

Minutes of the Full Governors Meeting of Downe Primary School
Held via video conference due to COVID-19 restrictions on 6th December 2021 at 6.00pm

Attendance

Jodene Pantelli, Head Teacher (SF)
 Kim Brown (KB) (Chair)
 Sarah Blundell (SB)

Rev. John Musson (JM)
 Ruth Irudayaraj (RI)

Tim Mountain (TM)
 Karen Jermy (KJ) from item 9

Brett Clark
 Ben Courtney

In attendance: Kathy Lewis, Clerk

		Action	Agreed
1. Welcome and Apologies for absence	There were no apologies. KJ had given notice that she would be late. SB was welcomed to her first FGB meeting as staff governor.		
2. Declaration of interest in any agenda item	There were no declarations.		
3. Governing Body matters	3.1 <u>Membership of the Governing Body</u> 3.1.1 <u>Election of Staff Governor</u> The election of Sarah Blundell as staff governor was noted. 3.1.2 <u>Governor Terms of Office</u> The information had been circulated. TM's term of office would end on 7 th February 2022. Recruitment was being discussed.	Chair, Clerk	
4. Admissions – approve increase to Published Admissions Number (PAN)	The admissions arrangements for 22/23 and 23/24 had been circulated. There was no proposal to change admissions criteria. The HT was requesting that the PAN be increased from 12 to 15. <i>The impact of this was discussed and questions were asked about the financial benefit, ratios of staff to children and size of classroom.</i> It was agreed to increase to 15.		✓
5. Confirm minutes of meetings held on: 5th July 2021 14th September 2021 and actions/matters arising	5.1 <u>Minutes</u> Both sets of minutes were approved and would be signed by the Chair		✓

	<p>5.2 <u>Actions and Matters arising July 2021</u></p> <p>5.2.1 <u>Health and safety</u> The outcome of the Health and Safety audit would be shared with the FGB once received. The Clerk would liaise with the Finance Manager.</p> <p>All other actions had been completed or were covered by the agenda.</p> <p>5.3 <u>Actions and matters arising September 2021</u> All actions had been completed or were covered by the agenda. There were no matters arising.</p>	Clerk	
<p>6. Chair's action</p>	<p><u>Any action needed to be taken by the Chair or Vice-Chair on behalf of the board since the last meeting</u> No action had been required.</p>		
<p>7. Committee Reports</p>	<p>7.1 <u>RFSPGP Meeting 03.1121</u> The minutes had been circulated and were noted. Terms of reference had been approved unchanged.</p> <p>7.2 <u>CAPPC Meeting 05.10.21</u> The minutes had been circulated and were noted. Terms of reference had been approved unchanged.</p>		
<p>8. School Improvement</p>	<p>8.1 <u>Review and approve School Development Plan</u> The plan had been circulated. JP took the meeting through the sections of the plan and areas for development. It was in its early stages with regard to evaluation and evidence. The plan was approved.</p> <p>8.2 <u>School Self evaluation</u> A self-evaluation summary had been circulated and was reviewed.</p> <p>8.3 <u>School Improvement Partner (SIP)</u> It was reported that Bromley had provided a SIP who had come into school to work with JP as a new head teacher. A report had been completed and would be shared with the FGB and discussed by the relevant committee. JP said that it had been a positive process.</p>		✓

<p>9. Headteacher's Report</p>	<p>The report had been circulated and questions were invited.</p> <p><i>Governors asked about the COVID situation and how this was being managed, and the situation with regard to children not attending school.</i> JP explained that daily advice was being sought with regard to the COVID outbreak and reported on the measures that had had to be taken to reduce risk, such as no visitors and the cancellation of events. She had received messages of support from parents but there were a significant number of children not in school. This did include children who had been identified as close contacts and were taking PCR tests. School work for the children was being provided. <i>It was asked if attendance figures would be impacted.</i> JP said that if parents were keeping their children away from school then this would be recorded as an unauthorised absence. Government guidance was that children were expected to attend school.</p>		
<p>10. Data Protection/GDPR</p>	<p>The Clerk had circulated information on the UK GDPR and a document reminding governors of their role.</p> <p>It had been reported at the July meeting that the LA had confirmed that it was no longer providing a DPO for schools and therefore the appointment of someone to take on this role would need to be arranged. The HT at one of the AFCT schools had been looking into providing DPO cover across all four schools and was confident that this issue would be resolved soon. In the meantime HTs were acting as DPO for each other's schools.</p>		
<p>11. Ofsted</p>	<p>Preparing for an Ofsted inspection was discussed.</p>		
<p>12. Governor visits</p>	<p>KB reported that she had undertaken a safeguarding visit and was preparing a report for circulation to the FGB.</p>	<p>KB</p>	
<p>13. Policies</p>	<p>13.1 <u>Pay Policy</u> The policy had been circulated. There were no changes to the previous version. The policy was approved.</p> <p>13.2 <u>Child Protection and Safeguarding Policy</u> The policy had been reviewed and was ready to be circulated to governors to approve by email.</p>	<p>JP, Clerk</p>	<p>✓</p>
<p>14. AFACT update</p>	<p>The June minutes of the Trust Board had been circulated. The Board had met again on 22nd November. Arranging a meeting of governors from all the schools was discussed but it was felt that it was not yet safe to do so. How to facilitate meetings once it was safe had been discussed.</p>		

	<p>HTs were continuing to meet fortnightly and provide support.</p> <p>An audit of schools by CSNET had been discussed and an initial meeting was being arranged to set parameters for the audit.</p> <p>The schools were continuing with joint projects.</p> <p>Reaching out to other schools had also been discussed.</p>		
15. Governor Training	<p>Governors reported on training they had undertaken. They were reminded to let the Clerk know so a record could be kept.</p> <p>Safeguarding training had been held at the school in October.</p>		
16. Dates of next meeting	<p>Curriculum Committee (CAPPC): Monday 24th January 2022 at 6.00pm Finance & Personnel Committee (RFSPGP) Monday 28th February 2022 at 6.00pm Full Governing Body: Monday 21st March 2022 at 6pm.</p>		
17. AOB	<p><u>Thanks</u> TM was warmly thanked for his contribution and commitment to GB and the school during the past 8 years.</p>		
18. Confidential Items	<p>One item was deemed confidential and minuted separately.</p>		

The meeting closed at 7.15pm

..... CHAIRMAN DATE