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Little Paxton Primary School Governing Body

Minutes for the meeting of the Full Governing Body held on Monday 28th September 2020 at 6.30pm

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

Present:

Katie Delgado	Staff Governor	Victoria McAuley-Eccles	Co-opted Governor
Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn	Co-opted Governor	Paul Warmington (Chair)	Parent Governor
Tim Gawler	Parent Governor	Austin Willet	Parent Governor

In attendance:

Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk

1. Welcome and apologies

(The Clerk chaired this item)

The Clerk welcomed the Governing Body (GB) to the meeting.

Apologies received and accepted from:

Anna-Sofia Conway	Parent Governor
Christopher Muwanguzi	Parent Governor

No apologies received from

David Jones	Co-opted Governor
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The meeting was quorate

2. Declaration of interests

(The Clerk chaired this item)

The Clerk asked the GB to complete their Register of Interests for 2020 as well as their Contact Details Forms. There were no new interests declared

Signed:

ACTION: Clerk to complete 2020-21 Register of Interests

ACTION: Governors to send any outstanding Interests and Contact forms

3. Election of Chair

(The Clerk chaired this item)

Nominations were requested for the position of Chair and Paul Warmington self-nominated. There were no other nominations. Paul left the room.

The GB supported Paul's nomination and the opportunity for him to continue in leading the GB through the changes that have started since March.

A vote was carried out and Paul was voted in as Chair.

PW took over as Chair of the meeting.

4. Election of Vice Chair

Nominations were requested for the position of Vice-Chair and Richard Fairbairn self-nominated. There were no other nominations. Richard left the room.

No objections to the nomination were raised.

A blind vote was carried out and Richard was voted in as Vice-Chair.

5. Approval of minutes from previous meetings

a. FGB 20-07-20

b. Extra FGB 14-09-20

Copies of the minutes had been circulated to the GB prior to the meeting. There were no comments and all minutes were agreed and approved.

6. Review of the Instrument of Government, Governors' Code of Practice and the Standing Orders

Copies of these documents were circulated to the FGB prior to the meeting.

It was agreed that the current constitution of the governing body as detailed on the Instrument of Government continues to meet the school's needs and was approved.

The Governors' Code of Practice was approved.

The Standing Orders give details of the term of the Chair of Governors (CoG). The term for the Chair is one year. The GB discussed limiting the total number of terms that the CoG can serve in order to ensure that responsibility is shared across the GB, to ensure succession planning is considered and to ensure a spread of knowledge across the whole GB. The GB agreed to limit the CoG to four consecutive terms. The CoG could be re-elected after a break in service during which someone else carries out the role. The HT agreed that it can be useful for the HT to work with different Chairs as they provide different perspectives and opinions. A vote was taken on this amendment and it was fully supported.

ACTION: Clerk to amend Standing Orders to read 'term of office is 1 year with a maximum term of 4 consecutive years'

The Standing Orders also state whether the GB agrees to on-line participation in meetings. Previously this has not been allowed in the Standing Orders. However the GB felt that the experience of utilizing Zoom meetings during the coronavirus lockdown has proven that they can be effective. It was agreed that once in person meetings are allowed again, that this is preferred, however in exceptional circumstances Governors should be allowed to participate in meetings remotely. It was agreed that there would not be a limit on the number of times a governor can join remotely but it must only be in exceptional circumstances and with prior agreement from the Chair. Security of remote participation was discussed and as outlined in the Standing Orders it is critical that a Governor participating remotely does so from a private location. A vote was taken and this amendment was fully supported.

ACTION: Clerk to update relevant section of Standing Orders to reflect that remote participation is allowed at Governor meetings.

7. Review of the Governing Body's performance and the committee structure

The Chair and HT updated the FGB on an impact review meeting with George Hayes, Strategic Lead for Governance, Peterborough and Cambridge and Lisa Valla, School Improvement Advisor that had taken place on 28/9. The meeting was to review changes occurring as a result of the Leadership and Governance review that had taken place in January. The HT and Chair felt it was a positive day and think the LA can see the direction the GB is going in. The LA noted changes and strengthened relationships between the GB and HT. All parties recognise that some expertise has been lost due to governors standing down and the GB are actively looking at this. The LA named a lady who may be able to work with GB to provide additional knowledge and experience. It was commented that the LA felt there still needs to be more active feedback from senior school leaders to GB, however the GB acknowledged that this will be easier now that school is now functioning more normally after the COVID-19 lockdown. The LA felt both the HT and Chair had capacity and determination to do the right thing by the school and that there were now clear definitions of what is operational and strategic. The HT thanked the GB for supporting her through the changes that she identified that the school needed to undergo and for working with her through some challenging times.

It was agreed that the current committee structure continues to meet the needs of the GB.

8. Review the Governing Body's & Committees' Terms of Reference and to ratify the Constitution of the Committees of the Governing Body in light of the discussion of item 7

These documents were circulated to the FGB prior to the meeting.

The Terms of Reference (ToR) were discussed and it was agreed that this is a complex document that should evolve naturally over the course of the next academic year as the priorities of the FGB and committees are clarified in line with the School Development Plan (SDP) and School Recovery Development and Improvement Plan (RDIP). It was agreed to continue with the ToR as written at this stage but to review them again in about 6 months when more work has been done.

ACTION: Review ToR in March 2021

The committee membership was agreed with no changes to the Resources Committee (RC) or Curriculum Standards (C&S) members.

The Head Teachers Performance Management Committee (HTPM) was agreed as PW, AW and RF.

ACTION: PW to check with LA if the Head Teachers Performance Management Committee (HTPM) needs to have a chair

The HT highlighted that the definition of 'vulnerable children' has been extended due to COVID-19 as some children did not participate with on-line learning during the lockdown and school are aware that some of these will need extra support now they are back in school. A discussion on 'vulnerable children' should be part of the next C&S meeting and they should also be considered along with SEN and Pupil Premium children.

It was noted that although GM is an Associate Member not a governor she was kept in this role due to her expertise and experience in HR.

POST-MEETING NOTE: At the FGB on 16.03.20 SEN was incorporated as part of a 'Quality First Teaching Group' of governors, which included EB, ASC, RF and PW. This is slightly different to the agreement made at this FGB and gives responsibility for SEN to a specific group.

ACTION: C&S Committee meeting to confirm the reforming of the 'Quality First teaching group'.

POST-MEETING NOTE: At the FGB it was discussed that ND be the Link Governor for Premises, Health & Safety. At the FGB on 16.03.20 KD was also invited to join ND in this role jointly, for the purpose of spreading knowledge across the FGB.

ACTION: RC to re-confirm KD as joint governor for Premises, Health & Safety with ND.

12. Head-teacher's report

A copy of the HT report was circulated prior to the meeting

The HT reported that since the HT report was written there has been 1 child given a 1 day fixed term exclusion. The child was not staying in class and in the current environment it is not safe when they are going in to other areas of the school and risk breaking bubbles. The school have contacted the LA for support.

QU: How has this impacted school resources? It has taken a lot of time for several members of staff to ensure that this child does not put other children in the school at risk.

The HT reported an issue between 2 parents who have been causing trouble outside of school. The police and LA have been notified. The HT was not sure what further could be done by the school but they are doing everything they can to keep the children of the parents in question apart when on school premises. The GB supported the HT in her actions and agree this should be a police issue.

The HT informed the GB that the teachers are being encouraged to reflect on their teaching and areas of interest for them to research. The HT said there have been some exciting ideas coming from teachers on areas they would like to research and she feels this will be a very interesting and valuable activity.

The HT informed the GB of one more safeguarding incident since the report was written. The relevant strategy meeting has taken place.

QU: Are school happy with the pupil numbers? Yes, EY is full

QU: How is attendance looking? School attendance was good in the first couple of days, however a cold then went around so numbers dropped after the first week. However attendance is now back up again

QU: Have staff had PREVENT training? Yes, all staff did it last year and it is part of the new staff induction.

The HT agreed it would be useful to share safeguarding training with the GB for them to also complete and email her when complete for her records.

ACTION: HT to circulate safeguarding training and all governors to complete and confirm.

QU: How are new staff settling in? They seem to be doing well. CLT are ensuring they have support from staff around them, it has maybe been a bit harder than usual due to the different staff room set ups and staff interacting in different ways due to COVID. All Recently Qualified Teachers (RQT) are getting some non-contact time, the same as in their Newly Qualified Teacher (NQT) year as they only did 6 months pre-Covid. The HT commented that all the RQT have been incredible throughout COVID and full of ideas. RJ is covering (planning, preparation and assessment) PPA and NQT time.

13. Review of School Structure

Currently Little Paxton is a LA maintained community primary school. Governing Bodies have a legal duty to regularly consider the type of school that would offer the best opportunities both for our pupils and for overall school development. The Governing Body agreed at a meeting on 24th April 2017 to review this decision at least annually unless circumstances change or there are changed national directives. It was last reviewed and confirmed by the FGB on 30th September 2019.

The GB discussed and agreed that the school should remain as remain as an LA maintained school

14. Performance Management

HTPM review meeting with the External Adviser (Craig Duncan) was held on 17th September 2020 and objectives for HT agreed for the current year. As previously agreed, the Panel consists of Richard Fairbairn, Austin Willett and Paul Warmington. A Chair of the Panel is still to be agreed. NM confirmed performance management arrangements are in hand for school staff.

It was noted that the HTPM committee and salary committee have significant overlap in membership. It was agreed to check if this is an issue and if so re-review when more governors have been recruited.

ACTION: Check overlap between salary committee and HTPM panel

ACTION: Review salary committee membership when new governors have been recruited

15. Website Audit

Fay Staple, staff member with responsibility, has carried out an audit of the school website. There are a couple of policies that need updating

ACTION: Clerk, SBM and Fay to update governor info and policies on website

16. Review of Policies

All policies were circulated for comments prior to the meeting.

- a. Safeguarding and Child Protection Policy - approved
- b. Equality Policy - approved
- c. Pay Policy – it was agreed to update when EPM provide a 2020 policy and then review at next resources meeting.
- d. Admissions Arrangements - approved

QU: are there any decision on anybody's pay needed to be made soon before the pay policy is agreed? Yes there is one person whose payscale needs to be reviewed.

AW (link governor for finance) and HT agreed to meet and discuss.

ACTION: HT ad AW to meet about pay

ACTION: RC to review updated Pay Policy

17. Governor Visits

Due to the restricted access to the school following Covid guidelines and schools changed priorities during lockdown any planned visits were cancelled. All governor visits are linked to the priorities in the SDP and the expected period outcomes and a planner will be drawn up for this academic year. This will be completed after the next C&S meeting.

TG commented that there is online governor training about conducting monitoring visits on 17 November and it was recommended governors join if possible and feedback to the rest of the FGB on the content.

18. Governor Attendance at Parents Evenings

This term parents event will be held on-line due to COVID-19 therefore it is not possible for governors to be present at parents evening.

19. Governor Training

TG had made an enquiry about a bespoke training day. It was agreed that this was expensive since governors can attend LA training for free, and also that if a training day were to be organized it would be better when this could be done in person and not online.

TG informed the FGB that he will send round an email on upcoming training. He highlighted training on SEN on 21 October which would be valuable given Ellen Barrett and her knowledge in this area is no longer part of the GB.

QU: Are the termly briefings still taking place? They are still taking place but online however this terms have occurred already

ACTION: TG to find slides from latest termly briefing and circulate

20. Governor Vacancies

The GB currently has vacancies for the following governors:

- LA Governor
- 3 x Co-opted Governors

It was noted that PW's term as Parent Governor ends on 25.11.20. The FGB discussed recommending co-opting Paul on to the GB. This was proposed by RF and supported by all. Paul was therefore co-opted as a Governor and a parent governor election will be organised. The GB then discussed the LA governor vacancy. PW offered to

propose himself to the LA as the LA Governor, this was supported by the full FGB. If PW is accepted as the LA Governor then an additional Governor will be co-opted.

ACTION: Clerk to check process for nominating PW as LA Governor and complete with PW

ACTION: Clerk to identify process for running a parent governor election during COVID-19

The GB discussed the appointment of Co-opted governors. There had been an enquiry about becoming a governor at the school from a lady in the village in February. She was recently contacted by the Clerk and was still interested.

ACTION: PW and RF to follow up with Tracey about joining the GB as a co-opted governor and identify her particular areas of interest and expertise.

It was acknowledged that further expertise or interest in SEN and finance would be valuable additions to the GB and co-opted governors should be sought in these areas. It was agreed that it makes sense to confirm Paul as LA Governor and carry out a parent governor election first in order to see who joins the GB this way. Then further work will be carried out to identify and fill the remaining co-opted vacancies.

It was noted that RJ's term as an associate member (AM) ends on 01.10.20. RJ was happy to continue as an associate member to support the HT. The FGB were fully supportive of RJ remaining as an AM and her term will be renewed.

21. Correspondence received

No correspondence had been received.

22. Agreed actions update and matters arising from minutes of last meeting, not elsewhere on this agenda

FGB

	Action	Who	When	Status
2019/2020 - 062	Review and improve Equality Policy	RF	First FGB meeting 2020-21	Complete
2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	By 2/10/20	To be circulated to FGB then sent to LA
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	On-going	On-going, chair HT meetings booked.
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	Autumn Term	Complete
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	On-going	On agenda
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	GP	ASAP	On agenda
2019/2020 - 109	Complete report on their visit to	ND and KD	By next RC	KD to finish with

	monitor new staff induction.		meeting	new midday supervisors in bubble then complete.
2019/2020 - 110	Safe-guarding during Coronavirus meeting.	DJ and NM		Complete – covered by policy
2019/2020 - 115	Agree final meeting schedule for 2020-21 and circulate to FGB	NM, PW, Clerk	ASAP	Complete

C&S

2019/2020 - 073	Correct SMSC policy then file and upload	CLT and Clerk	Re-review in AT	At next C&S
2019/2020 - 074	Correct Education visits policy	CLT and Clerk	Re-review in AT	At next C&S
2019/2020 - 075	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	Re-review in AT	At next C&S

Resources

2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Re-review in AT	Build in to monitoring schedule
2019/2020 - 082	Continue tender process for school caterer	SBM	On-going	Discussed on 14/09

23. AOB

The HT updated the GB that the catering contract had been received but still needs reviewing. It was suggested that the SBM circulate the contract to the FGB for review.

24. Dates of next meetings of the Governing Body

Resources Committee 12th October 2020
Curriculum & Standards 19th October 2020
Full Governing Body 30th November 2020

The meeting closed at 9.15 pm

Actions carried forward (re-numbered for 2020/2021)

FGB

	Action	Who	When
2020/2021- 001	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	By 2/10/20
2020/2021- 002	Prepare a governor business planner and calendar that	NM & PW	On-going

	aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.		
2020/2021- 003	Complete report on their visit to monitor new staff induction.	ND and KD	By next RC meeting

C&S

2020/2021- 004	Correct SMSC policy then file and upload	CLT and Clerk	Next C&S
2020/2021- 005	Correct Education visits policy	CLT and Clerk	Next C&S
2020/2021- 006	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	Next C&S

Resources

2020/2021- 007	Governor visit to monitor TA deployment	EB and RF	Next RC
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New actions arising from this meeting

2020/2021- 008	Complete 2020-21 Register of Interests	Clerk	ASAP
2020/2021- 009	Governors to send any outstanding Interests and Contact forms	All Governors	ASAP
2020/2021- 010	Amend Standing Orders to read 'term of office is 1 year with a maximum term of 4 consecutive years'	Clerk	ASAP
2020/2021- 011	Update relevant section of Standing Orders to reflect that remote participation is allowed at Governor meetings	Clerk	ASAP
2020/2021- 012	Re-Review ToR	FGB	Mar 2021
2020/2021- 013	Check with LA if the Head Teachers Performance Management Committee (HTPM) needs to have a chair	PW	ASAP
2020/2021- 014	Check overlap between salary committee and HTPM panel	AW, PW	Next RC
2020/2021- 015	Review salary committee membership when new governors have been recruited	RC	On-going
2020/2021- 016	Update all documents discussed in items 6-9 and save to googledrive and send to the school office to update website	Clerk	ASAP
2020/2021- 017	C&S Committee meeting to confirm the reforming of the 'Quality First teaching group'.	C&S Committee	Next meeting
2020/2021- 018	RC to re-confirm KD as joint governor for Premises, Health & Safety with ND	Resources Committee	Next meeting
2020/2021- 019	HT to circulate safeguarding training and all governors to complete and confirm	HT & All governors	ASAP
2020/2021- 020	Clerk, SBM and Fay to update governor info and policies on website	Clerk, SBM, Office	ASAP
2020/2021- 021	HT ad AW to meet about pay	HT, AW	ASAP
2020/2021- 022	Review updated Pay Policy for 2020	RC	Next meeting
2020/2021- 023	Find slides from latest termly briefing and circulate	TG	ASAP
2020/2021- 024	Nominate PW as LA Governor	Clerk & PW	ASAP

2020/2021- 025	Identify process for running a parent governor election during COVID-19	Clerk	ASAP
2020/2021- 026	Follow up with Tracey about joining the GB as a co-opted governor	PW & RF	ASAP