



**Madginford Primary School
Monday 14 September 2020 at 5pm
Virtual Full Governing Body Non Confidential Minutes**

Present: Amanda Woolcombe (Headteacher), Toby Butler, Kelly Barnett, Carolyn Christie, Jo Considine, Shirley Lall, Ian Hayne, David Parfitt, Shelley Shrimpton, Charles Tanswell, Natalie Wensley, Yvette Best.

In attendance: Mrs S Rome (TEP Clerk).

Apologies: None

PLEASE NOTE GOVERNOR CHALLENGE HIGHLIGHTED IN BOLD

1	WELCOME AND APOLOGIES	ACTIONS
	<p>The meeting commenced at 5:10pm. The Clerk welcomed those present to the meeting. The meeting was quorate.</p> <p>There were no Apologies. IH joined the meeting a 5:30pm.</p>	
2	ELECTION OF CHAIR	
	<p>The Clerk announced the candidates for Chair to be Toby Butler and Shirley Lall. These had been nominated in advance of the FGB.</p> <p>TB left the meeting at 5:08pm.</p> <p>The Clerk advised NW that as an Associate Member she could not take part in the vote. The Clerk held the election for Chair. The HT advised the current terms of reference were for two2 years as Chair. Governors discussed and agreed to vote on a one year term basis subject to the model TEP Terms of Reference and Standing Orders being approved later in the meeting. Governors voted unanimously for TB to remain as Chair.</p> <p>TB re-joined the meeting at 5:13pm.</p> <p>The Clerk advised TB he had been elected Chair for the next year.</p> <p>Details of the discussions held during the election were deemed confidential and annexed within the confidential minutes.</p>	
3	ELECTION OF VICE CHAIR	
	<p>DP advised he wanted to retract his self-nomination for Vice-Chair.</p> <p>SL left the meeting at 5:15pm.</p> <p>The Clerk advised NW that as an Associate Member she could not take part in the vote. The Clerk held the election for Vice-Chair. All Governors voted unanimously for SL to become Vice-Chair on a one-year term, subject to the model TEP Terms of</p>	

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	<p>Reference and Standing Orders being approved later in the meeting.</p> <p>SL re-joined the meeting at 5:20pm.</p> <p>The Clerk advised SL she had been elected Vice-Chair for the next year. SL advised she would work hard to develop the role as Vice-Chair to then take over as Chair in future. Governors agreed it was a positive step that the GB had succession planning in place.</p> <p>Details of the discussions held during the election were deemed confidential and annexed within the confidential minutes.</p>	
4	DECLARATION OF BUSINESS INTERESTS	
	<p>Governors had the opportunity to update and/or declare any pecuniary and non-pecuniary business interest.</p> <p>No other business interests against the agenda were declared.</p>	
5	MINUTES OF THE PREVIOUS MEETING 13 JULY 2020	
	<p>The FGB non-confidential minutes from 13 July 2020 were reviewed. No amendments were made. The action were reviewed;</p> <p>1. Completed. The Chair thanked DP. 2. To be discussed and carried out virtually to begin with. The HT believed staff would appreciate it being carried out within the school day. 3. Completed. The NGA Skills Audit would be completed shortly. The GB had a parent Governor vacancy and would advertise this at the right time. 4. Completed.</p> <p>The FGB confidential minutes of 13 July 2020 were reviewed and no amendments made. There were no actions.</p> <p>Governors approved the non-confidential and confidential minutes. The Chair would sign the non-confidential and confidential minutes as a true record when able to.</p>	
6	CODE OF CONDUCT	
	<p>The Chair suggested that the GB, other adding in the school's name, not alter the model TEP code of conduct to ensure compliancy.</p> <p>IH joined the meeting at 5:30pm.</p> <p>The Chair advised the code of conduct did specify school emails only being used by Governors. He was aware Governors did have difficulty accessing these on KLZ and therefore GovernorHub would be used for communication pending the access issues to school emails being resolved.</p> <p>A Governor asked if a set number of training courses for Governors to complete would be included, as per page 6 of the Code of Conduct. The Chair advised it would be reasonable for each Governor to complete one training course per year subject to availability and relevance. The Governor responsible for training and development would keep a log of who completed courses, which could be held on GovernorHub.</p> <p>A Governor asked the consequences of the Code of Conduct being breached. The Chair advised it the breach would be investigated and dealt with accordingly.</p> <p>Governors agreed and unanimously adopted the Code of Conduct. The Clerk advised this could be signed virtually on GovernorHub – the Clerk would add the link for Governors to do this. The Chair would add this document to the school website also.</p>	<p>1. Chair/HT</p> <p>2. Chair/Clerk</p>
7	INSTRUMENT OF GOVERNMENT	
	Governors agreed the Instrument of Government would remain unchanged in view of	

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	<p>the current situation with Covid-19. The GB constitution would be reviewed in future. All Governors agreed this to be the best way forward at the moment.</p> <p>The Chair advised the GB had a Parent Governor vacancy with KB's term ending in February 2021. The Chair suggested this be advertised when the current situation with Covid-19 had improved. Governors did agree with this however questioned whether the parent community could be made aware of the vacancy in advance of being advertised to allow them to time to consider applying. Governors agreed this could be useful and could be considered in Term 2.</p>	
8	ANNUAL REVIEW OF GOVERNING BOARD	
	<p>The Chair advised the GB had a circle model however NW was an associate member and had been appointed to the Pay Panel. The Clerk had advised the GB that as a circle model, they could not have associate members. The Chair advised the GB may consider a committee model in the future and Governors agreed due to the current Covid-19 situation and governing virtually. The Clerk agreed to check with Governor Services regarding NW sitting on the pay panel. Governors agreed that carrying out more monitoring this academic year would help the GB to feel more involved with the school.</p> <p>The Chair advised he had distributed the TEP model Terms of Reference to Governors prior to the FGB and suggested the GB adopt these. All Governors unanimously agreed to adopt the TEP model terms as it ensured compliance. The Chair agreed to modify these to include the school name and would then circulate again to Governors.</p> <p>The Chair advised the Clerk had sent the most recent link to the NGA skills audit and he would distribute this to Governors. Once completed TB would review this for the GB's weakest areas.</p>	<p>3. Clerk</p> <p>4. Chair</p>
9	EXTERNAL ADVISOR FOR HTPM	
	<p>The HTPM would involve CC and CT however other Governors should also become involved to assist succession planning. The Clerk advised the Vice-Chair could not sit on this panel and also could not be the same external advisor for 3 years running. Governors discussed and agreed that CC, CT and NW would sit on the panel on 12/11/20 and Fiona Wainde would be the external advisor. The panel would consist of CC, CT and TB in future.</p>	
10	GOVERNOR MONITORING	
	<p>The Chair advised the GB would currently be monitoring virtually due to Covid-19 however this did not tie up with the model documents produced by TEP. All Governors unanimously agreed to adopt the TEP model policy for Governor monitoring.</p> <p>Governors asked how the children could be involved with the Governor monitoring. The HT advised the school would look to carry out an electronic survey once the children had settled back in.</p> <p>Governors agreed the following roles; Safeguarding Governor – SL SEND Governor – SL & JC Health & Safety Governor – TB Training Governor – IH Risk Assessment and Covid Recovery - TB Finance Committee – CC, CT, NW and KB Pay Panel - The Clerk advised the Vice-Chair could sit on the pay panel however not the Chair with the Vice-Chair. It was also recommended the Vice-Chair act as Chair with 3 Governors forming the panel. It was agreed CT, CC and possibly NW would form the panel.</p> <p>DP advised he would be undertaking safeguarding training, which would also bolster the GB resources.</p>	

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	<p>Governors asked if the school safeguarding training could be used for Governors also. The AHT advised this was being delivered via face-to-face training for staff only currently. It would be beneficial for Governors to complete this online if possible via TEP training courses.</p> <p>Governors asked if Prevent formed part of safeguarding. The AHT advised it could be completed as an online e-learning programme to go alongside the safeguarding training. Staff completed this every two years as a whole staff group. The AHT advised she would distribute the training slides to Governors to review and also recommended Governors undertake FGM training.</p> <p>The AHT advised she would also add a resource for Governors to review regarding asking challenging questions to the school as part of the role of the Governing Board.</p> <p>The HT would arrange a schedule for Governors to monitor virtually with staff. Governors asked if they should each have an area to monitor. The HT and Chair advised this was dependent upon what OFSTED would focus on – this currently looked to be the recovery of the curriculum and the resumption of full time education. The SIP could be monitored in conjunction with this and to review how the school were filling in the gaps. Governors agreed DP and IH would monitor the curriculum assessment, TB and CC would monitor the specialist subjects, CT and NW would monitor emperibox for science. JC and NW would monitor SEN, JC EYFS provision, and SL pupil premium and safeguarding in liaison with the AHT.</p> <p>Governors asked how they would monitor. The HT advised this would need to be carried out virtually but each teacher could be spoken to.</p> <p>The Chair advised a survey had been sent to parents based on the OFSTED questions with over 100 replies received to date. Overall there was positive feedback however parents did want the school to provide more after school activities and clubs. This would be difficult in the current circumstances and the guidance from Government regarding social bubbles.</p>	5. AHT
11	POLICIES	
	<p>Child Protection Policy 2020-2021 – The AHT confirmed she would distribute this to Governors.</p> <p>Behaviour Policy – The HT advised this had been prepared and sent to staff. This would then be sent to Governors.</p>	6. HT/AHT
12	GOVERNOR SAFEGUARDING	
	This item was discussed following Item 10 on the agenda.	
13	SAFEGUARDING	
	Items discussed were deemed confidential and annexed in the confidential minutes.	
14	SCHOOL IMPROVEMENT PLAN	
	<p>The HT advised the school had 629 children on roll this academic year with 17 having left the school after moving away from the area. The AHT was following up for those children that were being home schooled. There was an average of 50 children per day not attending with some of these children showing Covid-19 symptoms and others having colds. The school were completing a DfE form each day reporting how many children were in school, absent and LAC. The number of staff in school or absent due to Covid-19 was also being reported.</p> <p>Governors asked how many staff were absent due to Covid-19 symptoms. The HT advised four and it had been difficult to acquire tests.</p>	

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	<p>Governors asked for how long the staff would remain off of school. The HT advised for two weeks unless a test was obtained which was negative. The staff would then return to school when well.</p> <p>Governors asked how many class teachers were absent. The HT advised one.</p> <p>The HT confirmed that no positive tests for Covid-19 had been received to date. The HT advised the school could no longer logistically advise the parents of those children in a bubble with another child showing symptoms. The HT advised the children remained in class bubbles currently however there was a concern that children were mixing outside of the bubbles when not in school. This also made it difficult to hold organised sports after school with the children not adhering to social distancing. EYFS had asked to have a year group bubble, as there was currently no free flow between the areas, however the HT had refused this request currently pending discussion with the GB. The HT would be sending a letter to parents shortly highlighting the issues the school faced.</p> <p>All staff were back in school however the HT was aware of the issue of mental health and this was an on-going concern. Face to face meetings were being avoided as much as possible and held virtually instead. However the safeguarding training was being carried out face to face as this took priority above social distancing. This differed from the risk assessment.</p> <p>Governors asked staff and volunteers had read KCSIE Part 1. The HT advised this was currently happening.</p> <p>Governors asked if there was a costed SIP. The HT advised this had been distributed to Governors in July and RAG rated. There was a lot for the school to catch up on however the parent survey had been useful and highlighted issues. The school would feed their plans into the SIP but focus on assessing the children and then on implementing the curriculum.</p>	
15	RISK ASSESSMENT	
	<p>The risk assessment had been kept up to date and had been discussed prior in the meeting. Governors asked if they could have a copy of the questionnaire sent to parents and advised they would have liked to see it before it had been sent to parents. The Chair advised he would distribute this to Governors when the results had been charted and that the questions asked were standard OFSTED questions. Governors asked about the questionnaire's aim. The HT advised to gain information about the school's strengths and weaknesses from the stakeholders.</p>	7. Chair
16	FINANCE	
	<p>The Governors who sit on the Finance Panel had reviewed the financial monitoring received from the school on 11/9. The explanatory notes provided had been very useful. The Governors confirmed that nothing was out of line with what had been budgeted previously.</p> <p>Governors asked if the school would still receive the sports premium funding. The HT advised they would. However the catch up funding had not been received yet.</p> <p>Governors asked what FSM stood for. The HT advised Free School Meals. Governors asked if the kitchen was open. The HT advised it was but that children were mainly bringing packed lunches. Financially the kitchen would break even.</p>	
17	TEP GOVERNANCE MONTHLY BULLETIN/COVID WEEKLY ROUND-UP	
	The Clerk advised Governors to review the round-ups, which were being sent every two weeks. The monthly bulletin was due to be released shortly and would be emailed	

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	direct to Governors via GovernorHub.	
18	GOVERNOR TRAINING	
	The Clerk advised online training was possible via CPD online and bookable via GovernorHub. The Chair advised each Governor should complete one training session in the next academic year. The Safeguarding Training would take place on 12/11/20 should other Governor wish to attend virtually also.	
19	CHAIR'S ACTION/CORRESPONDENCE	
	The Chair had been dealing with one complaint regarding damage to a boundary hedge/fence. KCC property were involved. There had been no Chair's Actions.	
20	ANY OTHER URGENT BUSINESS CRITICAL DECISIONS	
	The HT advised the school had employed an additional cleaner due to the increase required in cleaning as a result of Covid-19. Governors asked if a focus day would still take place for the GB. The Chair advised this could take place virtually and the date would be confirmed.	8. Chair
21	CONFIDENTIALITY	
	Discussions within items 2, 3, 13 & 20 were deemed confidential and annexed within the confidential minutes.	
22	DATE OF NEXT MEETING	
	23 rd November 2020 5pm	

Meeting closed: 7:10 pm

Signed as a true record by: Date:
Mr T Butler - Chair of Governors

Number	Action Summary	Who
1	To look into the KLZ email account and resolve access issues for Governors.	Chair/HT
2	To add the code of conduct confirmation to GovernorHub for Governors to sign.	Clerk
3	To email Governor Services regarding NW as an associate member assisting the GB with panels/monitoring.	Clerk
4	To circulate the adapted model ToR/Standing Orders to Governors.	Chair
5	To circulate the safeguarding training slides to Governors.	AHT
6	Child Protection and Behaviour Policy to be sent to Governors.	HT/AHT
7	To circulate the analysed parent survey to Governors.	Chair

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8	To confirm a date for the focus day for the Governing Board.	Chair
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