



## Autumn Term 1

### The Governing Body of Westminster Community Primary School

#### Part One Minutes of the Virtual Full Governing Body Meeting held on Thursday 24<sup>th</sup> September 2020 at 4pm

#### Composition of Governing Body:

Name	Category of Governor	Term End	Designated Role
<b>Present:</b>			
Miss Phillipa Watton	Co-opted	23-02-2023	Pupil Premium
Ms Laura Turner	Co-opted	07-10-2023	SEND
Mrs Susan Mayers	Co-opted	14-02-2022	Maths, English, Data/Assessment
Ms Anne Thompson	Co-opted	09-07-2022	Wellbeing, LAC, Safeguarding
Mrs Kath Lloyd	Co-opted	08-06-2024	GDPR;
Mrs Kathleen Spain	Co-opted Staff	18-12-2020	H&S, History, Geography, Computing
Mrs Lisa Denson	Parent	19-01-2024	
Ms Sue Finch	Headteacher		Headteacher
<b>Absent</b>			
Mrs Jo Seaward	Staff	16-02-2021	
Mr Ken Spain	Local Authority	27-03-2022	Health & Safety
Mrs Lisa Chapman	Co-opted	24-03-2022	Music
<b>In Attendance</b>			
Miss Emma Dunn		17-10-2021	DHT - Associate member
Mrs Lisa Hughes			Bursar – Associate member
Mrs Jacqui Critchley			Clerk to Governors

The Clerk checked the number of Governors present (8/11) to ensure that the meeting was quorate and took the Chair for the first four agenda items.

All Governors attending confirmed that they were in a confidential and secure environment during the meeting.

#### 1. Apologies

Apologies for absence received from Mrs Seaward.

Mr Spain and Mrs Chapman were absent

**RESOLVED:** That the apologies for absence from Mrs Seaward be accepted.

#### 2. Declarations of Interest

There were no conflicts of interest declared with items to be discussed.

All governors were requested to complete the annual declaration of interest forms and return them to the school as soon as possible.



The following declarations were made:

- Miss Watton's sister works for Edsential and is also the cook for the Breakfast Club.
- Mr Spain and Mrs Spain are related.
- Mrs Denson is friends with a member of staff, and they run a community group together.
- Mrs Mayers is a governor at Whitby Heath.

The Clerk noted that going forwards governors will only be required to make new declarations at the meetings.

### 3. Membership

Governors noted the parent governor vacancy and an election will be carried out this term.

Governors discussed Mr Spain and Mrs Chapman and their absence from the virtual meetings. It was agreed that a buddy system would be put in place to enable them to carry out their governor duties during this time.

#### **ACTIONS:**

- Mrs Spain to liaise with her father in law to ensure he is able to access the virtual meetings.
- Miss Watton to liaise with Mrs Chapman to ensure she is able to access the virtual meetings.

### 4. Election of Chair of Governors

Governors agreed that the term of office should be for one year.

The Clerk noted that there was one nomination for Mrs Mayers, and she was requested to leave the virtual meeting whilst a discussion and a vote took place.

Governors discussed the matter and unanimously agreed to appoint Mrs Mayers for a one year term of office.

**RESOLVED:** That Mrs Mayers be appointed Chair of Governors for a term of one year.

Mrs Mayers was invited back to the meeting and informed of the decision. She thanked governors for their vote of confidence and also thanked the outgoing Chair for the magnificent job she has done for the school for the last few years.

***Mrs Mayers took the Chair for the remainder of the meeting.***



## 5. Election of Vice Chair of Governors

Governors agreed the term of office should be for one year.

The Clerk noted that there was one nomination for Ms Thompson, and she was requested to leave the virtual meeting whilst a discussion and a vote took place.

Governors discussed the matter and unanimously agreed to re-appoint Ms Thompson as the Vice Chair of Governors for a one year term of office.

**RESOLVED:** That Ms Thompson be appointed Vice Chair for a term of one year.

***Ms Thompson was invited back to the meeting and informed of the decision and she thanked governors for their vote of confidence.***

## 6. Minutes of Last meeting

The Part One minutes of the meeting held on 9<sup>th</sup> July 2020 were reviewed, agreed to be a correct record, and were **approved**.

The Chair of Governors will sign the minutes as soon as it is practical to do so.

**RESOLVED:** That the summer term 2 meeting minutes be approved.

## 7. Matters Arising

There were no matters arising.

Governors received an update on the previous actions:

REF	ACTION	ASSIGNED	UPDATE
09/07-3	Organise Mrs Denson's Governor Induction Course	K Lloyd ASAP	KL reported that virtual courses are now available.
09/07-3	Send nominations for the Chair and Vice Chair to the Clerk prior to 24th September	All Governors Prior to 24th September	Action completed and closed
09/07-3	Ask if Mr Spain wishes to continue as the Local Authority governor.	K Spain End of term	Action going. Update at next meeting
09/07-9	Log on and use Governor Hub	All Governors September	Some governors have accessed the trial package
09/07-9	Check the cost of Governor Hub against governor usage	Bursar September	Carry forward to check governors are making use of Governor Hub.



## 8. Governance

- Governors reviewed the Code of Conduct and agree to abide by it. The Chair of Governors will sign the document for school.
- Governors reviewed the current Instrument of Government. There were no changes recommended or agreed.
- The Bursar confirmed that governors DBS and Section 128 checks are up to date with the exception of Mrs Denson who needs to bring her information into school.
- It was confirmed that the school website includes all information required by the DfE including governor details. However there are a couple of outstanding biographies for governors which were requested.
- GIAS is up to date with governor information, however the Bursar will update it for the name of the new Chair of Governors.
- The governor yearly attendance register has been published on the website and attendance at meetings has been reviewed.

### **ACTIONS:**

- 1) Mrs Denson to bring her DBS documents into school as soon as possible.
- 2) Mrs Denson and Ms Turner to send in biographies for the school website.
- 3) All governors to ensure their biography is on the school website and is up to date.
- 4) Bursar to update GIAS with the name of the new Chair of Governors.

## 9. Finance

Governor received the updated Budget for 2020/21 and the following matters noted / discussed:

**Governor Question: In the residential visits there are costs for Year 6 but none for Year 2 or Year 4, why is that?**

*Answer: Year 6 were due to go to Conway and we have paid a 30% deposit which is in this budget.*

**Governor Question: Is the £4,000 included the full cost?**

*Answer: Yes, that would be the full cost.*

**Governor Question: Are we paying for any activity we will be unable to do due to Covid-19?**

*Answer: No. We have swapped the music service from brass instruments to drumming and that started today.*

The Bursar reported that £5,000 had been spent on Covid-19 which is being claimed back, however it will not be put into the budget until school have physically received the funds. There has been no extra Covid-19 spend so far since the last claim.

Two pupils will be bringing in top up funding.



The budget predicted carry forward for 2020/21 is currently £3,589.

The Bursar reported there have been no changes made to the Service Level Agreement.

Governors recorded their thanks to the Bursar for keeping them up to date and doing an amazing job with the budget.

## 10. Premises / Health & Safety

School premises and H&S update:

***Governor Question: Are we still waiting for quotes for the fascia boards and soffits?***

*Answer: Yes, they were on hold, but we will chase them up now and the work will be carried out during the holidays.*

Asset Management Plan

The Asset Management Plan has been updated and all spends included.

Review Hiring Policy

The policy has been reviewed.

## 11. Headteacher's Report

The report had been received in advance of the meeting and the following noted:

- a) There is a lot of green on the Learning Environment Scrutiny report and the Headteacher and staff are pleased with that result.
- b) The Pupil Progress data for Year 3 was discussed and it was noted that only 38% are related to expectations currently.
- c) Sarah Davenport was praised for her role as she ensures all pupils are tracked.
- d) Absent monitoring has taken place.

The following questions were raised:

***Governor Question: What impact has the 'lost learning time' had on your delivery of the current curriculum?***

*Answer: We are working to ensure we keep our Broad and Balanced offer. As always staff are advised to be creative in their timetabling and match their use of time to the learning need. E.g., if a quick input of 10mins a day can reinforce vocabulary then that is the right approach, if we need to use teachers to deliver phonics to larger groups we will be spending more time rotating these groups and splitting them into a carousel approach so that they get the teacher's expertise even though they can't cross bubbles for groupings.*



Teachers are reminded to add to their English lessons - e.g. warmups, discrete SPAG lessons, pre-teaching of a specific area before commencing with a Pathways lesson. Spelling lessons are a **must** covering spellings missed and new spellings. Guided reading to take place 1/2 week - focus on word reading and comprehension skills.

Maths - follow year group and then use the remaining lesson to catch up on lost/forgotten learning.

Phonics - extended phonics lessons introduced in EYFS and Y1. Y2 continuing with phonics lessons which are extended - this will address word reading and fluency. These extended lessons will allow for teacher first input and back-up and catch up delivered by class TA. Y2 will commence with shared and guided reading in autumn 2.

**Governor Question: What measures are in place to address areas not learned?**

Answer: Each teacher is identifying gaps and liaising with Subject Leads, e.g., using a different Year Group book for Power Maths to ensure access to learning at the right level.

**Governor Question: If 'catch up' is in place how long do you envisage it carrying on for?**

We will be looking to spend the Government Money effectively to impact on as many children as effectively as we can. SF, ED and SD are meeting to discuss this, and we will let Governors know of our plans as soon as they are finalised.

## 12. School Improvement

The School Development Plan was reviewed.

Responsibilities for monitoring link roles were discussed. Ms Watton confirmed she is happy to remain as the Pupil Premium link.

Mrs Lloyd will revise the link role list and send it to all governors.

Mrs Denson was requested to feedback information from the Local Authority.

Mrs Mayers had visited Sarah Davenport to review the 'catch up' on assessment, data and intervention programmes pupil performance and attended a webinar. .

There was no SIP report to be received.

## 13. Policies for Review

Governors had received the following policies in advance:

- Charging Policy
- Freedom of Information Publication Scheme



- Staff Appraisal Policy
- Whole School Pay Policy
- Special Educational Needs and Disability Policy
- Health & Safety Policy
- Business Continuity Plan

**RESOLVED:** That the policies be approved.

#### 14. Link Governor Reports

##### Breakfast Club:

Mrs Lloyd gave a report and noted that this is a very expensive resource for only a few families and is not viable. School would be better to support individual parents instead. It was noted that the school Cook feeds all the pupils that need feeding.

Governors discussed the matter and agreed to review the Breakfast Club by the end of term.

##### Wellbeing:

Ms Thompson is keeping a very close eye on wellbeing and it was noted that Tracy Philips is very impressed with Ms Thompson's support for the staff.

##### ***Governor Question: Is the SEND policy easily accessible?***

*Answer: The policy is on the website and there have been no complaints from parents. The policy is available under School Info.*

#### 15. Schools Bulletin

This has not yet been received and will be forwarded as soon as possible.

#### 16. Correspondence to the Chair of Governors and any urgent action undertaken

There was no correspondence or urgent action to report.

Ms Watton thanked governors for all the support she has received as Chair of Governors over the last 4 years. She also thanked the Vice Chair for being a super support and wished the new Chair well.

Mrs Mayers responded to thank Ms Watton for being a great Chair.

#### 17. Governor Training

All governors confirmed that they had read the updated statutory guidance, Keeping Children Safe in Education 2020.

Ms Thompson reported that she has completed the Prevent training. Several governors have completed the GDPR training.

**Action:** All governors to advise Mrs. Lloyd when they attend training.



### 18. Meeting Dates 2020/21

The following meeting dates for 2020/21 were agreed:

- Thursday 19<sup>th</sup> November 2020
- Thursday 28<sup>th</sup> January 2021
- Thursday 18<sup>th</sup> March 2021
- Thursday 13<sup>th</sup> May 2021
- Thursday 15<sup>th</sup> July 2021

All meetings will take place virtually at 4pm until it is safe to go into school.

There being no further Part One business the meeting closed, and members of staff left the meeting.

Chair of Governors \_\_\_\_\_  
Westminster Community Primary School

Date: \_\_\_\_\_

Agenda Item	Action	Who	Timescale
09/7 - 3	Organise Mrs Denson's online Governor Induction Course	Kath Lloyd	Within a month
24/9-3	Liaise with Mr Spain to ensure he can access virtual meetings.	Kathleen Spain	24 <sup>th</sup> October
24/9-3	Liaise with Mrs Chapman to ensure she can access virtual meetings	Phillipa Watton	24 <sup>th</sup> October
24/9 -7	Check the cost of Governor Hub against governor usage	Bursar	Spring 2021
24/9 -8	Provide DBS documents asap	Lisa Denson	End October
24/9 - 8	Send in biographies to school	L Denson / L Turner	End October
24/9 – 8	Ensure biographies are up to date on school website	All Governors	End October
24/9 – 8	Update GIAS with name of new Chair	Bursar/Head	End September
24/9 - 17	Advise Mrs. Lloyd training undertaken	All governors	Within a week of training completed