



**Madginford Primary School
Monday 27 March 2020 at 4pm
Full Governing Body Non Confidential Minutes**

Present: Amanda Woolcombe (Head Teacher), Yvette Best (Assistant Head Teacher), Toby Butler (Chair of Governors), Kelly Barnett, Yvette Best, Jo Considine, Ian Hayne, Shelley Shrimpton, Charles Tanswell, Natalie Wensley.

In attendance: Mrs S Rome (TEP Clerk).

Apologies: Shirley Lall, Carolyn Christie, David Parfitt,

PLEASE NOTE GOVERNOR CHALLENGE HIGHLIGHTED IN BOLD

1	WELCOME AND APOLOGIES	ACTIONS
	<p>The Chair welcomed those present to the meeting. The meeting was quorate. Governors agreed to hold the meeting virtually and to the model Standing Order from TEP being adopted.</p> <p>Apologies were received and accepted from;</p> <p>Shirley Lall – Unwell.</p> <p>Carolyn Christie – Queuing for a prescription.</p> <p>David Parfitt – Apologies accepted post FGB.</p>	
2	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>	
3	MINUTES OF THE PREVIOUS MEETING 3 FEBRUARY 2020	
	<p>The FGB non-confidential minutes from the 3 February 2020 were reviewed. No amendments were made. The actions were reviewed;</p> <ol style="list-style-type: none"> 1. On-going. 2. IH had established there would be a cost of £300. In view of the current situation this would be delayed until later in the year. 3. Completed. 4. The Clerk would complete this. 5. On-going. 6. On-going. 7. Completed. 	1. Clerk

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	<p>8. TB would send the learning link to Governors. 9. On-going. Online training would be sourced. 10. Completed. 11. Completed.</p> <p>The FGB confidential minutes of 3 February 2020 were reviewed and no amendments made. There were no actions.</p> <p>The Chair signed the non-confidential and confidential minutes dated 3 February 2020 as a true record.</p>	<p>2. Chair 3. Chair & IH</p>
4	GOVERNING BOARD MATTERS	
	<p>There were no matters arising from other meetings.</p> <p>There was one vacancy on the GB for a Parent Governor and this would be advertised once the School was fully open.</p> <p>The School was currently open for the children of key workers. This started with around 28 children attending however lessened when the lockdown began. The School were providing lunch for those children that were entitled to free school meals.</p> <p>The Government had asked the School to remain open over the Easter Holidays for the children of key workers. A rota for staff had been produced of staff members attending School one day per week unless they were self-isolating or had a vulnerable family member. The numbers of children attending during the Easter Holidays would soon be finalised. The Teaching Unions were involved and should the staff attend the School during the holidays they would be owed their leave to take at a future date. The School would cover this by having home learning for certain classes. The School would not be a Hub School and only open for its own existing pupils..</p> <p>Governors asked if the staff were adequately protected. The HT advised that DfE guidance was sent to staff. The staff were following DfE guidance of hand washing and social distancing. If staff were at all concerned about attending School then they do not attend.</p>	
5	GOVERNOR MONITORING	
	<p>This had been discussed at the Focus Day. The Chair would send the notes from this to Governors.</p>	4. Chair
6	GOVERNOR TRAINING & DEVELOPMENT	
	<p>The Chair encouraged Governors to review the newsletter, which was on GovernorHub. Refresher training would take place.</p> <p>The wellbeing course had been cancelled due to the coronavirus pandemic. As such no future training courses (unless virtual) were planned.</p> <p>Three Governors had attended the finance training, which had been useful.</p> <p>The Chair advised he would send links to Governors for possible online training.</p>	5. Chair
7	POLICIES	
	<p><u>Finance Policy</u> – the Finance Group had reviewed this with a few minor changes only made. Governors were satisfied and approved the Finance Policy.</p> <p><u>Pay & Reward Policy</u> – the Finance Group had reviewed this. Governors were satisfied and approved the Pay & Reward Policy.</p> <p><u>Lettings Policy</u> – This had been discussed at the focus day. Minor changes had been</p>	

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	made following the discussions. Governors were satisfied and approved the Lettings Policy. Updated Lettings Agreement Forms would be signed by Hirers once the School was fully open which will address an outstanding Compliance Visit issue.	
8	HEADTEACHER REPORT	
	<p>Due to the current circumstances a HT Report had not been written. However, the HT provided an update to Governors and invited questions.</p> <p>Governors were aware that the School had been closed for a deep clean, prior to all Schools closing. This had been funded by KCC.</p> <p>The School were being asked to keep a register of the number of key worker children attending. It was hoped the DfE register would shortly link up to the LA register to save providing the data twice.</p> <p>The HT advised the free school meals were made on site and provided to those entitled to it. The School had provided information to parents to beware of the fraudulent scams, which were reported to have taken place. Governors asked if additional children had come forward for the free school meals. The HT advised not to date.</p> <p>Governors commented that positive feedback had been received from parents regarding the quality and quantity of school work given to children to do at home whilst the School was closed. Thanks were given to all of the staff involved.</p> <p>The Chair asked if Governors were in agreement with approving the curriculum statement. All Governors advised they were satisfied with the curriculum statement. The Chair advised he would upload this to the School website.</p> <p>Governors thanked the HT for the update.</p>	6. Chair
9	SAFEGUARDING	
	<p>Governors queried how Safeguarding was being carried out in the current circumstances. The DHT advised this still needed to be done. She was working with the FLO. Vulnerable families would have a weekly email or daily telephone call. One family would have a daily telephone call. One family would have a doorstep visit. The DHT would anonymise the data for the Safeguarding Toolkit and send this to Governors. Governors asked if the families were expected to respond to the email/telephone call. The DHT advised they were and if they did not respond the action would be escalated to a phone call or visit.</p> <p>Governors queried if the Child Protection and Safeguarding Policy modifications had been made. The Chair advised a paragraph had been added in regarding serious and violent crime. This would be emailed to Governors for review.</p>	7. Chair
10	BUDGET	
	The HT advised a letter would be sent to parents explaining the free school meal option to ensure that all parents were aware should their child qualify. Governors agreed.	
11	SFVS	
	<p>The SFVS had been shared with Governors prior to the FGB via GovernorHub.</p> <p>Governors raised that the date of approval should be altered to the 27/3/20 due to the change in date of the FGB. The Chair advised he would alter this. Governors were satisfied with the SFVS and approved this for submission to KCC.</p> <p>The SFVS would be sent electronically to KCC. Thanks were given to CT and CC for their assistance.</p>	8. Chair

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12	HEALTH & SAFETY	
	Governors had reviewed the monitoring report at the focus day. Future monitoring would take place once the School was fully open and the current lockdown had ended.	
13	THE EDUCATION PEOPLE INFORMATION	
	The Clerk confirmed the recent bulletins were available to view on GovernorHub and drew attention to the main points of relevance.	
14	MEETING IMPACT	
	The Chair advised the meeting had been useful with the relevant polices and the SFVS approved. The update from the HT had been important. Thanks were given to the staff for their work in providing children with school work to do at home and to those staff attending the School for the children of key workers. Governors agreed the virtual meeting had worked well and liked using Zoom.	
15	ANY OTHER URGENT BUSINESS	
	The focus day planned for 27/4/20 and FGB for 18/5/20 could not take place in person due to the current lockdown, however the Chair would look into using Zoom to do this instead. Governors asked if the School had a lot of key worker children planned to be attending in the Easter Holidays. The HT advised this varied with up to 6 children on some days but less on others. The School would offer to be open where this was viable. Governors asked if a senior leader would need to be at the School also. The HT advised they did however the SLT was carrying out this function also. Lunch, cleaners and caretakers were also at the School on a rota basis. Governors asked if the children that were suspected of having coronavirus had a confirmed diagnosis. The HT advised the School did not know. Governors asked if KCC had adopted the policy of providing free deep cleans for Schools. The HT advised not necessarily. The School had been advised to close by PHE as the deep clean could not take place with the Children in School. The LA had agreed this.	
16	CONFIDENTIALITY	
	An issue discussed within item 8 on the agenda were deemed confidential and annexed in the Confidential Minutes.	
17	MEETING DATES	
	FGB Dates: Term 5 – 18 May Term 6 – 13 July Focus Days Term 5 – 27 April Term 6 – 29 June Term 5 would likely be virtual which would particularly affect the content of the Focus Day.	

Meeting finished: 5pm

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

Number	Action Summary	Who
1	To pick out any relevant items in the Governance Monthly Bulletins and draw Governors' attention to them.	Clerk
2	Online learning link to be sent to Governors.	Chair
3	Online training to be sourced for Governors.	Chair & IH
4	Focus day notes to be sent to Governors.	Chair
5	Links to particular training course to be sent to Governors.	Chair
6	Approved Curriculum Statement to be uploaded to School website.	Chair
7	Alteration to the Child Protection and Safeguarding Policy to be made.	Chair
8	SFVS alterations to have been made.	Chair

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