

**Minutes of the Full Governors Meeting of Downe Primary School
Held via video conference due to COVID-19 restrictions on 5th July 2021 at 6.00pm**

Attendance

Sandra Fuller, Head Teacher (SF)
Kim Brown (KB) (Chair)

Rev. John Musson (JM)
Jane Grant (JG)

Tim Mountain (TM)
Karen Jermy (KJ)

Brett Clark

In attendance: Ruth Irudayaraj, Kathy Lewis, Clerk, Jodene Panteli

		Action	Agreed
1. Welcome and Apologies for absence	Ruth Irudayaraj and Jodene Panteli were welcomed to the meeting as observers. Apologies were received and accepted from Ben Courtney.		
2. Declaration of interest in any agenda item	There were no declarations.		
3. Governing Body matters	<p>3.1 <u>Membership of the Governing Body</u></p> <p>3.1.1 <u>Appointment of Ruth Irudayaraj as a co-opted governor</u> The appointment of Ruth Irudayaraj, which had been unanimously approved by email, was confirmed.</p> <p>3.1.2 <u>Governor Terms of Office</u> The information had been circulated. This would be SF and JG’s last meeting.</p> <p>3.2 <u>Governing Body Evaluation</u> B Clark, KJ and JG had met to complete the self-evaluation. The rag-rated document and action plan had been circulated. How this would now feed into the SIP would be discussed with JP in the autumn term. The outcome had been positive with no items identified as “red”. The main focus was on governor training. It was raised that another action point was improving governor links with AFACT schools. It was reported that it was hoped that a meeting could be arranged for all governors during the autumn term and visits by governors to other schools in the group would resume.</p>		
4. Safeguarding	<p>4.1 <u>Head Teacher’s Comments</u> SF referred to her report which contained detailed information. All training was now up-to-date and compliant with DfE requirements.</p> <p>4.2 <u>Safeguarding Review</u> The termly meeting with Safeguarding governor JG had taken place on 9th June and her report had been circulated. LBB’s audit had not yet been received so a review had been undertaken by the</p>		

	<p>school using the NSPCC audit. It was a positive outcome. Actions identified had been completed, one of which was tracking governor training for safeguarding. JP was arranging whole school training in September which governors would be invited to.</p> <p>It was noted that an updated version of Keeping Children Safe In Education was due to be published [6th July].</p>		
<p>5. Equality matters</p>	<p>Details were contained in the HT report. The objectives were due to be reviewed next March. Objective 1 focused on pupil premium children and closing gaps. It was noted that there were a diminishing number of pupil premium children at the school. Objective 2 concerned a clear understanding of British values and knowledge about different religions and cultures represented in our society, including the Prevent duty. It was noted that a new agreed syllabus for RE has been published by the LA and provided to all staff. JM and his assistant had offered their support with implementing it.</p> <p>KJ had undertaken a review of PSHE and relationships and sex education.</p>		
<p>6. Confirm minutes of meeting held on: 22nd March 2021 and actions/matters arising</p>	<p>6.1 <u>Minutes of 22nd March 2021</u> The minutes were approved and would be signed by the Chair.</p> <p>6.2 <u>Matters arising</u></p> <p>6.2.1 <u>Governor recruitment</u> Recruitment would be discussed in the autumn term.</p> <p>6.2.2 <u>Equality and diversity training</u> KB had identified courses which had been circulated.</p> <p>6.2.3 <u>Letter of thanks to staff</u> Letter had been sent and appreciated by staff.</p> <p>6.2.4 <u>Encouraging governor training</u> It had been suggested at the evaluation meeting that to encourage participation governors could get together as a group one evening per term to complete online training.</p> <p>All other actions had been completed or were covered by the agenda.</p>		<p>✓</p>

<p>7. Committee Reports</p>	<p>7.1 <u>RFSPGP Meeting 10.05.21</u> The minutes had been circulated and were noted.</p> <p>7.1.1 <u>Confirm approval of 2021/22 Budget</u> The budget had been approved by email.</p> <p>7.2 <u>CAPPC Meeting 16.06.21</u> The minutes had been circulated and were noted.</p>		
<p>8. Headteacher's Report</p>	<p>SF wished to record her thanks to governors now and in the past for their hard work and commitment. She also thanked past and present chairs for the support they had provided. She wished JG well for the future.</p> <p>The report had been circulated and questions were invited. The following were highlighted:</p> <p><i>School Organisation structure and Staffing Update:</i> the current staffing position and that for next year was noted. It was also noted that there was a smaller number of children coming into Reception in September.</p> <p><i>Staff wellbeing:</i> this appeared to be good and staff had strong and positive relationships</p> <p><i>Health and Safety:</i> an audit took place on 2 July and the outcome would be shared with the FGB once received.</p> <p><i>SIP and SEF:</i> a rag rated SIP had been circulated. It was noted that the majority of objectives had been completed. A summary of the SEF had been circulated. It would be updated in the autumn term.</p> <p><i>Teaching and learning - Catch up:</i> Progress was being made with the catch-up programme, which would continue into the autumn term. Firm details of the funding of this from the DfE had not yet been received.</p> <p><i>Teaching and learning -assessment and data:</i> There was no statutory assessment carried out this year. The year one phonics check (as last year) had been postponed to the end of the autumn term.</p>	<p>SF, DA</p>	

	<p>All teachers had completed assessment tasks to inform the report writing process. At the end of Key-stages tests and tasks were used from previous year and the results were provided in the report. Ofsted have said that they will not use schools' internal data.</p> <p><i>Behaviour:</i> governors were pleased to note that behaviour continued to be good and that children were coping well with COVID compliance. <i>Governors asked if any thought had been given to keeping procedures that had worked well during the pandemic, such as staggered start and end times.</i> SF confirmed that this had worked well and would be considered; it would also be good to ask the children.</p>		
<p>9. Governor visits/reviews</p>	<p>Safeguarding and SEND review reports carried out in June by JG had been circulated. Details of the recent curriculum review had also been issued. KB had carried out an English review which had been discussed by CAPPCC, and B Clark was in the process of completing a maths review.</p> <p>JG highlighted the SEND review and that COVID had resulted in closer contact and relationships with parents. She was impressed with the way children were tracked and very thoroughly and proactively monitored. <i>A governor asked if any children were likely to be removed from the SEN register.</i> SF said that all these children had had diagnoses so this was unlikely. An increase in cases had been seen both locally and nationally. <i>It was asked how the school would cope with the numbers.</i> SF said that the SENCO worked very hard and JP had a SEND background which would provide additional support. The main issue was the allocation of funding.</p>		
<p>10. Policies</p>	<p>SF reported that the review of policies was almost complete. Devising and electronic timetable was discussed and KJ volunteered to assist with this.</p>	<p>SF, KJ</p>	
<p>11. AFACT update</p>	<p>The May minutes of the Trust Board had been circulated. The Board had met again on 30th June. Items were still on hold due to the current situation. JP had attended the last two meetings. The headteacher group continued to meet regularly and had provided excellent support during COVID. The intention was to develop collaboration between governing boards.</p> <p>On 30th June Trustees had discussed working more closely with CSNet (Co-operative Schools Network) which was specifically for foundation trust schools within the Co-operative society organisation, and the headteacher group facilitated discussion on 10th September, which trustees would join, to look at the way forward for the Trust.</p>		

	<p>A logo had been designed and a website was under discussion. The group was also considering developing websites for all schools using one provider.</p> <p>The schools were working on a joint art project in the autumn.</p>		
12. Governor Training	In addition to the equality training referred to above, KB had circulated suggested courses for governors to complete.		
13. Dates of next meeting	Full Governing Body: Wednesday 14 th September 2021 at 6.30pm.		
14. AOB	<p>14.1 <u>Data Protection Officer (DPO)</u> The LA had confirmed that it was no longer providing a DPO for schools and therefore the appointment of someone for this role would need to be arranged. One DPO could be appointed across all four school in the Trust. This would be initially discussed by the Trust headteacher group.</p> <p>14.2 <u>Thanks</u> Governors would arrange a separate event to acknowledge and thank SF and JG for their contribution and service to the school and governing body.</p>		
15. Confidential Items	There were no confidential items.		

The meeting closed at 7.20pm

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