

# Newbold & Tredington Church of England Voluntary Controlled Primary School

**Minutes of the Full Governing Body meeting on  
Tuesday 22 September 2020 at 7:30pm  
Held virtually via Microsoft Teams**

**Start time: 19.30**

**Finish time: 21:00**

<b>Constitution</b>	<b>Present</b>	<b>Absent/Apologies</b>
Head Teacher	Mrs Samantha Welsby (SW)	
Chair of Governors	Mr Dave McWhirter (DM)	
Vice Chair	Mrs Alex Balzaretta (AB)	
Parent Governor	Ms Natalie Hufton (NH) (joined at 7.45pm)	
Community Governor		Mr Barney Hatch (BH)
Staff Governor	Ms Natalie Walsh (NW)	
Parent Governor	Mrs Laura Allison (LA)	
Foundation Governor		Mrs Sian Jones (SJ)
Clerk	Mrs Diana Spragg (DS)	

<b>1</b>	<p><b>Attendance and Apologies</b> Apologies were noted from Barney Hatch and Sian Jones. Natalie Hufton would join the meeting late. No conflicts of interest were declared. One confidential item was raised for AOB</p>	
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<p><b>2</b></p>	<p><b>Election of Chair</b> DM has now been re-appointed as LA Governor.</p> <p>DS reported that she had emailed all governors on 16 September 2020 advising that DM was willing to be re-appointed as Chair, any objections or other nominations should be emailed to the Clerk by 18 September 2020. As no objections or other nominations had been received, it was proposed that DM should be re-appointed as Chair.</p> <p>All governors agreed and DM’s appointment will be confirmed to Governor Services.</p>	<p>DS to send re-appointment form to Governor Services</p>
<p><b>3</b></p>	<p><b>Election of Vice Chair</b> The position of Vice Chair has become vacant following the resignation of AB. Governors had been requested to nominate a replacement and NH had volunteered to take on the role.</p> <p>DM proposed NH and SW seconded the proposal, which was agreed by all governors.</p> <p>DM advised that the process for these appointments had had to be modified from normal procedures due to the current Covid situation, and advice had been given from NGA about how to adapt.</p> <p>NH joined the meeting and accepted the role as Vice Chair.</p>	
<p><b>4</b></p>	<p><b>Membership of the Governing Board</b> Review of Instrument of Government The document had been updated in August 2019, with the number of Parent Governors reduced from 4 to 3, and the number of Co-opted Governors increased from 2 to 3. DS had uploaded the revised version to Governor Hub. There are currently 2 vacancies, 1 Parent Governor and 1 Foundation Governor.</p> <p>There had been no progress with appointing another Foundation Governor via the Diocese. SW will raise with next Head Teachers’ Reference Group meeting.</p> <p>It was agreed that another Parent Governor should be recruited as soon as possible. NH will end her term of office in November and also need to be re-elected. SW will write to all parents in the next few days for expressions of interest.</p> <p>SW advised that details of governors and their terms of office were available on the school website under Parents Area, as well as being listed on Governor Hub.</p>	<p>SW to raise appointment of Foundation Governor</p> <p>SW to write to parents for expression of interest</p>

	<p>Re-appointment of Co-opted Governor DM advised that the term of office for BH appeared to have expired in June 2019. BH had agreed to complete another 4-year term if possible, although this might have to be reviewed due to other commitments. DM proposed a further term, LA seconded this and all governors agreed.</p> <p>SW advised that BH's term of office may have already been extended as he moved from Parent Governor to Co-opted Governor.</p> <p>Appointment of new Co-opted Governor DM had previously circulated details to all governors of an application that had been received for a new Co-opted Governor. Governors agreed that her teaching experience would be valuable and she would be able to replace AB on P&amp;S committee. DM proposed the appointment, subject to satisfactory references, and LA seconded, with all governors agreeing.</p>	<p>Clerk to check term of office for BH</p> <p>DM to take up references and confirm new appointment</p>
<b>5</b>	<p><b>Approval of Minutes from Previous Meeting on 7 July 2020</b> The minutes of the meeting held on 7 July 2020 were agreed as a true and accurate record. They will be forwarded to DM for signature.</p>	
<b>6</b>	<p><b>Matters Arising from the Minutes</b> There were no matters arising apart from those already included on the agenda.</p>	
<b>7</b>	<p><b>Head Teacher's Report</b> The report had previously been circulated to all governors and SW highlighted the main issues.</p> <p>The return to school has gone well, and 2 training days at the beginning of September have helped staff become familiar with the new routines and requirements. Additional staff meetings were held once school had re-opened. The focus has been on organisation of the school day, assessment and safeguarding. Attendance has generally been good, averaging 64/75.</p> <p>Start and finish times have been staggered. WCC has advised that parents should wear face coverings but there have been no issues with parents standing around the school gates, they are waiting in their cars for their children.</p> <p>The one-way drop-off system at Newbold has worked smoothly. There are 3 points of entry at Tredington and work is needed to improve</p>	

how this operates, with a new path and a gate to help with access. This work has been ordered.

There are staggered lunchtimes with separate Midday Supervisors for each session.

Bubbles are to be made smaller, following Public Health advice. Emerald and Amber classes will be split, so fewer children will be affected if one group needs to be shut down.

Handwashing procedures are in place and operating well. 2 handwashing stations have been donated to school, these are both at Tredington. One in and one out operates for the toilets.

Some remote learning has taken place but this is only for children affected by Covid testing and isolating requirements. Seesaw app is being introduced for homework, which will remove any paperwork. TT Rockstars will continue to be used to help with tables.

One parents' information evening has been held via Zoom. 50 to 60% of parents attended. Staff meetings are being held virtually. Discussions are being held about how to keep everything as normal as possible for the children within the current guidelines, and allow events such as Poppy Day and Harvest Festival to take place.

*Do all families have access to ICT so they can use Seesaw?*

Yes, all families have some access although sometimes they have to share. There is an application to WCC for equipment in case it is needed.

*What about Government funding for closing the gap?*

There is funding of 80 pounds per child but nothing has come through yet. There is also 11,000 pounds of WCC funding. There is 500 pounds additional funding for Free School Meals vouchers from Coop. Nothing for additional costs of cleaning etc.

*How are you assessing the academic levels of the children? Advice from Diocese is for governors to focus on pastoral care and academic achievement.*

School needs to get back to looking at this and it will be something for the October meeting of P&S committee. Staff are using the data from February as a starting point. Staff have tracking grids and know where children are. Y1 will have their Phonics test by Christmas that should have been done in June 2020. Starting points in Maths are more complicated because of topic work and staff are discussing this in staff meetings.

*How will you help children catch up?*

	<p>Teachers will lead with interventions in class, use of teaching assistants etc. – no extra homework for parents to supervise. Normal processes will apply, just on a bigger scale due to current circumstances. Maths presents the biggest challenge.</p> <p>It is unrealistic to be back on track by Christmas, it will take into next year for this. Children have to catch up academically but also re-learn school routines etc. which have changed – extra cleaning etc.</p> <p>There are sessions to make sure the children are ok. They are asking lots of questions, need to build back their confidence. Massive adjustments required for some children, may not have been with other children for 6 months so having to re-learn social skills etc. Can't push too hard on the academic side, need to consider children's wellbeing too.</p> <p><i>Is there any guidance on Ofsted inspections and how to demonstrate what the school has done?</i></p> <p>No-one is sure yet, Ofsted have stated they will not be looking at data at this point, there is a focus on behaviour and wellbeing as well as achievement. Governors agreed that P&amp;S committee would not be pushing for data at the autumn term meeting, there would be more general discussion.</p> <p>LIP would normally be on 2<sup>nd</sup> draft by now but it is not possible to commit to priorities at this point. There may be further changes for the children if there is a second spike in the virus, eg. parents not going into work, possible bereavements, so things are too uncertain to commit to a firm plan.</p> <p><i>Are there details of numbers/support needed for safeguarding?</i></p> <p>Normal procedures are operating, including Children in Need and Early Help meetings, Green Forms being completed etc. Details of numbers provided in the Head Teacher's report. Meetings are being held virtually but essential staff are being allowed into school for face to face sessions if necessary. WCC has suspended the annual Safeguarding Audit for this year. A fourth member of staff has now completed safeguarding training.</p> <p><i>Do we need a section in the Head Teacher's report on staff wellbeing? Or maybe a separate agenda item?</i></p> <p>Governors recognised that staff were experiencing extra pressures which were bound to have an impact on them. It was noted that some schools nominate a welfare governor for staff, and that this had been the case here via the previous Foundation Governor who was the local Vicar. It was agreed that issues might be better raised privately rather than through an agenda item. Having the Church connection would be useful for pastoral support and it was agreed that the Chair would try</p>	<p>DM to follow up replacement Foundation</p>
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	<p>again to raise with the Diocese the need to appoint a new Foundation Governor.</p> <p><b>Replacement of Mac Books</b></p> <p>It was agreed that this could be a significant expense and Governors would need to consider some options or a Business Case.</p> <p>Governors agreed that the Resources committee would look at this. SW to pass on ICT contacts to NH. It was agreed that NH would also discuss with NW to find out what staff required from any replacements.</p> <p>If possible, the old machines should be wiped and made available for children without access to any ICT equipment at home.</p>	<p>Governor appointment</p> <p>SW to pass on ICT contact details to NH NH to discuss staff requirements with NW</p>
8	<p><b>Finance Update</b></p> <p>No meeting had taken place with WCC Finance Team since February 2020. An update was expected at a meeting next week.</p> <p>The financial situation looks positive, as there are 7 more children in school now compared to the forecast number, which will bring approximately 50,000 pounds of extra income and offset the deficit.</p> <p>There are a further 2 children waiting to start, but they may not be on roll by headcount day, so final numbers are not yet certain.</p> <p>There is low uptake of Free School Meals, even though numbers entitled have risen from 12 last year to 20. Lunches are now provided as hot meals not sandwiches but parents are still anxious for health reasons – there is still a fairly low uptake for universal Free School Meals for the younger children.</p> <p>Resources committee meets on 22 October 2020.</p>	
9	<p><b>Safeguarding</b></p> <p>This had already been covered under the Head Teacher’s report and there were no further items to add.</p>	
10	<p><b>School Policies for Review</b></p> <p>SW had updated all the relevant policies and forwarded them for approval. The Policy Schedule had also been updated.</p> <p>The Governor Visits to Schools Policy was highlighted, based on advice from NGA, and Governors were asked to look at this once it had been uploaded to Governor Hub.</p>	<p>Governors to look at Governor</p>

	<p>There are a further 8 policies to review and SW will complete these over half term.</p> <p>Signed copies of some policies are still outstanding – AB and BH need to sign Keeping Children Safe in Education.</p> <p>All governors need to confirm they have read Staff Behaviour Policy.</p>	<p>Visits to Schools Policy</p> <p>AB and BH to sign</p> <p>All Governors to confirm</p>
<b>11</b>	<p><b>Any Other Business</b></p> <p>One confidential item is recorded separately.</p> <p>Governors expressed their thanks and appreciation to AB who is stepping down from the Governing Body. AB wished everyone good luck and volunteered to support new governors if needed.</p>	
<b>12</b>	<p><b>Dates of next meetings</b></p> <p>Next meeting of Full Governing Body is 8 December 2020 at 7.30pm  Resources Committee will meet on 22 October at 7.30pm  P&amp;S Committee will meet on 2 November at 7pm</p>	
<p><b>These minutes are an accurate record of the meeting that took place and have been agreed by the governing body.</b></p>		
<p><b>Signed by the Chair:</b></p> <p>_____</p>		<p><b>Print Name:</b></p> <p>_____</p>
<p><b>• In addition to signing above, please remember to initial at the top of every page.</b></p>		