources Committee at their next meeting.</li> <li>• There were issues with inconsiderate parking when dropping off and picking up children and people living around the school had complained.</li> <li>• Governor monitoring was continuing and the Headteacher explained that she appreciated the thoughts and support of governors when having to make difficult decisions.</li> <li>• Lots of pupil voice had been done and this would also be looked at by the STAR Committee at their meeting in February.</li> <li>• The Headteacher and Deputy Headteacher were leading safeguarding. A governor asked if there was another safeguarding lead and it was explained that the Safeguarding and Family Engagement Officer was but they were currently off long term sick. Governors asked if the school needed someone else and were told that there was no-one else with the expertise and it was not a role that someone could just step into at short notice. . It was explained that there was a lot of additional work but when more practical support was required a play therapist had been secured.</li> <li>• The Headteacher had shared details of staff training prior to the meeting. This had included safeguarding training and a governor asked if all staff had completed this. The Headteacher explained that staff who had need been able to join the training session had been given another date.</li> <li>• The Director of Education shared local attendance data for comparison and for Old Fletton this was at 93.9%. A governor asked about the national target and was told that prior to the pandemic it had been 95% but this was no longer mentioned. It was agreed that 93.9% was good given the current circumstances.</li> <li>• The Headteacher explained that currently if a pupil said that they were being bullied this was not questioned as it was their perception. However, this was becoming a challenge and the Headteacher was having to meet with parents and the pupil to agree that bullying had been resolved. Some parents wanted to keep cases open just in case and would not accept that cases could be re-opened if they had been closed. It was felt that closing a case after there had been no further incidents within an agreed timeframe would be better. For this reason the Headteacher wanted to update the bullying policy with a</li> </ul>
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	<p>timeframe of 12 weeks. <b>Governors asked what would be done within the 12 weeks.</b> The Headteacher explained that she would look at each case on an individual basis and send regular updates to parents and if there had been no further incidents she would report this to parents at the end of the 12 weeks. Governors appreciated that parents wanted to be heard but felt that it was acceptable to keep parents updated regularly in the first 3 weeks and then just report to them after a further 3 weeks if there had been no further incidents. This would equate to half a term of 0 further incidents. The case could then be closed which would help to manage staff time. The Chair appreciated the Headteacher asking governors for their thoughts on an operational matter.</p> <ul style="list-style-type: none"> <li>• <b>A governor asked about staff no longer having hot drinks in the classroom.</b> The Headteacher explained that staff had been shocked after a pupil had been hurt after spilling a hot drink on their foot even though lidded cups were being used. The pupil had thought that they were being helpful picking up the hot drink and handing it to the staff member. <b>Governors asked about the pupil</b> and were told that they had suffered from some blistering. Understandably the pupil's parent had been very upset about the incident but were happy with how the school had responded as a result.</li> <li>• The Local Authority was forecasting a fall in pupil numbers over the next 5 years. <b>Governors asked if it was a significant drop in numbers</b> and this was confirmed. However, the Headteacher advised that this was not in keeping with pupil number over the last 15 years. The Headteacher wanted governors to be aware of the forecast but would be looking at pupil numbers for September. If these were lower she would consider recommending a strategic discussion. <b>Governors asked where the figures came from</b> and it was explained that it was based upon birth and housing data. <b>Governors asked about the impact on funding if numbers dropped over the next 5 years.</b> The Headteacher confirmed that it would have a significant impact upon funding. <b>A governor asked what would be the first step if numbers and funding decreased.</b> The Headteacher explained that there would be less spent on school improvement and the school would no longer be able to subsidise visits. Cuts could also be made in other areas of the budget. It was thought that if numbers dropped it would be gradually over time and staff might not be replaced when they left the school.</li> <li>• <b>Governors asked how the school was managing tutoring and catch up.</b> The Headteacher advised that some staff, including herself and the Deputy Headteacher, were delivering catch up interventions to Year 6 pupils after school. Some targeted Year 5 pupils had also been added to the groups.</li> </ul>
6	<p><b>Governance</b></p> <p><b>Agree Date for Data Training Session for Governors</b> As discussed under matters arising the data training would be done at the July full governing body meeting.</p> <p><b>Governor's Code of Practice and Standing Orders</b> The Clerk was to separate the standing orders from the combined document as it had been agreed to adopt the model code of conduct from the National Governance Association.</p> <p><b>Approve Terms of Reference for Committees</b> Copies of the terms of reference for both committees had been shared prior to the meeting and <b>these were approved.</b></p> <p><b>Training Updates</b></p>

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	<p>The Clerk had recently shared the training programme for the spring term. All sessions would be held virtually until further notice. Governors were encouraged to book a place for the Annual Governance Conference which was being held on the 12<sup>th</sup> of March.</p> <p>The Chair had attended a spring term governance briefing earlier in the week. She advised that there had been a presentation about Religious Education and <b>asked if any parents had withdrawn their child from this subject.</b> The confirmed that some parents had withdrawn their child from Religious Education and Relationships and Sex Education but a request had to be made in writing.</p> <p><b>Visits/Monitoring Days</b></p> <p>Governor monitoring still needed to be done as Ofsted expected this. Governors were mindful of the pressures on staff and it was agreed that some visits were currently not appropriate. Governors felt that they received regular updates from the Headteacher and Deputy Headteacher. Subject leads were also invited to present to governors at STAR Committee meetings. It was agreed that the detailed briefing papers prepared by the Headteacher were very informative and were appreciated by governors. The Chair advised that reports from the School Improvement Advisor were shared with her. The Headteacher explained that Ofsted expected schools to put pupils first and the school could explain their reasoning for doing things.</p>
7	<p><b>Feedback from STAR Committee Meeting</b></p> <p>A copy of the minutes from the committee meeting held on the 10<sup>th</sup> of November had been shared prior to the meeting. P. Wilson had been elected as Chair for the committee. The committee had received presentations from the subject leads for Mathematics, Phonics and Writing. The committee had heard how Sports Premium funding was being used to benefit pupils at lunchtimes. <b>A governor asked if it might be possible for the committee to speak to pupils virtually during a future meeting</b> and the Headteacher agreed to explore this. Governors thanked the Headteacher and Deputy Headteacher for facilitating the presentations.</p> <p>The Headteacher was to share a briefing paper relating to monitoring the curriculum for the next committee meeting.</p>
8	<p><b>Policy Review</b></p> <p><b>Pay</b></p> <p>A copy of the pay policy had been shared prior to the meeting. The Headteacher advised that it was a model from Education Personnel Management. <b>The pay policy was approved by governors.</b></p>
9	<p><b>Any Other Business</b></p> <p>A governor had noticed that on Governor Hub there was a place to add details of Disclosure and Barring Service Checks (DBS). The Headteacher agreed to check the DBS details for all governors.</p> <p>The Chair thanked everyone for their contributions to the meeting.</p>
10	<p><b>Date of Next Meetings</b></p> <p>Wednesday 2<sup>nd</sup> February 2022 at 2.00pm – STAR Committee          Wednesday 2<sup>nd</sup> March 2022 at 2.00pm – FRESH Committee          Wednesday 16<sup>th</sup> March 2022 at 6.00pm – Full Governing Body Meeting</p>
The meeting ended at 7.32pm.	

## Summary of Actions

Agenda Item	Action
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3	The Clerk was to arrange for minutes from meetings held virtually during the pandemic to be printed off for the Chair's signature.
4	Data training for governors would be done as part of the July full governing body meeting.
	The Clerk was to check that governor attendance information had been received by the school for putting on the website
	The Code of Conduct was to be uploaded to Governor Hub for governors to confirm that they agree to abide by this.
	The Clerk was to chase governors who had not yet confirmed that they had read keeping children safe in education guidance.
	The Clerk was to chase governors who had not yet completed a declaration for 2021/22.
	S. Bussey was to arrange a health and safety visit when it was appropriate to do so.
6	The Clerk was to separate the standing orders from the current combined document as it had been agreed to adopt the model code of conduct from the National Governance Association.
7	The Headteacher agreed to explore the possibility of the STAR committee speaking to pupils virtually during a future meeting.
	The Headteacher was to share a briefing paper relating to monitoring the curriculum for the next committee meeting.
9	The Headteacher agreed to check the DBS details for all governors.

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