

Shebbear Community School
Minutes from the Part One Governing Body **Zoom Meeting**
Monday 16th November 2020 at 7.00 p.m.

PROCEDURAL

Present:

Mr N Alford (Head Teacher),
Co-Opted Governors: Mr A Goode, Mrs G Cooper, Mrs C Coward (Chair), Miss N Derwin
Parent Governors: Mrs A Bernstone, Mrs T Brock
LA Governor: Mrs P Kirby (Vice-Chair and Chairman for part of this meeting).
Staff Governor: Miss R Curtis
Clerk to Governing Body: Mrs S Hawker (clerk).
The meeting was quorate and all governors attended via Zoom.

1/11/20 Welcome to new parent governor and apologies:

Mr J Quance (co-opted governor), Mr J Richards and Mrs L Marshall (parent governors) sent their apologies for this meeting; governors agreed to accept and sanction these.

Mrs Coward welcomed Mrs Tammy Brock to her first meeting as a parent governor. Mrs Brock confirmed that she had met with the clerk for an induction prior to the meeting. Miss Derwin kindly agreed to act as a mentor for Mrs Brock.

2/11/20 Declaration of Pecuniary Interests:

No new declarations were made by existing governors, Mrs Brock has completed her form.

The clerk thanked all governors for completing the section on GovernorHub indicating that their pecuniary interest forms had been updated for this academic year and for also confirming that they have all read the Keeping Children Safe in Education (KCSIE) Autumn 2020 updated document.

MONITORING AND ACCOUNTABILITY

3/11/20 Head Teacher's Report (documents available before the meeting on GovernorHub):

Mr Alford's report included a Covid-19 update, safeguarding and a summary of attendance.

He confirmed that we had had to isolate one class immediately after half term due to the class teacher testing as positive during half term. One pupil also tested positive. However this decisive action seems to have limited the spread. Currently one family are isolating as a family member has tested positive. However, we are becoming used to the 'new normal' and adapting well.

The isolating class was taught remotely by their class teaching using G-Suite, which we feel went well with a good level of participation by the students involved. Better than during the summer term.

AB: Commented that there was a different 'feel' this time, it was more mandatory than in summer.

TB: Commented that they found it to be very good when they got the hang of it. They found video conferencing (Google Meet) didn't work as well as the Zoom, however the points system was very motivational. It was helpful that school had prepared the children well beforehand, and her boys knew exactly what they were doing.

Mr Alford responded that they had moved back to Zoom, as many found it to be better. He also advised that teachers are using the Oak National Academy when setting remote learning.

He provided attendance for this term so far which are very good 98.17% compared to 96.79% for the same period last year. Figures for disadvantaged pupils are similarly impressive: 98.87% compared to 93.88%.

Signed:

Dated:

We have yet to set the target for the 2020/2021 academic year and Mrs Cooper proposed that this be set at the DfE expectation of 96%, seconded by Mrs Kirby and all were in favour.

He advised that we currently have no children on roll with an EHCP, and the SENDCO is currently catching up with the referrals and other paperwork that had been put on hold since March due to the Covid-19 lockdown.

He advised that we had received the first instalment of the Catch Up Funding in the sum of £1240. This funding is aimed at supporting the lower achieving children whose learning has suffered due to the lockdown. We are employing additional teaching assistant hours who are working across the school under teacher direction to target areas of need.

We currently have 9 free school meals children, which is less than last year which will have an impact on our funding going forward.

Safeguarding: There have been three referrals made, however none have resulted in the need for a MASH referral as all have been resolved through the school working with the individual parents. Mrs Bernstone visited early in the term to meet with Mr Alford for an interim safeguarding meeting.

Staff meetings have started again following a one week of training, one week of 'business' pattern; the English report from Mrs Evans is available on GovernorHub regarding targets and work on reading fluency and Mr Alford has resumed lesson observations and book scrutinies giving feedback to teachers. We feel that we are very much back on track which we will need to be if OfSTED do resume inspection visits from January 2021 as they have indicated.

He listed all of the activities that have taken place this term already such as Maths Week last week and the Year 6 children laying the Remembrance Wreath.

Mr Alford advised that the end of year assessments took place at the end of September, feeling it only correct to have given the children a few weeks to have settled back in. He went through each year group in turn, indicating that Years 4 and 5 are the year groups where the lockdown seems to have the biggest impact. Remedial action has been put in place to address gaps in knowledge that have arisen. Year 2 remain a concerning year group although there have been some positive indicators including phonics development amongst some of the weakest pupils. It is clear they benefitted from the early return to school in June.

Q: We receive a lot of information on Pupil Premium (PP) and low achieving children and the steps taken to address this - however what are we doing for the children who are achieving above the expected level? AB

Mr Alford acknowledged this was a good point, explaining that OfSTED will focus heavily on the PP and low achieving pupils hence why we do too. However, he advised that all children are focused on through good planning and opportunities to ensure that there is no 'holding back' pupils but that this can be a challenge in a large mixed ability classroom setting. As an example, he explained that the more able children can work more independently and are given investigative tasks and open ended problem solving to give them the opportunity to apply their class learning. Achievement of more able pupils is always a focus when undertaking monitoring of lessons, books, plans etc to ensure pupils are being sufficiently stretched.

AB: Agreed that teachers do this; her son's class teacher asked if they would like the Year 1 homework as well as the Reception Year homework.

Mr Alford agreed that this was good practice and we look at all needs across a year group. More able children must be challenged otherwise they could get bored and disengaged.

Q: How much Catch Up funding will we receive and how is it being spent exactly? AG

Signed:

Dated:

He explained that we will receive £80 per child (about £5000 for our school) and we have received £1240 this term, a further £1240 will follow next term with the remainder being paid in the summer term and in the next financial year.

Mr Alford explained that additional teaching assistant hours are being deployed across the school to support the children, divide groups to separate into smaller groups and much more individual work is being undertaken, e.g. reading.

There is also a tutoring scheme - aimed at disadvantaged children - that we are investigating which would cost about £200 for 15 lessons, although this will depend on the willingness of the families to engage with it as additional lessons may have to take place after school and availability of the tutors.

4/11/2020 Governors' Reports:

There were no reports for this meeting.

5/11/2020 Clerk's Report:

GDPR: We have been unable to secure an alternative provider to act as our DPO at a lower cost. However, GDPR Sentry are now communicating well and being very helpful. They have offered, by way of an acknowledgement of their poor service and an apology, to provide their online system GDPR Sentry as part of our package at no additional cost for as long as they remain as our DPO. The clerk explained that this is a comprehensive GDPR package which offers value for money, a little like CPOMS or GovernorHub in concept. We have now received their part report (available on GovenorHub) which recommends some changes to our Data Protection policies and have provided the policies to us (see later in the meeting). Therefore, we have agreed to renew the contract for a further year and will make use of this system, however it will entail quite a lot of time and effort in order to get it up and running efficiently.

The clerk had attended the Clerks' Update training session delivered by Devon Governor Services shortly after the last meeting. Key points to note were:

Unions are advising Head Teachers to not engage with the appraisals unless they are happy to do so*;
 Babcock have created a Covid-19 support page;
 Governors focus this term should be on pupil and staff wellbeing;
 Chairs of Governors must delegate otherwise no one else will ever be prepared to take on the role!
 *All staff, including the Head Teacher, have had their annual appraisal this term.

As always, the clerk continues to forward the weekly Governance Alert and other documents from the Devon Association of Governors etc to ensure that governors are kept abreast of current legislation and any changes.

6/11/2020 Financial Reports:

FRS: The clerk had prepared a FRS report including month 6 which needs to be submitted to Devon County Council. She had added the Covid cost centre, as agreed at the previous meeting, which is showing just under £300 of expenditure. She advised that both the Curriculum and Energy cost centres were likely to be overspent by the end of the year the former due to being reduced from the year before when setting this year's budget together with additional expenditure on software to help with home learning, the latter due to the heating system not yet being upgraded.

Mr Goode proposed that we increase the Curriculum cost centre by £2000, seconded by Mrs Kirby and agreed by all.

Mr Goode then proposed that we increase the Energy cost centre also by £2000, seconded by Mrs Cooper and, once again, agreed by all.

School Financial Value Scheme (SFVS): The figures for 2019/20 will not be available until December so the clerk is unable to do this until the Spring term in time for submission by the end of March.

Signed:

Dated:

STRATEGIC ITEMS

7/11/2020 Approval of Committee Structure and terms of reference; committee membership; governor recruitment:

Mrs Coward inadvertently left the meeting as her internet connection failed; Mrs Kirby, as Vice-Chair, stepped in to chair the meeting until Mrs Coward was able to re-join.

As we have a vacancy on the Second/Appeals committee, Mrs Brock was asked if she would be happy to be a member of it, which she was.

Following Mr Goode's offer to act as SENDCo at the last meeting until another governor could be found, Miss Curtis volunteered to act as joint SENDCo with him if he was happy to share the role, which he was.

Mrs Kirby proposed that governors agree to both of these suggestions, seconded by Miss Derwin, agreed by all present.

8/11/2020 Approval of minutes of the last meeting(s):

The Part One minutes of the last full Governing Board meeting (AGM) held on Zoom on the 21st September 2020 were circulated prior to the meeting. They were agreed by governors present and will be signed as correct by the Chairman at the earliest future time.

The Part One minutes of the Resources meeting held on 19th October 2020 were circulated prior to the meeting. They were agreed by governors present and will be signed as correct by the Chairman of the committee at the earliest future time.

The Part One minutes of the Pay and Performance meeting held on the 19th October were circulated prior to the meeting. They were agreed by governors present and will be signed as correct by the Chairman of the committee at the earliest future time.

ACTION: PAPER COPIES OF MINUTES TO BE SIGNED AT THE FIRST OPPORTUNITY.

9/7/2020 Matters arising from the minutes of the last meeting(s) including progress made on 'Actions':

There were no matters arising from the Annual General Meeting, nor the Pay and Performance committee, minutes that would not be covered later in this meeting.

Resources matters arising were:

Teddy Class outside area - the steep steps have now been made more little leg friendly and the water pooling has been addressed.

Heating - the clerk explained that without some professional help it is unlikely that we will be able to 'save' enough carbon across the lifetime of the project to apply for the amount of grant that we would need to carry out the heating upgrade. She has spoken to the Devon County Council Corporate Energy Manager (Alastair Mumford) who is putting together a bid to apply for funding from the Skills Fund for help across the County Council in putting together applications. There is no guarantee that we will be part of this as there may be schools that are not as energy efficient as we already are, however in the first instance this would be our best chance of success at completing an application. Failing that, we can still try a Salix loan or a VELP loan. The clerk advised that this would not be resolved speedily, and that realistically we need to accept that the heating system will not be replaced until next summer.

ACTION: CLERK TO KEEP IN CONTACT WITH MR MUMFORD AND CONTINUE TO EXPLORE ALL AVENUES OF FUNDING AVAILABLE TO HELP UPGRADE OUT HEATING SYSTEM.

Signed:

Dated:

10/11/2020 Policy adoption and review:

The following policies were all tabled before the meeting for approval by the full governing body:

Pay Policy 2020 (model policy from Devon County Council)

Finance Policy (model policy from Devon County Council)

Admission Policies (for the next three years, provided by Devon County Council)

Staff Code of Conduct

Feedback and Assessment (school policy)

Mr Goode proposed that all of the above policies be adopted, seconded by Miss Derwin and agreed by all present.

Q: Where do the children and the parents find out what the feedback (marking) means? ND

Mr Alford explained that will be on display for the children to refer to.

GDPR Policies (provided by our DPO GDPR Sentry) Data Protection, Subject Access Request

Mr Goode proposed that all of the replacement GDPR policies be adopted, seconded by Mrs Kirby and agreed by all present.

11/7/2020. Items brought forward by the Chairman for this meeting:

Library Refurbishment: This was discussed at the Resources meeting. Mr Alford briefly explained what he would like to do, anticipating a total cost of approximately £1500. Mr Hookway had kindly agreed to offer his labour free of charge for the work. Mrs Marshall had sent an email before the meeting confirming that Cllr Parsons has been asked for grant aid in the sum of £300 and that the SSSG have approached Buckland Filleigh Parish Council for £100. The school has written to the Balsdon Trust and the Clinton Estate asking for some financial help and the SSSG also have some funds to put towards the project. All are very happy for this to hopefully be completed during the Christmas period with the remaining funds coming from Capital. This area will also provide Teddy Class with additional space for year group teaching separate to the rest of the class.

ACTION: PROPOSED LIBRARY REFURBISHMENT TO TAKE PLACE OVER THE CHRISTMAS HOLIDAY PERIOD AND HOPEFULLY BE READY FOR THE BEGINNING OF THE SPRING TERM.

Governance Development Plan: As Mrs Coward had not been able to re-join the meeting, this item was left until she was available to report back to governors. The clerk reminded governors of the online training. Mr Goode has also agreed to attend Devon Governor Finance training and Mrs Brock new governor induction.

Attendance Target 20/21: This was agreed earlier in the meeting (96%).

Water Management Plan and Updated Asbestos Management Plan: Mr Goode proposed governors adopt these, seconded by Mrs Bernstone, agreed by all present.

Christmas Donations for Children's Gifts: Mr Alford explained that we are hoping to give all of the children a book this year. Any donations can be handed in at the school office.

12/11/2020 Correspondence:

Email correspondence has been circulated to governors weekly.

Governance Today (Devon Governor Services). The clerk drew governors' attention to a number of interesting articles in this term's edition and encouraged governors to read them.

Signed:

Dated:

GOVERNANCE

13/11/2020 Approval of Chair and Vice-Chair's terms of reference and election Chair and Vice-Chair:

This was not required for this meeting.

14/7/2020 Impact from this meeting:

*Governors have taken measures to improve the provision for home learning across the school;

*Areas for Catch-Up funding have been identified to ensure that we are meeting the needs of differing abilities across the whole school;

*We have reviewed the use of available space to maximise the learning benefits for Teddy Class children;

*We have approved a Feedback and Assessment policy which will positively impact on the teachers' wellbeing and work life balance.

15. Dates and Times of Next Meetings:

Full Governing Body: Monday 25th January 2021 at 7.00 p.m.

Resources: Monday 8th March 2021 at 7.00 p.m.

Pay & Performance: Monday 8th March 2021 at 6.30 p.m.

It is too early to predict if these will be virtual meetings or held at school.

These are available as separate files on Governor Hub and will be populated with paperwork nearer the time of each meeting. The clerk will email governors a reminder approximately one week before each meeting.

Due to the non-confidential nature of virtual meetings there was no Part Two business to be discussed at this meeting. The Chairman thanked everyone for attending and declared the meeting closed at 8.40 p.m.

Signed:

Dated: