

**Parc Eglos**

**Local Governing Body meeting (held online via Googlemeet)**

**5<sup>th</sup> October 2020 from 15.30**

|  |  |                      |
|--|--|----------------------|
| <p><b><u>ATTENDING :</u></b></p> <p><b>Stewart Paterson (SP) – Chair</b><br/> <b>Brett Dye (BD) – Headteacher</b><br/> <b>Jayne Banner (JB) – Deputy Head</b><br/> <b>Pam Miller (PM) - Trustee</b><br/> <b>Marc Talbot (MT)</b><br/> <b>Maddy Sycamore (MS)</b><br/> <b>Lorna Cobbin (LC) – Vice Chair</b><br/> <b>Richard Haycock (RH)</b><br/> <b>John White (JWH)</b><br/> <b>Mike Beckerleg (MB)</b><br/> <b>Clare Kendle - Clerk</b></p> |  |                      |
| <p><b><u>APOLOGIES :</u></b></p> <p><b>Julia Worsdell (JWO)</b><br/> <b>Tom Tripp (TT)</b></p>   |  |                      |
|  |  | <b><u>ACTION</u></b> |
| <b>1.</b>  | <p><b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p> <p><b><u>ELECTIONS – CHAIR &amp; VICE-CHAIR</u></b></p>   |                      |
|  | <p>Governors were welcomed to the meeting, there are no additional pecuniary interests to note at this time.</p> <p>The governing body had a succession plan in place and this was followed, all governors were prepared and content. There had been the opportunity outside the meeting to raise any questions to the Clerk.</p> <p>The current Chair stepped aside but remained a governor on the LGB. The Vice Chair was nominated by governors present and very happy to undertake the role of Chair. L Cobbin was nominated as Vice Chair and it was unanimously agreed by governors present that she would take on the role.</p> <p>Great thanks were expressed to MT for all the hard work that he has undertaken on behalf of the school and governing body. The Chair and Vice-Chair have worked through many challenging times supporting Brett and the team, it is greatly appreciated.</p> |                      |
| <b>2.</b>  | <p><b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b></p>   |                      |

|           |  |  |
|-----------|--|--|
|           | The minutes from the previous meeting were agreed as a factual representation by the Chair and the governors present.  |  |
| <b>3.</b> | <b><u>FEEDBACK FROM THE TRUST BOARD</u></b>  |  |
|           | It was reported that the Trustees had been reviewing risk assessments for all schools during the lockdown period.  |  |
| <b>4.</b> | <b><u>FEEDBACK FROM THE FORUM</u></b>  |  |
|           | On hold at the current time.   |  |
| <b>5.</b> | <b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b><br><br><b>a. New governors</b><br><br><b>b. Governor roles and responsibilities</b>   |  |
|           | <p>A pen portrait of a prospective governor was sent round to the governing body. It was agreed unanimously that they would be put forwards when a space arose next.</p> <p><b>Action:</b> A meeting to be arranged between the Chair, the Head teacher and the prospective governor.</p> <p>The following governor monitoring responsibilities were set for this year:</p> <p>Whistleblowing Governor - MT</p> <p>DSEN - JWO</p> <p>Vulnerable Pupil Governor (VPG) [Pupil Premium Plus -Looked after Children and Previously Looked After, Pupil Premium – Free School Meals (FSM) Free School Meals Ever 6 - LC</p> <p>Safeguarding - JWO</p> <p>Curriculum governors; Maths – SP</p> <p>Health and safety - JHW</p> <p>Staff welfare/Pupil welfare – MB</p> <p>Sport Premium – RH</p>  |  |
| <b>6.</b> | <b><u>HEADTEACHER’S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b>   |  |
|           | <p>The report was received prior to the meeting and the following areas were highlighted;</p> <p>Pupils on role 450</p> <p>The Year 2 class is smaller than anticipated but this is not seen negatively as teachers can spend more time working on interventions and small groups.</p> <p>Covid tests have been undertaken where necessary and the school are following stringent procedures. Any children in this situation are being monitored and provided with home learning as required.</p> <p>Very pleased to have Jayne back in post, she has been greatly missed. The work she undertakes in school is of great value and impact.</p> <p><b>School development plan update:</b> A full SLT meeting took place and review has been undertaken. The areas of focus and development were explained to governors during the meeting. The document is in draft form at the moment, governors will be updated as soon as possible.</p> <p><b>Q. How is the focus of staff well-being being addressed?</b></p> |  |

|            |   |  |
|------------|---|--|
|            | <p>A. This is the area that has the most work on, this can be seen clearly in the plan when it is sent to you.</p> <p><b>Sports premium;</b> The focus has been adjusted and is on cross country across the school which is really positive, inter school sports have been investigated and will go ahead when possible. The sports coordinator is organising different football competitions within bubbles.</p> <p><b>Q. Please can you update us as to the swim pool on site?</b></p> <p>A. The head had investigated this matter, but had been asked to not open at this time by the trustees. The school have reviewed the risk assessments and how the pupils are to change, they are at the point where they would like to open.</p> <p><b>Teaching school update;</b> a bid is being considered and discussed, a further update will come to the next governing body.</p> <p><b>Finance;</b> A budget review has had to be undertaken in order to be able to maintain a necessary budget. A meeting was held but it was felt that there was not still enough involvement.</p> |  |
| <b>7.</b>  | <b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b>  |  |
|            | <p>The risk assessments have been updated and placed onto google drive. The governors and trustees are involved in the updated documents.</p> <p><b>Q. During the Covid times, are you able to teach the full curriculum?</b></p> <p>A. Yes, there is a review of learning carefully being undertaken throughout the school. The catch up funding will be used wherever it is required so that children are able to reach their full potential.</p> <p>Hand washing is taking quite a lot of time but due to the playground rotas this means that there is no overlap in the use of playgrounds. Teaching assistants and teachers are being asked more of at this time. The teachers are being referred to the counselling and insurance schemes.</p>   |  |
| <b>8.</b>  | <b><u>HEALTH AND SAFETY UPDATE</u></b>  |  |
|            | <p>The governor monitoring visits have been really worthwhile. Up till the lockdown period normal monitoring had been undertaken, since then outdoor site monitoring has been undertaken but not in the school.</p> <p>A meeting with the trust took place just before the end of term. Subsequently all of the site works have been undertaken but not to the standard the school or governors expected and this is being followed up as necessary.</p> <p>The next visit is planned for Jan 2021 Covid permitting.</p> <p>Governors wished to note their thanks to JHW and the head for keeping on top of all of these matters.</p>   |  |
| <b>9.</b>  | <b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>  |  |
|            | All covered above, on hold at the current time.   |  |
| <b>10.</b> | <b><u>GOVERNANCE</u></b>  |  |
|            | <ul style="list-style-type: none"> <li>a. <b><u>Governor Monitoring arrangements</u></b></li> <li>b. <b><u>Keeping Children Safe in Education</u></b></li> <li>c. <b><u>Code of Conduct</u></b></li> <li>d. <b><u>Local governing body meetings</u></b></li> </ul>  |  |

|            |   |  |
|------------|---|--|
|            | <p>Governors can all access Google Drive and are checking the documents in preparation for the meetings.</p> <p>Governors will be monitoring virtually for the term coming, the head will arrange this directly with governors.</p> <p>The clerk has sent round the KCSIE declaration and has requested that the forms be sent back swiftly to conclude this matter.</p> <p>The LGB agreed to follow the Code of Conduct.</p> <p>The head reiterated that LGB meetings would take place virtually for the time being.</p> |  |
| <b>11.</b> | <p><b><u>Focus Items:</u></b></p> <p>a. <b><u>Strategic plans – 3 year</u></b></p> <p>b. <b><u>School development plans</u></b></p> <p>c. <b><u>The Cooperative forum</u></b></p>   |  |
|            | <p>The school development plan was covered earlier in the meeting. The strategic plan will come to the next meeting. The cooperative forums are not taking place at the moment, the school felt that this is an option which needs exploring so that the parent community can remain informed.</p>  |  |
| <b>12.</b> | <p><b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b></p>  |  |
|            | <ul style="list-style-type: none"> <li>• Risk assessments due to Covid have been reviewed</li> <li>• H&amp;S monitoring</li> <li>• Re-opening procedures have been developed</li> </ul>   |  |
| <b>13.</b> | <p><b><u>URGENT MATTERS FOR DISCUSSION</u></b></p>  |  |
|            |   |  |
| <b>14.</b> | <p><b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b></p>  |  |
|            | <p>The head, chair and the link trustee will arrange a meeting with the CEO to meet together this term.</p> <p>The matter of involvement with the head and governors in the finances has not been consistent or as regular to be as effective as possible.</p> <p>To open the pool as soon as possible. Governors felt that the most disadvantaged pupils are missing out as they are not able to access the pool and swim. It is a vital skill that is being missed out especially as the pool is on site.</p>           |  |
| <b>15.</b> | <p><b><u>DATES OF FUTURE MEETINGS</u></b></p>   |  |
|            | <p>30<sup>th</sup> November @ 3.30pm</p> <p>Time meeting finished: 5.30pm</p>   |  |

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

|              |   |                |
|--------------|---|----------------|
| Item         | Actions arising from the last meeting:                          | Who:           |
| New governor | A meeting between the Chair, Head and the prospective governor. | Chair and Head |

|  |   |  |
|--|---|--|
|  |   |  |
| Matters to be raised to the trust board. | A meeting to be arranged with the CEO, Link Trustee, Head and Chair |  |