

Minutes Of Governors Annual General Meeting & Full Governing Body Meeting
held on Tuesday 6th October 2020, 7.00pm via Zoom

Present:

Sue Pakes (Chair)	Foundation Governor	SP
Simon Smith	Headteacher	SS
Allison White	Staff Governor	AW
Richard Dodson (Vice Chair)	Foundation Governor	RD
Andrew Kindness	Local Authority Governor	AK
Emma House	Foundation Governor	EH
Bev Coleberd	Foundation Governor	BC
Joy Edwards	Foundation Governor	JE
Ben Bailey	Parent Governor	BB
Lisa Raison	Parent Governor	LR
Liza Caddy	Parent Governor	LC
Nick Harris	Co-opted Staff Governor	NH
Rev Fiona Beale	Foundation Governor	FB

Apologies:

Rev David Baldwin	Foundation Governor Ex Officio	DB
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In Attendance:

Karen Lovering	Clerk	KL
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	<u>Opening Prayer</u>	
20/050	<u>Apologies & Welcome</u> Apologies were received and accepted from Rev David Baldwin.	
20/051	<u>Register of Business interests</u> The register of business forms was discussed and any changes asked for via email. All Governors to email Clerk to confirm that there are no changes.	
20/052	<u>Review of Committee Structure</u> The governors reviewed the existing committee structure and it was decided that these would remain the same.	
20/053	<u>Review of Committee Membership</u> Everyone was happy to remain on their existing Committee.	
20/054	<u>Review Mission Statement and the Aims of the School</u> The Mission Statement and Aims of the School are unchanged and the Governors are happy for these to stay the same.	
20/055	<u>Review Standing Orders, Code of Conduct and Terms of Reference for FGB</u> The FGB reviewed the Terms of Reference for the FGB, Code of Conduct, Keeping Children Safe in Education and Standing Orders for the FGB. All Governors to email Clerk to confirm that they have read and understood the documents. Under the Terms of Reference Governors had to review the Performance Management Policy. This Policy has	

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	not changed. The governors fund stands at £3394.76.	
	The AGM closed at 7.06pm, the ordinary Governors meeting followed	
20/056	<u>Minutes of meeting held on 14th July 2020</u> The minutes were reviewed and agreed. One change from plague to plaque.	
20/057	<u>Matters Arising from minutes of meeting held on 14th July 2020</u> a) 20/044 – Replacement for Martyn Gillingham – nothing has been heard about this, it was decided to move this matter to the next meeting, very difficult for new Governors to start when they can't visit the school due to Covid. b) 20/046 – Residential Refunds were all refunded in full during the Summer Holidays. Thank you to Karen Caile for her all her hard work in this matter.	
20/058 a)	<u>Committee Updates</u> <u>Resources Committee meetings</u> The committee met on 29 th September 2020 via Zoom. The minutes of the meetings were approved, and have been signed by RD. Mr Smith reported that he has met with Pentagon Play today to decide where the outside classroom which is being bought with the Sports Premium Fund money and this will be constructed in November. This will be a dry space for Forest School, Wellbeing and a restful place to go. The Health and Safety Working Committee requires someone on site to confirm that what we have been asked to do, has been done and then to be signed off. There is a long list of items. Richard Dodson volunteered to be on this Working Party with Allison White and Simon Smith due to his Premises Committee knowledge. The Terms of Reference for the Committee, Whistleblowing Policy, Health and Safety Policy and the Pay Scale Policy were ratified by FGB.	
20/058 b)	<u>Committee</u> The committee has not met since the last FGB meeting.	
20/058 c)	<u>Pay Panel</u> The committee met on 30 th September. A Governor asked How would teachers show that they show leadership in a small school? The Head reported that there are lots of areas that the teachers can show leadership and he has investigated with the other small schools in the collaboration. This would be leading Maths, English, PSHE, Student Wellbeing and Student Council. Everyone was in agreement that we were preparing to use the upper pay scale from September 2021 and any teachers that qualified got above the 2.75% pay increase backdated to September 2020. The Teachers Pay Progression decisions were ratified by FGB.	

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	The minutes were approved and will be signed by AK.	
20/059	<p><u>Heads Report</u> The head's report was circulated prior to the meeting.</p> <p>a) Attendance & Numbers on Roll SS reported that there are 134 pupils on roll. Attendance a little down due to seasonal colds but throughout the country Dorset have the highest attendance figures and Parrett and Axe School have one of the highest attendance in the County. The Head would like to say a thank you to all staff and parents for having faith in the school to allow children back into school. Some children have had tests but all of them have come back negative. Reassuring parents that the common cold is different to Covid symptoms. Lots of information on the website.</p> <p>A Governor asked If we have enough tests? We have 8 tests left out of the 10 and we have made another order. These tests are kept for staff to allow the school to run and for children who are at risk.</p> <p>b) Staffing Update Whiteboard training will be given shortly.</p> <p>c) Sports Update All sports coaches are now in school following Covid guidelines and they have been risk assessed. There is talk of local schools competing virtually but are waiting for further information.</p> <p>A Governor enquired Why can't the school go swimming? At the time of going back to school in September the Aqua Centre wasn't offering schools swimming lessons but this will be looked at again and hopefully in the Summer term this can go ahead.</p> <p>d) Pupil Premium Update Pupil Premium has gone up to 30% which is a big increase and we are expecting it to rise once furlough ends.</p> <p>One Governor wanted to know Has the money risen for Pupil Premium this year? The Head informed all that the census was last week and all children on Pupil Premium will go into the budget for next year. The money for the Pupil Premium children increases each year with inflation. No residential trips were paid last year. Can't do volunteer readers or after school coaches at the moment. The Pupil Premium children are getting this money through interventions and Lexia and one to one time with teachers and TAs.</p> <p>e) Safeguarding The Audit has come through and this needs to be completed by middle of November.</p> <p>f) Statutory Reporting As per report</p> <p>g) Dorset Council Reorganisation We are part of the West Zone, Family Partnership and we have a dedicated link worker. The first meeting is next week with Sheila O'Donnell.</p>	

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	<p>g) Health and Safety There will be virtual training for staff after the Health and Safety Audit.</p>	
20/060	<p>Assessment Update –Early Years, KS1 and KS2 Teacher Assessment, Baseline September 2020</p> <p>The Head explained to the new Governors about FFT. There were no SATs last year so only Teacher Assessments.</p> <p>A Governor wanted to know <i>In KS1 the 4 who didn't reach expected in Reading, Writing and 3 in SEN who didn't reach it. How are you going to help those SEN students meet their target?</i> They will be having catch up sessions with the Mrs Deinhardt who is one of the assigned TA's for the Covid Catch Up money. The SEN pupils are also classed as low attainers.</p> <p>Also asked by a Governor <i>Last year Science was noted and this year it hasn't been?</i> The Head informed the Governors that we were asked not to assess science.</p> <p>A Governor enquired <i>In KS2 there is one section that shows lower performing in boys in writing, why is this?</i> Everyone has very high eg 95% in Writing and one boy didn't achieve this and boys who were given a good level of development at KS1, didn't achieve this at KS2. Usually after SATs Y6 concentrate on getting children to greater depth but due to Covid this couldn't be achieved.</p> <p>The Head informed the committee that he is basing his interventions from the Baseline figures, focussing on the Reading as the Baseline is about 70% normally about 90% in progress. Need a boost in their reading.</p> <p>A Governor wanted to know <i>If the school is missing the extra support from volunteer readers?</i> Very much so as each class have their own bubble of teaching staff and can't mix. Only certain children from each bubble will have the catch up and parents will need to agree to before or after school sessions.</p> <p>Y6 have 2 new boys in the class. Good top end, small middle and long bottom end. Covid Catch Up money very important even some of the top end need some help. The bottom end takes listening to readers a few hours every week, it ranges from very good reading to one pupil who can't decode words so teaching the child to read. Big challenge this year, attainment this year will be lower but progress should be good.</p> <p>A Governor enquired <i>Are SATs going ahead this year?</i> The Head reported back that the Government have said that SATs will go ahead. NHUT would like to postpone them for this year as some schools in the North have already had to close down Y6 due to Covid. So it won't be a level playing field. The NHUT have asked teachers to boycott SATs. The Head will be asking later in the year if the Governing body will support him in boycotting SATs as he will be in breach of the law if he refuses to do it.</p> <p><i>Are there any on line platfroms that the School could assess in the classroom for reading?</i> asked a Governor. We have Lexia which is a reading platform and we have 14 ipads.</p> <p>Governors asked <i>Do we need more ipads in school?</i> Yes we do need more but funding would be needed. Ipads have to be cleaned and disinfected after every use but can be</p>	

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	<p>used throughout the school. A Governor suggested to ask the PTFA for at least another 10. The Chair will write to the PTFA on behalf of the Governors.</p> <p>A Governor enquired Can the catch-up funding go towards this? The Head responded that he would rather the money was used for interventions.</p>	SP
20/061	<p><u>SDP - Key Priorities for 2020-21</u></p> <p>A lot of key priorities for last year should have taken a year to do but unfortunately we only had less than 2 terms to complete these. We did achieve last year but we feel that we do need a school recovery plan for this year. When we baselined at the beginning of the year Maths was OK, Writing was OK but we had dropped behind in Reading, reading for meaning and comprehension. The Head spoke to other Heads in the Collaboration and they had found exactly the same. To raise standards, Reading will be our main objective. We have £10,000 of Catch Up money from the Government for the year, this will be paid in instalments. We will be doing before and after school interventions with pupils who require that help and we have staff who we will pay overtime to perform this coaching. This in in-line with the Government guidelines, they stipulate that it must be for the benefit of the school. ELSA will have an hour extra every week to help children who have struggled over lockdown and coming back to school. As a school we will be looking at the curriculum which will be the same as last year due to Covid. We are due SIAMS who should have come last year. Key priority is to make sure that everyone is well and making sure that the children are back happy and ready to learn.</p> <p>A Governor wanted confirmation that The catch-up sessions are with TAs and not Teachers. The Head confirmed this. These are qualified TAs who do private teaching outside school.</p>	
20/062	<p><u>Safeguarding</u></p> <p>Covered under Headteacher's report.</p>	
20/063	<p><u>Collaboration Update</u></p> <p>There are fortnightly meetings, today we discussed Catch Up funding and share what we are doing in our respective schools. The school has been very lucky with staff compared to other schools in the collaboration. They are setting up some Teams meetings to get all the year group teachers in the collaboration to meet and discuss lessons and to support one another.</p>	
20/064	<p><u>Prospectus Working Party</u></p> <p>AW updated the Prospectus just before the Summer Holidays. Parents have asked to look around the school but we cannot allow this. Although parents have asked for virtual tours this may be difficult, the teaching Governors will look into this. LC will look through the Prospectus and check if anything needs changing.</p>	AW/SS/NH LC
20/065	<p><u>Governor Recruitment, Training & Visits</u></p> <p>No visits allowed at the moment. The Clerk talked through the new system for training through NGA which everyone should now have access to. Gary Sprachan from Prince of Wales also does lots of training courses.</p> <p>BC attended Safeguarding, the Governors Role BC attended SDBE Foundation Governance from Scratch</p>	

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	The Chair congratulated Ben who has been re-elected to Parent Governor for another 4 years.	
20/066	<u>Correspondence</u> None	
20/067	<u>Dates of Future Meetings</u> Resources Committee – Tuesday 17 November 2020 at 7pm via Zoom Curriculum Committee – Wednesday 4 November 2020 at 6.30 pm via Zoom Full Governing Body - Tuesday 1 December 2020 at 7pm via Zoom Heads Performance Meeting – Wednesday 11 th November at 4.30pm	
20/068	<p><u>A.O.U.B.</u> All schools in South West have had a phishing email not sure if it's a newspaper.</p> <p>A Governor enquired <u>Do we have anything on the website that is a Covid 19 Policy?</u> This was discussed. All risk assessments have been completed but unfortunately this cannot be put on the website. AW will put something on the front page.</p> <p>A Governor asked <u>How are parents communicating with the school?</u> Parents and teachers are using email, DOJO, newsletter and phone calls. This is working well and the Parent Governors confirmed this.</p> <p>One Governor wanted to know <u>How will parents evening work?</u> The Head reported back that this is being explored at the moment.</p> <p>The Chair asked staff <u>How are they finding the current working conditions?</u> Staff reported back that it can be lonely as very rarely see other staff members. Staggered start times are getting better. Some staff members struggling more than others. Staffroom normally a hub of activity and a learning zone and that has now disappeared.</p> <p>Another Governor asked <u>How is the wellbeing of the children?</u> The children seemed to have adapted very well, less anxious than parents and staff.</p> <p>A Governor enquired <u>Was the School able to celebrate Harvest Festival?</u> The Collective Worship is being done in each individual class and this allows us to be able to sing in their bubble.</p> <p>The Winter Weather Policy needs to be changed from Chairman to Chair. One of the Governors asked <u>How are we going to adapt to the weather conditions worsening and drop off times?</u> The Head reported back that we have to follow the Covid protocols. Teachers are ready at 8.30am onwards to accept children.</p> <p>The Chair concluded the meeting thanking Governors and especially staff for how they have responded to the start of this term.</p>	<p>AW</p> <p>SS</p> <p>KL</p>

The meeting closed at 8.25pm

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