

Minutes of the Full Governors Meeting of Downe Primary School
Held via video conference due to COVID-19 restrictions on 22nd March 2021 at 6.00pm

Attendance

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

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

Ben Courtney
 Karen Jermy (KJ)

Brett Clark

In attendance: Kathy Lewis, Clerk

		Action	Agreed
1. Welcome and Apologies for absence	Apologies were received and accepted from Tim Mountain.		
2. Declaration of interest in any agenda item	There were no declarations.		
3. Head Teacher Appointment	The appointment of Mrs Jodene Panteli had been agreed at the additional FGB meeting on 12 th February. The appointment would shortly be announced to parents. A part of this item was deemed confidential and minuted separately.		
4. Governing Body matters	<p>4.1 <u>Membership of the Governing Body</u> The position was noted. It was with regret that the GB had received the resignation of Mark Dobson as a staff governor. The Chair and Clerk reported on efforts to recruit two co-opted governors to replace JG and TM. It was agreed that an advert should also be placed on Downe Mailing.</p> <p>4.2 <u>Governing Body Evaluation</u> A self-evaluation form had been circulated. It was agreed that a working party should be set up to review the questions ahead of the next FGB meeting and would comprise KB, BC, KJ, JG. A meeting would now be arranged. The Clerk would assist with finding a date.</p>	<p>JG</p> <p>Clerk, Working Party</p>	
5. Safeguarding	<p>5.1 <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>5.2 <u>Risk Assessment</u> The risk assessment had been updated in line with government guidance for re-opening on 8th March and was on the school website. All staff were taking lateral flow tests twice weekly. The approach</p>		

	taken in the autumn term had been resumed with regard to bubbles, staggered playtimes/ lunchtimes and increased cleaning.		
6. Equality matters	SF had completed the annual update and sent to JM for review and agreement. JM raised governors updating their equality training. It was agreed that relevant courses would be circulated to governors to complete. Details of catch-up and pupil data would be discussed by CAPPCC Committee.	KB Governors to complete training	
7. Confirm minutes of meeting held on: 18th November 2020 12th February 2021- additional meeting to ratify the appointment of Head Teacher and matters arising	<p>7.1 <u>Minutes of 18th November 2020 and 12th February 2021</u> The minutes were approved and would be signed by the Chair.</p> <p>7.2 <u>Matters arising - 18th November 2020</u> 7.2.1 <u>Relationships and Sex Education</u> The policy had now been circulated to parents for comments by 31st March. All other actions had been completed or were covered by the agenda.</p> <p>7.3 <u>Matter arising 12th February 2021</u> There were no matters arising.</p>		✓
8. RFSPGP Committee Report	<p>8.1 <u>RFSPGP Meeting 24.02.21</u> The minutes had been circulated and were noted.</p> <p>8.2 <u>CAPPCC Meeting 10.02.21</u> The minutes had been circulated and were noted.</p>		
9. Headteacher's Report	<p>The report had been circulated and questions were invited. The following were highlighted:</p> <p><i>Health and Safety:</i> a report from the H&S consultant regarding the traffic incident in October had been received and sent to LBB and the architect working on the new entrance building project. It highlighted five actions the school should take which had been or were being addressed. This included road markings and signs, traffic calming and speed management awareness leading up to the school entrance areas, The School had been informed that this had been referred to Highways which would send an engineer within 12 weeks. A reminder had been sent and the H&S consultant would also follow up.</p>		

	<p>Governors discussed the traffic safety issues and were concerned that this was addressed as a matter of urgency. The bough would be informed of this.</p> <p><i>Learning during lockdown:</i> the hard work and dedication of staff during lockdown were acknowledged. The staff view of the remote learning was that it was much improved and more effective than it had been in the previous lockdown. They were pleased with the work that the children were producing. The parent survey results been circulated and were discussed. On the whole responses had been positive and teachers had personally received supportive emails from some parents. Parent Governors said that it had made parents very much more aware in terms of teaching and learning and engagement. The school would continue to develop this area. It was agreed that staff should be sent a letter of thanks from governors.</p> <p><i>School re-opening:</i> the transition back to school had been smooth. The school was continuing to work in restricted bubbles until the end of term. Staff would shortly be meeting to review.</p> <p><i>School Improvement Plan:</i> taking forward certain aspects of the plan had been halted during school closure but progress with priorities would now be discussed.</p> <p><i>Staff wellbeing:</i> a survey had been conducted and SF was pleased to report that the general outcome was positive.</p> <p><i>Standards and outcomes:</i> SATS and all statutory assessment had been postponed again for this year. The School would continue to carry out internal assessment and were focusing on moving children on from where they currently were and addressing any gaps in learning. It had continued to cover some foundation subjects throughout the lockdown to try to provide some variety, and staff were keen to resume work on a broader curriculum.</p>	<p>SF</p> <p>KB, JG, SF</p>	
<p>10. Move to Two Week Autumn Half Term Holiday</p>	<p>SF had provided information on the proposal to move to a two-week October half term holiday to provide continuity between all the schools in AfACT and continuity with local schools, particularly secondary. Consultations had been undertaken with parents and staff. The staff consultation had been completed and they were in favour of the move. The parent consultation ended on 31st March and there had been no comments so far. Following discussion, Governors approved the proposal subject to the result of the consultation with parents.</p>		<p>✓</p>
<p>11. Governor visits</p>	<p>SF, JG and KB had met remotely to discuss safeguarding and a report had been circulated.</p>		

12. Preparation for next Ofsted	Preparations were discussed. SF was currently reviewing the SEF.		
13. AFACT update	The October minutes of the Trust Board had been circulated. The Board had met again on 10 th March. Items were still on hold due to the current situation. The headteacher group continued to meet regularly. Mrs Panteli would be invited to attend the next meeting in April.		
14. Governor Training	Equality training had been discussed under item 6. KB would look into training for this and other courses. Safeguarding training would be organised by the School in the autumn term and would include governors. Governors were reminded to inform the Clerk when training had been completed.	KB, Governors to complete training	
15. Dates of next meetings	Finance & Personnel Committee (RFSPGP) Monday 10 th May 2021 at 6.00pm Curriculum Committee (CAPP): Wednesday 16 th June 2021 at 6.00pm Full Governing Body: Monday 5 th July 2021 at 6.00pm.		
16. AOB	There was no other business		
17. Confidential Items	Matters under Item 3 were deemed confidential and minuted separately.		

The meeting closed at 7.35pm

..... CHAIRMAN DATE