

**Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Full Governing Body, held on 21<sup>st</sup> October 2020 at 6.30pm**

**Present**

Co-opted	Neil Sherman (NS)	(2 + 3 vacancies)
	Peter Tenconi (PT)	
LA Governor	Manji Kara (MK)	(1/1)
Headteacher	Joanne Daswani (JD)	
Parent Governors	Kula Sudhakar (KS)	(3 + 1 vacancy)
	Meera Shah (MS)	
	Paul Smith (PS)	
Staff Governor	Maria Nickson (MN)	(1/1)
In attendance	Kat Portou (KP) – Acting Deputy Headteacher	
	Cecil Anang (CA)	
Clerk	Seema Supeda (SS)	

**Apologies**                      None

**Supporting documents**

- Chair of Governing Body role description
- Cecil Anang letter of interest
- Vice Chair role description
- Safeguarding and Child Protection Link Governor role description
- Prevent Link Governor role description
- SEND Link Governor role description
- Pupil Premium Link Governor role description
- Sports Premium Link Governor role description
- EYFS Link Governor role description
- KS1 KS2 Link Governor role description
- Maths Link Governor role description
- Literacy Link Governor role description
- Scheme of Delegations 2020 – 2021
- Full Governing Body Terms of Reference 2020 – 2021
- Committee Terms of Reference 2020 – 2021
- Governors Code of Conduct 2020 – 2021
- Pay Policy 2020 – 2021
- Appraisal Policy 2020 – 2021
- Safeguarding & Child Protection Policy (including update sheet)
- Draft School Improvement Plan 2020 – 2021
- Business Continuity Plan
- Chairs action
- FGB Headteachers Report October 2020
- Staff survey results

-  – denotes action
-  – denotes question/challenge



	Action	Due
<p><b>1. Governing Body Constitution and updates (clerk)</b></p> <p>The Clerk provided the following updates to the Governing Body:</p> <ul style="list-style-type: none"> <li>- 3 vacancies for co-opted membership, there has been interest from 2 parties.</li> <li>- 1 parent governor vacancy for which the school is currently seeking nominations for election.</li> <li>- The term for the LA Governor, MK, is due to end in July. The Clerk has sought advice from Governor Services, MK can opt to renew his tenure on the Whitchurch Governing Body.</li> <li>- Resignations: Mina Parmar (10/08/20), Jatinkumar Patel (28/09/20), Sarah Mehrali (8/10/20)</li> </ul>		
<p><b>2. Appointment of Chair</b></p> <p>NS was nominated by JD, seconded by PS. No other nominations were brought forward. NS appointed as Chair with a 1 year term.</p>		
<p><b>3. Welcome and apologies for absence</b></p> <p>All members of the Governing Body were present.</p>		
<p><b>4. Declarations of interest</b></p> <p>None declared.</p>		
<p><b>5. Arrangement of agenda</b></p> <p>The order of the agenda was agreed.</p>		
<p><b>6. Governor appointment: Cecil Anang</b></p> <p>Cecil Anang's letter of interest was shared with Governors prior to the meeting to allow Governors to consider his appointment as a co-opted member. NS proposed CA's appointment, PS seconded. CA appointed as co-opted Governor. <b>Action: Complete new governor induction.</b></p>	SS	ASAP
<p><b>7. Appointment of Vice-Chair</b></p> <p>NS nominated MK, seconded by MS. All Governors were in agreement. MK appointed as Vice-Chair.</p>		
<p><b>8. Appointment of committee chairs</b></p> <p><u>Standards &amp; Achievement Committee</u> KS nominated by MS, seconded by JD KS appointed as Standards &amp; Achievement Committee Chair.</p> <p><u>Finance &amp; Resources</u> PT nominated by JD, seconded by MS. PT appointed as Finance &amp; Resources Committee Chair.</p>		
<p><b>9. Committee membership</b></p> <p><i>The meeting moved to agenda item 10.</i></p>		



<p>Committee memberships were agreed as per the following:</p> <p>Standards &amp; Achievement: NS, KS, MS, PS, MN, CA, JD Finance &amp; Resources: NS, PT, MK, JD</p>		
<p><b>10. Appointment of statutory link governors</b></p> <p><u>Safeguarding Link Governor</u>  <u>10i. Safeguarding and Child Protection</u>  <u>10ii. Looked after children</u>  <u>10iii. Prevent</u></p> <p>It was agreed that all these areas can be looked after by a single Governor as there is overlap of responsibility.          PS advised of his interest in this role.          PS nominated by NS, seconded by PT.          PS appointed as Designated Safeguarding Link Governor.</p> <p><u>Deputy Designated Safeguarding Link Governor</u>          MK showed interest, agreed by all. MK appointed.</p> <p><i>The meeting moved back to agenda item 9.</i></p>		
<p><b>11. Appointment of non-statutory link governors</b></p> <p>11i. SEND          11ii. Pupil Premium          11iii. Sports Premium          11iv. EYFS          11v. Maths          11vi. English</p> <p>The Chair advised that although it would be beneficial to have the above appointments, the Governing Body is incomplete so it may be more constructive to wait until vacancies have been filled to appoint to these posts. Appointing governors to these roles as the constitution stands means that the role of each Governor will be expansive with perhaps each having multiple areas of responsibility.          MS indicated an interest in being appointed the SEND Governor as she was in 2019-2020. A link has already been made with the SENDCo this year.          This appointment was <b>agreed</b> by all.  <u>SEND Link Governor</u>: MS appointed.</p> <p>The Chair advised that feedback should be provided to the Governing Body when a link visit has taken place.  <u>Can a governor observe more than one area at a time?</u>          Yes, an appointment should be made with the Headteacher and a purpose agreed in advance of the visit.</p>		
<p><b>12. Scheme of Delegation review and update</b></p> <p>The Chair advised the following amendments are made:          Pg5, point 3: The Chair advised the day to day compliance with statutory guidance on safeguarding falls to the Headteacher.</p>		



<p>Action: Change from 'FGB' to 'Headteacher'. Pg5, point 4: Safeguarding procedures are the responsibility of the Headteacher in the first instance.</p> <p>Action: Change from 'FGB' to 'Headteacher'. Pg5, point 12: The special education provision for pupils with SEN falls to the Headteacher in the first instance.</p> <p>Action: Change from 'Committee' to 'Headteacher'. Pg6, point 1: The Headteacher is responsible for following the statutory SEND Code of Practice in the first instance.</p> <p>Action: Change from 'FGB' to 'Headteacher'.</p> <p><b>Agreed:</b> The Scheme of Delegation 2020-2021 was <b>agreed</b> subject to amendments.</p>	<p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p>	
<p><b>13. Approval of minutes (9<sup>th</sup> July 2020) and matters arising</b></p> <p>The minutes of the meeting on 9/07/2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly. All actions have been completed.</p> <p>Action: Exclusions policy to be brought back to next meeting due to updated guidance from DfE.</p>	<p>JD/KP</p>	<p>Next FGB</p>
<p><b>14. Policies for renewal</b></p> <p><u>14i. Full Governing Body Terms of Reference</u> <b>Agreed:</b> This policy was <b>ratified</b>.</p> <p><u>14ii. Committees Terms of Reference</u> <b>Agreed:</b> This policy was <b>ratified</b>.</p> <p><u>14iii. Governors Code of Conduct</u> <b>Agreed:</b> This policy was <b>ratified</b>.</p> <p><u>14iv. Pay Policy</u> The Headteacher advised the policy has been cross-referenced with the NEU policy, which it now reflects, word for word including pay amounts. This policy has been sent to Phil Pardoe, NEU representative. <b>Agreed:</b> This policy was <b>ratified</b>.</p> <p><u>14v. Appraisal Policy</u> Reference to Support Staff has been removed from this Policy, this is <u>14vi</u>. teaching staff policy. <b>Agreed:</b> This policy was <b>ratified</b>.</p> <p><u>14vi. Safeguarding policy (updates)</u> KP outlined the updates made to the policy, including the update of key contacts and names to reflect current staff, reference to KCSIE 2019 changed to 2020, restricted access to records and key contact updates within the Covid section. <b>Agreed:</b> This policy was <b>ratified</b>. Action: Page 33 to be updated.</p>	<p>SS</p>	
<p><b>15. Draft School Improvement Plan</b></p> <p>The Headteacher advised the School Improvement Plan has been discussed with the Senior Leadership Team and the priorities set as a collaboration. Last year's priority was to re-establish the positive culture and climate in the School. The first main objective of 23020 - 2021 is to restructure the Senior Leadership Team.</p>		



<p>The first objective in Strand 1 reads as though the main objective is to reduce the staffing budget, should this be rephrased more positively?  <b>Action: Rephrase this objective.</b></p> <p><b>Is there going to be a consultation process?</b>          Yes, advice has been sought from the HR provider, Judicium. There will be a 30-day consultation period beginning on 2<sup>nd</sup> November 2020.          The Chair notified the board that if any organisation is to make more than 20 people redundant then the legal position is that a consultation period must be provided. The School is providing a 30-day consultation period although the number of employees affected will be below 20.</p> <p><b>A Governor asked how this document is used, who has access and who checks everything is going to plan?</b>          The Headteacher imparted the School Improvement Plan is used with the Senior Leadership Team and middle leaders within the School. This is reviewed during SLT meetings where it is discussed and updated.          Every senior leader and subject/phase leader has their own improvement plan covering their goals for the year. Individual subject/phase improvement plans are reviewed by the Headteacher every half term.</p> <p><b>There is no mention of Covid or recovery from it.</b>          The curriculum identifies children for catch-up programmes using Achievement4All which was started prior to Covid.          A Governor advised that catching up on lost education from the last 8 months is crucially important and should be added in the School Improvement Plan as an additional strand.  <b>Action: Add a strand regarding Covid catch-up.</b></p> <p><b>Where is the money coming from for Strand 5?</b>          The Headteacher advised there is a carry-forward sum which needs to be reduced, although Strand 5 has not been budgeted for 2020-2021 as it is considered a wish list.</p>	<p>JD</p> <p>JD</p>	
<p><b>16. &amp; 17. Business Continuity Plan &amp; Disaster Recovery Plan</b></p> <p>The Business Continuity Plan and Disaster Recovery Plan are built into one single document which was passed to Governors for review ahead of the meeting. It was noted that this document is provided by the LA who review and monitor it. Governors reviewed the document.</p>		
<p><b>18. Chairs Action</b></p> <p>The Chair notified the Governing Body there was a need to appoint an Acting Deputy Headteacher. This was advertised internally, 1 application was received which the Chair and the Headteacher discussed. Both agreed it was a strong application and the temporary post was applied as a Chairs Action.  <b>Agreed:</b> Unanimous approval from the Governing Body of the decision to appoint Kat Portou as Acting Deputy Headteacher in Maureen Rafferty's absence.</p>		
<p><b>19. Standards &amp; Achievement update (KS)</b></p> <p>KS provided an overview of the previous meeting of the Standards &amp; Achievement committee on 30<sup>th</sup> September 2020. There was full attendance, with CA observing and KP in attendance. The minutes of 18<sup>th</sup></p>		



<p>June 2020 were agreed and all actions complete. The following policies were ratified:</p> <ul style="list-style-type: none"> <li>- Marking and Feedback Policy</li> <li>- Allegations of Abuse Against Staff</li> </ul> <p>The Headteachers Report included:</p> <ul style="list-style-type: none"> <li>- Closing the gap</li> <li>- Contingency planning</li> <li>- Extra catch-up sessions</li> </ul>		
<p><b>20. Finance &amp; Resources update (PT)</b></p> <p>PT provided an overview of the previous meeting of the Finance &amp; Resources Committee on 14<sup>th</sup> October 2020. The minutes of the meeting on 24<sup>th</sup> June 2020 were agreed and all actions were complete. The Chart of Accounts was discussed including unspent funds in the Recruitment cost centre which will be spent in subsequent recruitment cycles.</p> <p>Financial delegations were approved. Capital works including the installation of new gates at the Marsh Lane entrance, and uneven paving outside the eco-garden for which further like-for-like quotes have been requested.</p> <p>Policies:</p> <ul style="list-style-type: none"> <li>- Pay Policy – actions outlined, to be ratified at FGB level</li> <li>- Appraisal Policy – Final approval at FGB level</li> <li>- Best Value Statement - ratified.</li> </ul> <p>PT reported the income and expenditure is as expected. 4 sections (A, B, C, D) of the SFVS had been completed by the Finance Manager and were reviewed by Governors during the meeting.</p> <p><b>Is there any extra money for catch-up?</b></p> <p>The Headteacher advised the first tranche has been received at ~£15,000. This has been used for the recruitment of 2 x graduate TA's to provide additional support both in and after school. The School is expected to receive just over £60,000 for the year.</p>		
<p><b>21. Headteachers' Report</b></p> <p>The Headteacher provided the following updates:</p> <p><u>Attendance and NOR</u> Attendance currently stands at 93% and Number On Roll is 834 out of 890 spaces. There have been 40 arrivals and 45 leavers in the period 2<sup>nd</sup> September to 19<sup>th</sup> October 2020.</p> <p><u>Safeguarding update</u> Child Protection Plan: Number of new pupils added (Child Protection Plan) since July 2020: 4 Number of new pupils added (Child in Need) since July 2020: 3 Number of pupils taken off since July 2020: 3 Total number of pupils on Child Protection Plan with designated social worker: 7 (Child Protection Plan) and 5 (Child in Need).</p> <p><u>SEND Register</u> Number of pupils with Education Health Care Plans (3-year trend): 2018 – 2019: 13</p>		



<p>2019 – 2020: 18 2020 – 2021: 15</p> <p><u>Restructure</u> The Headteacher advised the proposed new structure will result in a saving of ~£172,182. Consultation with staff will commence on 2<sup>nd</sup> November 2020. The Chair advised the Governing Body had previously agreed that the Headteacher would keep the Chair informed around restructure proceedings. The Headteacher has been working with the HR provider, Judicium, and has now been provided with the go-ahead to begin the restructure. <b>Agreed:</b> The consultation process was <b>unanimously agreed</b>.</p> <p><u>Headteacher Reports</u> There is now a tab in the Governors section of DBPrimary called 'Headteachers Report'. This area will contain previous reports for Governor reference.</p> <p><u>Meet the teacher</u> This will take place via video rather than the usual parents evening which takes place at this time of year.</p> <p><u>Covid catch-up program</u> The catch-up program is due to start after the October half term, ~40 pupils in years 2&amp;3, ~80 pupils in years 4,5,6. Interventions have started in year 1 during school hours.</p> <p>The Headteacher provided the assessment and reporting timetable for 2020-2021 in order for Governors to plan their link visits.</p>		
<p><b>22. Staff Survey</b></p> <p>A Governor noted the staff response (93%) is very impressive. <b>Were responses anonymous?</b> Yes <b>Why are there so many 'can't comment' responses?</b> Many of the questions are aimed at classroom based/teaching staff, support staff will be unable to answer these questions. The Headteacher advised this survey is to be reviewed with staff to help make improvements going forward.</p>		
<p><b>23. AOB</b></p> <p><u>Pay Panel:</u> NS, PT, KS It was <b>unanimously agreed</b> the Pay Panel should consist of the Chair and committee chairs as per the previous year. <u>Headteacher Review Panel:</u> NS, PT, KS It was <b>unanimously agreed</b> the Headteacher Review Panel should consist of the Chair and committee chairs as per the previous year.</p>		
<p><b>Date of next meeting</b></p> <p>4/11/2020: Pay Committee 11/11/2020: Finance and Resources</p>		



25/11/2020: Standards and Achievement		
9/12/2020: Full Governing Body		

*Meeting closed at 7.42pm*

### Actions Log

Action:	For:	To be completed by:
Complete new governor induction.	SS	
Scheme of Delegation, Pg5, point 3: Change from 'FGB' to 'Headteacher'.	SS	
Scheme of Delegation, Pg5, point 4: Change from 'FGB' to 'Headteacher'.	SS	
Scheme of Delegation, Pg5, point 12: Change from 'Committee' to 'Headteacher'	SS	
Scheme of Delegation, Pg6, point 1: Change from 'FGB' to 'Headteacher'.	SS	
Exclusions policy to be brought back to next meeting due to updated guidance from DfE.	JD/KP	Next FGB (9 <sup>th</sup> December)
Safeguarding Policy: Page 33 to be updated.	SS	
SIP: Rephrase the Strand 1 first objective.	JD	
SIP: Add a strand regarding Covid catch-up	JS	