POVEREST PRIMARY SCHOOL GOVERNING BOARD MINUTES OF MEETING

WEDNESDAY 22 SEPTEMBER 2021 AT 6pm Held Via Video Conference Due To COVID-19

PRESENT: Mr T Baughan

Mr K Graham Mr G Martin Mrs J Nemeth Mr Z Onubogu 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)

Mrs E Wilson (Deputy Head Teacher)

Item	Agenda Item	Action
1. 2.	Agenda Item ELECTION OF CHAIR AND VICE CHAIR 1.1 Election of Chair for 2021/22 There was one nomination for chair. Sue Tysall was unanimously reelected for a further term. 1.2 Election of Vice Chair(s) for 2021/21 There were two nominations for joint vice chair. Grant Martin and Michael Parker were unanimously re-elected for a further term. WELCOME AND APOLOGIES FOR ABSENCE DECLARATION OF INTERESTS Apologies were received and accepted from Mr S Haylen and Mrs C Wildman. No interests were declared in any agenda items.	Action
3.	UPDATE ON THE RETURN TO SCHOOL SW reported that the school had continued with strict regimes to protect health and safety, therefore the outbreak in one year group was very disappointing. She had been in consultation with Bromley Public Health and it agreed with SW that the school continue to retain its Risk Assessment. Governors asked about ensuring adequate ventilation throughout the school. SW explained the procedures in place and that as many windows and doors as possible were opened. In response to further questions from governors, SW confirmed that masks continued to be worn by staff, the bubble system had been retained and staff were testing twice weekly. The majority of staff had been double vaccinated and the reasons why a few were not was explained. Governors accepted that the school was doing all it could to prevent infection spreading.	
4.	Board matters 4.1 Board membership and terms of office ending in 2022 and succession planning The details had been circulated and were discussed. The Clerk would prepare a timeline for succession planning purposes.	Clerk

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	4.2 <u>Completion of annual declaration of interests forms</u> Completed forms would be emailed.	Governors
	4.3 Agree 2021-22 Code of Conduct for Governors Agreed and signed by the Chair on behalf of the Board.	
	4.4 Agree Committee Scheme of Delegation Agreed.	
	4.5 <u>Governor skills audit</u> An audit form had been circulated with the agenda papers and governors were asked to complete and return their forms by 1 October.	Governors
	4.6 <u>GB evaluation</u> It was agreed that ST, GM and MP would meet to complete an evaluation document for governors to review.	Clerk, Chair and Vice Chairs
	4.7 Admissions: update to admissions code Noted. The admissions information was on the school website.	C.I.S.II.S
5.	6.1 Membership of Committees and Panels a. Resources: GM, AW, JN, SW, ZO, KG b. Pay: GM, ST, JN c. Behaviour for Learning, Safeguarding and Community: TB, SH, KG, ST, SW, MP, CD, CW d. Head Teacher's Performance Review Panel*: ST, GM, JN e. Head Teacher's Performance Review Appeal Panel: TBC g. Pay Appeals Panel: TBC	
	Chairs would be appointed at first meetings and terms of reference reviewed for approval by the FGB.	
	*Arrangements for HT Performance Management Under way.	
6.	6.2 Link Governor/monitoring roles Safeguarding governor team: ST and KG SEND: AW and ST. Health and safety and premises: JN and ZO Teaching and learning and curriculum: MP with SH for behaviour and attendance aspects Teaching and learning and outdoor curriculum: TB EYFS: ST and CW Pupil premium: AW Sports funding: SH Attendance and behaviour: SH PHSE, SMSC, including British values: TB Equality and diversity: TB Wellbeing: JN and CD Data protection: KG, GM Finance: AW, GM Governor training and development: ST, MP Website: AW, MP	
6.	6.1 Updates to Keeping Children Safe in Education September 2021 A link to the document for governors to read and a summary of changes had been circulated.	Governors
	Governors asked if all staff had read part 1. This was confirmed.	

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	6.2 <u>Governor Safeguarding Training</u> Governors had been asked to complete the school's <i>Safeguard</i> training. The importance of all governor's completing training was emphasised.	Governors
	Governors were reminded to use their school emails for school business and to contact the Clerk if there were problems logging on.	Governors
7.	MINUTES AND ACTIONS/MATTERS ARISING	
	7.1 Minutes Minutes of the meeting held on15th July 2021 were approved and would be signed by the Chair.	
	7.2 Actions and Matters Arising not on the agenda 7.2.1 Evaluation of Governors Vision Statement and SIP- working group The Chair had prepared a draft GB development plan as part of the SIP. SH and JN would be invited join the group to provide input. The Chair would set up a meeting.	Chair
	It was felt that the Vision Statement continued to be a good and accurate reflection of the Board's position. SW confirmed that an extract had been included in a document to promote the school at open-mornings.	
	7.2.2 Governor areas of responsibility and returning to arranging visits/meetings JN would organise a health and safety visit later in the autumn term with ZO. JN had attended the September inset day health and safety and fire safety training.	JN, ZO
	7.2.3 Website development It was reported that final costings were being put together. An AFACT website had been developed for a small charge.	
	Governors were asked to contact MP with any issues they experienced with the website.	
	7.2.4 Governor personal statements Some statements still required updating/amending or completing and governors were asked to check wording and provide outstanding statements.	Governors
	7.2.5 <u>Thanks</u> The Chair had sent a letter of thanks to staff on behalf of the board at the end of the last academic year.	
	All other actions had been completed.	
8.	CHAIR/VICE-CHAIRS' ACTION 8.1 Road safety	
	It was reported that the person in charge of the Bromley Travel Plan Team had been written to regarding a site visit as a follow up to safety issues that had been highlighted. The school would like to continue with the School Street initiative to assist with safety and pollution reduction. SW reported on the school's rota system to ensure staff were outside during pick up and drop off. It was confirmed that the LA was looking into CCTV. Addressing the safety issues were discussed including a campaign involving the children. It was agreed that MP would write an article for the newsletter.	MP
9.	AFACT UPDATE SW reported on the facilitated session for HTs and DHTs that took place on	

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	aftern	ptember, with chairs of governors trustees invited to attend during the con. Preparing a clear vision and moving the group forward was the A draft action plan was being developed and would be shared with	sw
10.	GOVERNOR TRAINING Training resources available were noted.		
11.	DATES OF NEXT MEETINGS Due to the uncertainty caused by COVID, it was agreed that a Governors' Day would be not be held this term and committee meetings and the next FGB would be held separately before the end of term.		
12.	AOB 12.1	Tillingborune Green Play Area The excellent work that had been undertaken by the school to improve the play area was acknowledged.	
	12.2	Art project It was reported that the local railway station would be displaying Poverest children's art. This was a good PR opportunity for the school. The delay in dispaying the pictures was dicussed and it was agreed to fund the Perspex to speed up the process.	SW, MP
	12.3	<u>Policies</u> Governors were reminded to check for consistency of wording and terminology when reviewing policies.	
	12.4	Procurement A review of the school's procurement process had been suggested to enable governors to gain a better understanding of the procedures and provide support. It was agreed that a meeting would be arranged involving JN, ZO, SW and School Business Manager.	ZO, JN
	12.5	Memorial Service SW reported that this would take place for bereaved children and the family of former governor Pauline Baines on 24 September. Remembrance Snowdrops had been purchased through the St Christopher's Hospice fund.	
13.		Were deemed confidential and minuted separately.	

The meeting of	closed at 7.25pm
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Signed:	Date:
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