

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
WEDNESDAY 30TH SEPTEMBER 2020 AT 6.30PM**

PRESENT:

Mrs P Baines
Mr T Baughan
Mr K Graham
Mr S Haylen
Mr G Martin
Mrs J Nemeth
Mr Z Onubogu from item 6
Mr M Parker
Mrs S Tysall (Chair)
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE:

Mr P Haylock (Deputy Head Teacher)
Miss K Lewis (Clerk)

Item	Agenda Item	Action
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>There were no apologies.</p> <p>Zona Onubogu joined the meeting during item 6 and was welcomed to the Board.</p>	
2.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>2.1 <u>Election of Chair for 2020/21</u> There was one nomination for chair. Sue Tysall was unanimously re-elected for a further term.</p> <p>2.2 <u>Election of Vice Chair(s) for 2020/21</u> There were two nominations for joint vice chair. Grant Martin and Michael Parker were unanimously re-elected for a further term.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>3.1 <u>Declaration of interests in any agenda items</u> No interests declared.</p>	
4.	<p>Board membership</p> <p>4.1 <u>Appointment of Zona Onubogu as a co-opted governor</u> The appointment was unanimously agreed.</p> <p>4.2 <u>Expiry of associate member's term</u> The Clerk reported that Theresa Bellsham's term as an associate member had come to an end in July. It was recalled that she had stepped down as a governor but had agreed to remain involved as an associate. Her main role had been to audit the website. Due to the successful recruitment of governors, it was felt that this area could now be managed by the Board. TB would be contacted by the Clerk and thanked for her support.</p> <p>4.3 <u>Proposal to defer filling of remaining vacancy for a co-opted governor until summer term 2020</u> MP reported that he had met informally with the person who had expressed an interest in joining the board. He believed that as a lawyer they would bring strong, new skills. If appointed, they would like to defer joining the Board until the summer term. This was agreed. The Clerk would now send an application form.</p>	<p>Clerk</p> <p>Clerk</p>

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5.	<p>Board matters</p> <p>5.1 <u>Completion of annual declaration of interests forms</u> Outstanding forms would be emailed to the Clerk.</p> <p>5.2 <u>Agree Code of Conduct for Governors</u> Agreed.</p> <p>5.3 <u>Agree Committee Scheme of Delegation</u> Agreed.</p> <p>5.4 <u>Review Governor Vision statement</u> The statement had been published in April and it had been agreed that it would be reviewed at the first meeting of the academic year. There were no comments on the content, but the Board was asked for its views on adding an additional paragraph on the COVID-19 crisis. It was suggested that a separate statement from governors should be prepared on this. It was agreed that this would be discussed by the Chair, Vice Chairs and Headteacher.</p>	<p>Governors</p> <p>Chair, Vice Chairs and Headteacher</p>
6.	<p>6.1 Membership of Committees and Panels</p> <p>a. Resources: GM, AW, JN, SW, ZO, KG b. Pay: GM, PB, JN c. Achievement and Standards: SH, MP, PB, CD, SW c. Safety, Behaviour and Community: TB, SH, KG, ST, SW d. Head Teacher's Performance Review Panel*: ST, GM, PB, JN e. Head Teacher's Performance Review Appeal Panel: TBC g. Pay Appeals Panel: TBC</p> <p>Chairs would be appointed at first meetings and terms of reference reviewed for approval by the FGB.</p> <p><u>*Arrangements for HT Performance Management</u> The Clerk would liaise with the panel and SW to set a date.</p> <p>6.2 Link Governor/monitoring roles</p> <p><i>Safeguarding governor team:</i> ST, KG, PB <i>SEND:</i> AW and ST. <i>Health and safety and premises:</i> JN and ZO <i>Teaching and learning and curriculum including recovery curriculum:</i> MP <i>Teaching and learning and outdoor curriculum:</i> PB <i>EYFS:</i> ST <i>Pupil premium:</i> AW <i>Sports funding:</i> SH <i>Attendance and behaviour:</i> SH <i>PHSE, SMSC, including British values:</i> TB <i>Equality and diversity:</i> TB <i>Wellbeing:</i> ST and MP until spring term, then JN, PB, CD <i>Data protection:</i> KG, GM <i>Governor training and development:</i> ST, MP, Clerk <i>Website:</i> Clerk to audit and report to SBC Committee</p>	<p>Clerk</p>
7.	<p>CHILD PROTECTION AND SAFEGUARDING</p> <p>7.1 <u>Update</u> SW reported that all staff had completed training. Updated training was also available to governors via <i>Safeguard</i>.</p> <p>SW reported on the safeguarding position at the school.</p> <p>7.2 <u>Confirm read updates to Keeping Children Safe in Education</u> A link to the document and a summary of changes had been circulated.</p>	<p>Governors</p>

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	Governors confirmed that they had read part two.	
8.	<p>SCHOOL IMPROVEMENT PLAN (SIP) AND SELF-EVALUATION:</p> <p>8.1 <u>Approve School Improvement Plan and discuss governors' monitoring schedule</u> SW reported that the SIP was the same as last year's with the addition of emotional wellbeing of staff and children. The plan was approved.</p> <p>A monitoring schedule for governors would be discussed between the Chair, MP and SW.</p> <p>Governors thanked Emma Wilson and Geraldine Mills for providing reports on early years and SEND and noted how well children were doing. The Chair said that she was meeting with EW next week.</p> <p>8.2 <u>Review self-evaluation form</u> The form was noted.</p>	Chair, MP, Head Teacher
9.	<p>MINUTES AND ACTIONS/MATTERS ARISING</p> <p>9.1 <u>Minutes</u> Minutes of the meetings held on 3rd December 2019, extraordinary meeting held on 27th February 2020, meeting held on 1st July 2020 and extraordinary meeting held on 15th July 2020 were approved and would be signed by the Chair.</p> <p>Actions were taken as completed.</p> <p>9.2 <u>Matters Arising not on the agenda</u> There were no matters arising.</p>	
10.	<p>CHAIR'S VICE-CHAIRS' ACTION/REPORT</p> <p>10.2 <u>Action</u> It was confirmed that no urgent action had been for taken on behalf of the board since the last meeting.</p> <p>10.3 <u>Note of Chair and Vice Chairs' meeting 27th August 2020</u> The note was discussed. <i>It was asked if what had been put in place in relation to mental health and wellbeing was working.</i> CD said that in terms of staff, what was in place provided an important opportunity to communicate with SW. It was confirmed that children seemed to have adapted to the return to school. Some parents had needed support.</p> <p><i>A governor raised counselling and how not being awarded a grant had affected the ability to provide it.</i> SW explained that a play therapist was being paid for from unspent funds from last year and the Head of Pastoral care as a trained counsellor was providing counselling.</p> <p>SW thanked ST and MP for their involvement in ensuring the well-being of staff.</p>	
11.	<p>PREMISES</p> <p>11.1 <u>Proposal for contractors and quality control protocol</u> MP reported that he had discussed a system with SW. It was confirmed that there had been no change to job descriptions. JN and ZO's contributions would be welcome.</p>	

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	<p>11.2 <u>To note completion of transfer of land as a Foundation School</u> This had been completed during the summer. The school now owned the land.</p> <p>11.3 <u>School Tower</u> It was reported that the tower was now lit.</p>	
12.	<p>UPDATE ON THE RETURN TO SCHOOL</p> <ul style="list-style-type: none"> • The school running well during lockdown had meant confidence in what was in place for the September return and the attendance figure had reached 97%. • During the first two weeks the situation had been relatively calm but during the third week reports on the rates of infection had resulted in increased absence. This soon changed and children returned to school. • The risk assessment had been updated and shared with governors, parents and staff. • The condensed day has proved to be too tight and after half term a break was being introduced and a longer lunch – teachers needed time to prepare. School started at the earlier time of 8.30 AM. The latest plan would be sent to governors. • Lunch provision had worked well and the school was able to provide hot meals. • The school was prepared for a national/local lockdown. • Road closures had been difficult to manage due to narrow pavements. LBB had produced signage. There had been a struggle to get enough marshals to work with staff and ZO was thanked for volunteering. There was now a second barrier and a communication had been sent to parents about parking inconsiderately; a police presence had helped with this. Overall, the situation had improved. • EYFS parents were very pleased. SW was helping to support the assessment criteria linked to EYFS. • A parent survey had been undertaken on home learning and responses would be provided to governors. Approximately 50% of parents had responded and the vast majority were very positive. There had been several suggestions which, together with those from a staff survey, would be taken on board. • Teaching and learning was moving forward. There were several gaps. One of the most disappointing was in reading and teachers had been working very hard to get children back on track. Maths was another area where children had fallen behind. Progress was however rapid. • Assessments had taken place at the end of last term and again this term. The results would be reported to the Standards Committee. • MP had joined a lesson observation and had been very impressed; it had given him the opportunity to shadow the process and observe the discussion afterwards. • The school was felt to be in a very good position. • Around 75 parents had taken up the Chromebook offer. • Behaviour had been very good. • Phone or face to face appointments for parents evening had been offered subject to risk assessment. These were taking place over four days. • Parents had been invited in at appointed times for open morning- there would be no tours. • Comments on social media had been positive. 	<p>SW</p> <p>SW</p>
13.	<p>GOVERNOR TRAINING</p> <p>Governors were reminded of the training resources that were available including NGA Learning Link and the National College. The school also</p>	

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	continued to subscribe to The Key and NGA.	
4.	CONFIDENTIAL ITEMS There were no confidential items.	
5.	DATES OF NEXT MEETINGS A meeting schedule had been circulated for this term. The schedule was agreed. <u>Next FGB meeting</u> Thursday 3 December 2020 at 6.30pm <u>Committees</u> A combined meeting of Safety Behaviour and Community and Standards and Achievement Committees this term was agreed. Standards/SBC Committees 21 October 2020 6.30 PM Pay Committee 12 November 2020 at 6.30 PM Resources Committee 25 November at 6.30 PM	
6.	AOB 6.1 <u>Raising the profile of governors – newsletter</u> To help raise the profile of governors, it had been agreed some time ago that each governor would prepare a short profile piece for the school newsletter. TB reported that he had completed his profile and would submit it to the school. 6.2 <u>Summer project</u> It was reported that the project set had resulted in some very good submissions. A competition had been held and certificates issued. 6.3 <u>Events</u> It was reported that as it was currently very difficult to hold community events, the school was looking at different ways to organise them.	TB Governors

The meeting closed at 7.50pm

Signed: Date: