



**SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL**

**Minutes of a Virtual Meeting of the Full Governing Board held at 18:30 on**

**Thursday, 8 October 2020**

**Governors Present:** Mark Broadbent (Chair) (MB)  
 Mark Lewis (Vice-chair) (ML)  
 Rhiannon Evans (RE)  
 Louisa Meynell  
 Jenn Abecina (JA)  
 Dario Ummarino (DU)  
 Ian Glover (IG)  
 Jennifer Thomas (JT)  
 Marie-Anne Crawley (MC)  
 John Cattermole - Headteacher (JC)

**Also Present:** Andy Atkins (AA) (Prospective Governor)  
 Iman Ibn Tahaikt (IT) (Prospective Governor)  
  
 Suzanne Wernham – Deputy HT (SW) (From 19:50)  
  
 Andrew Pulham – Clerk (CK)

**1. Apologies for absence**

None received.

**2. Appointment of Governors**

- i) Re-appointment of Local Authority Governor

ML withdrew from the meeting for this item.

Following a short discussion, it was proposed by MB, seconded by JA and agreed unanimously that ML be re-appointed as Local Authority Governor upon the expiry of his current term on 12 January 2021.

ML re-joined the meeting.

ii) Appointment of Staff Governor

Marie-Anne was welcomed by the Chair and the rest of the FGB upon taking up her role as Staff Governor.

iii) Appointment of Co-opted Governors

Iman Ibn Tahaikt was welcomed by MB and then introduced herself to the FGB. IT then withdrew from the meeting. Following a short discussion, it was proposed by MB, seconded by RE and agreed unanimously that IT be appointed as a Co-opted Governor.

IT then re-joined the meeting and was welcomed in her new role by the Chair.

Rev. Andy Atkins was welcomed by MB and then introduced himself to the FGB. AA then withdrew from the meeting. Following a short discussion, it was proposed by MB, seconded by LM and agreed unanimously that AA be appointed as a Co-opted Governor.

AA then re-joined the meeting and was welcomed in his new role by the Chair.

iv) Appointment of Chair of Governors to Standards Committee

It was agreed unanimously that MB be appointed as a member of the Standards Committee.

### **3. Declarations of interests**

MC advised she is also employed at Wyndham College, part of the Sapienta Education Trust; however this was held by MB and CK not to constitute a potential conflict of interests.

### **4. Appointment of new Governors**

CK updated Governors on progress in recruiting to the two vacant Parent Governor roles and the two remaining Co-opted Governor positions. In respect of the former, there are four candidates and an election is therefore required. This is underway and the votes will be counted on 19 October, with the successful candidates announced later that week. It should be possible for them to join at the FGB on 10 December.

MB advised that NCA had been approached with a view to their filling one of the Co-opted Governor vacancies; however due to current pressures linked to Covid-19 the Academy was unable to offer a candidate before January at the earliest. It was proposed, therefore, to keep one of the vacancies open until January in the hope that they could then come on board. Governors supported this proposal.

MB advised that he had a candidate in mind in respect of the other Co-opted vacancy, but that it was not possible to go into greater detail at this juncture.

### **5. Election of Chair and Vice-chair of Governors**

i) Chair of Governors

CK confirmed that he was in receipt of a self-nomination from MB. He then asked if any other member of the FGB wished to nominate or self-nominate to this role. No further nominations were received. MB then withdrew from the meeting.

It was agreed on a unanimous basis that MB be re-appointed as Chair of Governors for a further one-year term.

MB then re-joined the meeting.

ii) Vice-chair of Governors

CK confirmed that he was in receipt of a self-nomination from ML. He then asked if any other member of the FGB wished to nominate or self-nominate to this role. No further nominations were received. ML then withdrew from the meeting.

It was agreed on a unanimous basis that ML be re-appointed as Vice-chair of Governors for a further one-year term.

ML then re-joined the meeting.

## 6. Register of Pecuniary Interests and Code of Conduct

CK reminded Governors of the altered arrangements in place for the completion of both documents this year.

**Action: CK to contact Governors who have yet to respond to his email of 16 September in respect of these two items.**

## 7. Minutes of the FGB meetings on 05/12/19 and 09/07/20

The draft minutes of the FGB meetings on 05/12/19 and 07/09/20 were agreed without amendment.

## 8. Matters arising from the FGB on 09/07/20

None advised.

## 9. Appointment of Lead/Monitoring Governors

The following appointments were confirmed.

Health and safety	JA
Safeguarding/child protection	RE, MC
Inclusion*: <ul style="list-style-type: none"> <li>• Looked after children</li> <li>• SEND</li> <li>• Equalities</li> </ul>	IT LM, DU IT, LM
Data	ML, IG
Pupil Premium	LM
EYFS	JA (autumn term only)
GDPR	MB, IG
Curriculum	RE
Maths	IG
English	ML
Headteacher's Performance Management	ML, MB, AA

*\*New umbrella category of 'Inclusion' to incorporate three existing areas as listed. Individual Governor leads to remain, but additional resilience secured.*

Governors agreed that it was important to have two Governors allocated to each of these roles. It was expected that once the two Parent Governors had been appointed and the two remaining Co-opted vacancies filled, there would be a further round of allocating named Governors to a number of these lead roles.

## **10. Appointment of Monitoring Governors**

Governors noted that in a number of subject areas the Monitoring Governor would necessarily be the same as the Lead Governor as identified earlier and these functions were consolidated within the table set out in Agenda Item 9.

## **11. Appointment of Governors to Committees**

### i) Standards Committee

All existing Standards Committee members to remain in post.

- IG to join Standards Committee in view of him taking the Monitoring Governor role for maths.
- MB to join Standards Committee.
- IT to join Standards Committee.

### **Membership of Standards Committee as of 08/10/20**

**JA, JC, RE, JT (to 17/11/20), IG, LM, IT, MB.**

### ii) Resources Committee

All existing Resources Committee members to remain in post.

- MC to join Resources Committee.
- AA to join Resources Committee.

### **Membership of Resources Committee as of 08/10/20**

**JA, MB, JC, ML, IG, DU, MC, AA**

### iii) Pay Committee

Governors were advised that the minimum membership required for this Committee is three and that the Committee is scheduled to meet on Thursday, 15 October. The agenda and supporting documents for this Committee will therefore be issued to the appointed Governors on Friday, 9 October.

**Membership of the Pay Committee was confirmed as ML, JA and DU.**

**Action: CK to issue agenda and supporting documents on 09/10/20.**

## **12. Statutory policies for adoption**

### i) Safeguarding and Child Protection

This was approved.

#### **Actions:**

- **MB to notify Jo Boutell of some minor typographical corrections to be made before the document is published.**
- **JB to add the names of the Safeguarding Lead Governors to the policy.**

### **13. Non-statutory policies for adoption**

- i) Staff Code of Conduct

This was approved without amendment.

- ii) Staff Dress and Personal Appearance Code

This was approved without amendment.

### **14. Strategy for review of statutory and non-statutory policies**

MB advised that the need to focus on the absolute essentials at this current time was resulting in a build-up of policies to be (re)approved by Governors. Statutory policies are currently being prioritised and this approach has been sanctioned as a temporary measure by CCC. There will, however need to be a 'catching up' when circumstances permit.

In order to expedite the review of policies it was proposed that individual Governors or pairs of Governors be allocated a policy to review, linked to their lead/monitoring role. This would obviate the current expectation that every Governor reads and comments on every policy.

The above, amended approach was agreed.

#### **Actions:**

- **CK to reconstruct statutory and non-statutory policy review schedules.**
- **CK to allocate policies to individual Governor(s) according to subject matter and their lead/monitoring role.**
- **Policies to be approved by appropriate Committee on the recommendation of the reviewing Governor(s).**

### **15. Training and development**

- ML confirmed he would be attending the virtual CCC budget consultation on 14 October.
- MB advised he had attended the recent Termly Briefing from CCC and had been particularly impressed by the presentation on the new Ofsted inspection framework.
- MC advised Governors that mandatory virtual GDPR training for staff was scheduled for 5 November at 15:30 to 16:30 and invited the Lead Governors in particular to attend. MB confirmed he would attend this session.

#### **Actions:**

- **MB to send presentation slides from the Termly Briefing to CK, for dissemination to all Governors.**
- **CK to issue CCC training schedule to all Governors, once available.**
- **CK to forward details of the GDPR training on 5 November to all Governors.**

**(SW joined the meeting at 19:50)**

**(AA left the meeting at 19:50)**

## 16. Headteacher's report

JC took Governors through his report which had been circulated in advance of the meeting.

- Governors noted the positive start to the year for both pupils and staff, including the new staff who had joined the school in September.
- Governors were updated on the school's approach to management during the Covid-19 challenge and expressed their support and thanks to staff for all the extra hard work they are putting in as a result.

### (IT left the meeting at 20:20)

- JC confirmed the Recovery Curriculum had been implemented very successfully and was proving effective in re-integrating pupils, most of whom had been absent from school since March.

Governors asked the following question:

*Q. How are you addressing the missed learning and levelling up/plugging gaps?*

*A. (JC) This process starts with a round of individual assessments, which are taking place at the moment. These will identify such areas which will then be addressed on an individual basis.*

- Governors noted that current attendance levels sit just above the national average and that the direction of travel was generally positive.

JC explained the considerable advice/information/reassurance the school has been offering to parents over the return of their child(ren) to school and advised Governors of some areas of concern, which the school is actively monitoring.

In response to a question from Governors, JC confirmed that the school is always looking to improve communications with parents. This is certainly the case at this difficult time and in respect of cohorts who may have been particularly affected by their absence from school during the current pandemic.

- Governors noted JC's advice that the great majority of pupils were delighted to be able to return to school after such a long absence and had shown great resilience and capacity to adapt to the changes that are in place. SW confirmed that the new approach to the Behaviour Policy is having a very positive effect on pupil behaviours.
- Governors noted the reported position in respect of safeguarding and its links to wider vulnerabilities. In response to a question from Governors, JC took them through the escalation process once a 'Log of Concern' has been completed and outlined some typical scenarios.

Governors expressed their strong support and thanks to staff for the work they are undertaking in the area of safeguarding and in particular the small team for which this is their core function.

- Governors noted the additional updates contained in JC's report, in particular the expectation that the Year 6 trip to Grafham Water is scheduled to take place in January 2021. Arrangements in place to ensure full attendance by Year 6 pupils were noted.

## 17. School Recovery Plan

JC took Governors through the Plan, which had been circulated in advance of the meeting. He confirmed that it had been approved by Anne Fisher, CCC's Primary Advisor.

JC advised he would be having a virtual meeting with Anne Fisher on 22 October, which Governors are welcome to join – in particular the Data Governor.

Governors asked questions in respect of this document as follows:

*Q. What are the school's plans in respect of its 'catch-up funding'?*

*A. (JC) The funding of approx. £31,000 is welcome and the school is looking to make best use of these funds. This will be discussed in detail at the Standards Committee on 3 November.*

*Q. What are your plans around ensuring the delivery of the curriculum?*

*A. (JC) We are happy with the current situation and of course Lead/Monitoring Governors are encouraged to engage with subject leads as a key part of their monitoring role.*

Governors discussed opportunities to assist with communication with parents around the school's management of its Covid-19 response and in particular their role in the process. It was agreed that JA and MB would work with JC on this initiative.

### **Actions:**

- **JC to send CK joining details for meeting on 22 October, for dissemination to Governors.**
- **JA and MB to liaise with JC on delivery of the communications initiative discussed above.**

JC updated Governors on progress with the School Business Case which had been revised in conjunction with colleagues at CCC. Governors were reminded that its progression had been suspended earlier in the year due to the Covid-19 crisis and lockdown; however it was now necessary to resume implementation.

Governors agreed the need to resume the implementation of the revised School Business Case in the autumn term.

## 18. Correspondence

MB confirmed that a huge amount of correspondence is flowing into the school, primarily from CCC and in connection with the Covid-19 crisis. This is being responded to as required and is copied to Governors on a 'needs' basis.

MB confirmed a key theme of the guidance being issued by CCC and the NGA at present is that Governors must continue to exercise their necessary strategic and monitoring roles at this time, but must resist the temptation to become involved in more operational matters, which are the province of the headteacher and the SLT.

## 19. Updates from CCC

See 18 (above).

## 20. Date and time of next FGB

This was confirmed as Thursday, 10 December 2020 at 18:30 (virtual meeting).

Additional items not on agenda.

MB noted that this would be JT's final FGB as a Parent Governor, although it was hoped that she would still be able to attend the Standards Committee on 3 November. MB and his fellow Governors thanked JT for her significant contribution to the governance of the school over the past four years and wished her and her children well for the future.

To ensure staff could receive the recent pay award in their December salary, the FGB agreed that following its approval by the Resources Committee on 12 November, they would confirm the adoption of the Pay Policy (as amended) by exchange of email.

### The Chair closed the meeting at 20:40

I confirm that at a meeting of the Full Governing Board held on \_\_\_\_\_ these minutes were approved and signed as being a true and fair record.

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

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### Summary of Actions (not part of minutes)

Action	Agenda Item	Lead	Due By
Contact Governors who have yet to respond to CK's email of 16 September in respect of Code of Conduct and Declaration of Interests.	Item 6	CK	ASAP
CK to issue agenda and supporting documents to members of Pay Committee	Item 11	CK	09/10/20
<ul style="list-style-type: none"> <li>MB to notify Jo Bouttell of some minor corrections to be made to Safeguarding Policy before the document is published.</li> <li>JB to add the names of the Safeguarding Lead Governors to the policy</li> </ul>	Item 12	MB/JB	ASAP

Ins\_\_\_\_\_

<ul style="list-style-type: none"> <li>• CK to reconstruct statutory and non-statutory policy review schedules.</li> <li>• CK to allocate policies to individual Governor(s) according to subject matter and their lead/monitoring role.</li> <li>• Policies to be approved by appropriate Committee on the recommendation of the reviewing Governor(s).</li> </ul>	Item 14	CK	In line with committee schedule
MB to send presentation slides from the Ofsted presentation at the Termly Briefing to CK, for dissemination to all Governors.	Item 15	MB/CK	ASAP
CK to issue CCC training schedule to all Governors, once available.	Item 15	CK	Once available
CK to forward details of the GDPR training on 5 November to all Governors	Item 15	CK/MC	ASAP
JC to send CK joining details for meeting on 22 October, for dissemination to Governors	Item 17	JC/CK	ASAP
JA and MB to liaise with JC on delivery of communications initiative as discussed.	Item 17	JC/MB/JA	ASAP