



Hillside Primary School  
**Minutes of Full Governing Body Meeting (held via Zoom)**  
**Wednesday 15<sup>th</sup> July 2020 @ 5:00pm**

		Governor Type	Initials
<b>Present:</b>	Rob Hinsley	Trust (Chair)	<b>RCH</b>
	Rick Hanson	Trust (Vice Chair)	<b>RH</b>
	Charlotte Jewell	Assistant Headteacher	<b>CJ</b>
	Duncan Carragher	Trust	<b>DC</b>
	Sharon Greenhalgh	Staff	<b>SG</b>
	Matt Powell	Trust	<b>MP</b>
<b>Absent:</b>	Jack Abbott	Trust	<b>JA</b>
<b>In Attendance:</b>	Liz Talbot	Clerk	<b>LT</b>
	Craig D’Cunha	Executive Headteacher	<b>CD</b>
	Tracy McKenzie	Appointed Headteacher	<b>TM</b>

Item	Discussion	Actions	
		Who	When
1.	<b>Welcome from the Chair/Apologies</b>		
	<p>No apologies were received but <b>JA</b> was absent from the meeting.</p> <p><b>RCH</b> welcomed everyone to the final meeting of the academic year and advised that Fiona Scarlett has resigned as a Staff Governor owing to her move to a new job at a different school.</p> <p><b>CD</b> advised that it is not a Trust requirement now to have Staff Governors so there is no requirement to replace her. Alternatively, the Trust expectation is that there should be staff representation at future meetings, e.g. Phase Leaders on a rota basis as appropriate to the Agenda. He added that Carrie Warnekey has also expressed an interest in attending these meetings. <b>CJ</b> noted that as the Deputy Head she would like to continue to attend these meetings and <b>TM</b> would like this too. This is not a problem but is up to the Governing Body to decide.</p>		

	<p><b>RCH</b> suggested that he discuss this with them when he sees them at the start of the Autumn Term and Governors were happy with this plan.</p> <p><b>Parent Governor vacancy – RCH</b> acknowledged, as previously discussed, that the two Parent governor vacancies will be worked on in September 2020 when there will be a revised parent group to work with.</p>		
	<p><u><b>Actions Agreed:</b></u></p> <p><input type="checkbox"/> Discuss staff representation at Governing Body meetings.</p> <p><input type="checkbox"/> Recruitment to Parent Governor vacancies to begin in September 2020.</p>	<p><b>RCH/ TM/CJ</b></p> <p><b>TM/CJ</b></p>	<p><b>30/09/20</b></p> <p><b>30/09/20</b></p>
<b>2.</b>	<b>Declarations of Pecuniary Interests</b>		
	<p>No new or relevant interests were declared.</p> <p><b>LT</b> advised that she will be sending out new Declaration of Interests forms during the Summer break for completion and return prior to the first meeting of the new academic year.</p>		
	<p><u><b>Actions Agreed:</b></u></p> <p><input type="checkbox"/> New declaration forms to be sent and completed before the next meeting.</p>	<b>LT/All</b>	<b>ASAP</b>
<b>3.</b>	<b>Trust Business &amp; Chair's Actions since last meeting</b>		
	<p>There was no Trust Business to discuss.</p> <p>There were three Chair's actions to share as follows:</p> <ul style="list-style-type: none"> <li><b>RCH</b> advised that he had approved the Behaviour Policy addendum on behalf of the Governing Body. This document is shared later in the agenda.</li> </ul> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
<b>4.</b>	<b>Minutes of Previous meetings &amp; Matters arising</b>		
	<p>The minutes of the previous FGB meeting held on <b>20<sup>th</sup> May 2020</b> were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p><b>Update on recruitment of Parent Governors</b> – This is covered under Item 1 above.</p> <p><b>Safeguarding for Governors training course</b> – This is covered under Item 8 below.</p>		

<p><b>Safer Recruitment Training</b> – DC confirmed that he has not received the link yet and RCH will ask for this to be forwarded to him.</p> <p><b>School Website review by ALT</b> – This was conducted in July 2020 and CJ thanked Governors for providing the information that she had asked for to update the Governing Body section and reminded LT that JA has not yet provided a photograph. Going forwards we are updating with lots of wellbeing information for Parent’s use in the holiday period. CD noted that the Trust Board are reviewing website updates tomorrow as the DfE expect this to be compliant no matter what else is going on and he thanked CJ for her work on this.</p> <p><b>RCH asked who manages the website generally?</b> CJ advised that Charlie in IT uploads the amendments and others in the school make those amendments to some areas. Having seen the compliance information it became clear that some areas have not been kept up to date. Additionally, CJ believes the website needs overhauling but TM can decide how she wants it to be done when she is in post. CD advised that it is possible to have a professional redesign but the content management, in particular the statutory elements need to be regularly monitored and he suggested that the Business Manager role could cover this as part of line management of the IT role.</p> <p>DC noted that when he did the Safeguarding audit earlier this year some of the policies on the website were seriously out of date, considering they should be reviewed every 12 months and when there is a change in legislation.</p> <p>CD agreed and suggested that it would be helpful for the school to have a list of the Statutory Policies and for the Governing Body to have an agenda item advising for the next meeting which policies need renewing. CJ advised that she received the list from LT and reviewed it so that all the policies have been done for today’s meeting. CD asked for a list of those policies which need amending for the October meeting to be sent to CJ to start the process. TM advised that she plans to give different parts of the website to different staff to monitor and amend.</p> <p>CD suggested that it is worth getting parents involved in website review as it is predominantly for them or something for new parent governors to look at. SG suggested that the group of Parent Ambassadors could help too.</p> <p>RCH asked if there is a PTA and SG advised yes but reduced to only 1/2 members.</p> <p><b>SIP &amp; Link Governor responsibilities</b> – This is covered under Item 8 below.</p> <p><b>Covid-19 Safeguarding Addendum</b> – This is covered under Item 9 below.</p> <p><b>Email to Hillside staff from Chair</b> – RCH confirmed that he did send an email and another will be sent before the end of term.</p> <p>RCH apologised that he hadn’t emailed Governors regarding confirmation of the extended opening in June.</p> <p><b>All other Matters Arising were confirmed as completed prior to this meeting or carried forward to the next meeting as indicated.</b></p>		
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	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>☐ Link to EPM Safer Recruitment training to be emailed to DC.</li> <li>☐ Photograph to be provided for the Governor section of the website.</li> <li>☐ List of Statutory Policies to be reviewed for next meeting to be sent to CJ and continue this process with an agenda item for future meetings.</li> </ul>	<p>RCH  JA  LT</p>	<p>ASAP  ASAP  ASAP</p>
5.	<p><b>Coronavirus Update</b></p>		
	<p><b><u>Planning &amp; Preparation for return of all children in September 2020</u></b></p> <p>CD advised that CJ has done an amazing amount of work on this in consultation with TM, so CJ updated as follows:</p> <ul style="list-style-type: none"> <li>● Risk Assessment reviewed after Trust had added in Government guidance etc and just some small things to query.</li> <li>● Will have Year Group bubbles as 23 classes including nursery so can't have Class bubbles. This will be 8 bubbles which is slightly easier than the 14 bubbles currently operating with.</li> <li>● Staggered start and end to each day. Expect to have an 8.30am and 8.15am start.</li> <li>● There will be 4 entrances onto the site/playground. Year 6 will probably need to have a slightly extended day, finishing half an hour later to avoid them mixing with Year 1 children when using their corridor. Aiming to extend the school day to encompass staggering, rather than reduce it.</li> <li>● Each year group will have their own toilet block or set of toilets as with current bubbles and the hand sanitising protocol remains.</li> <li>● At Lunchtime there will be 2 serveries with 2 entrances. Still working on the lunch timings.</li> <li>● Full Risk Assessment will be shared with Governors when completed (39 pages). The remainder of content is very much in line with what is in place now.</li> <li>● Teachers and LSA's will move between Year Groups as it is the only way the curriculum can be managed. Where possible Years 2-6 children will have rows facing to the front with allocated seats but there will need to be a small element of children movement, for example for reading groups.</li> <li>● PPA will be for a whole day and they will access the rooms they need to in their Year Group bubbles. Rooms will be deep cleaned at the end of the day. Music curriculum will be restricted in line with guidance so hope to re-jig rather than drop anything. Appointed a new teacher of music who is very keen and already asking about adaptations to curriculum to accommodate this.</li> </ul> <p>TM had nothing to add except that she acknowledged there were good plans already in place that just need extending to the wider school.</p> <p><b><u>RCH asked how staff are feeling about having all the children back</u></b> and CJ advised that she has not heard anything negative. Most staff who have been in</p>		

	<p>school are now quite comfortable with how it works. <b>CJ</b> acknowledged her biggest concern is that staff will become too relaxed. Will be removing cutlery and crockery from the staff room and advise that all staff must bring their own in and take it home. Everyone just wants to be back with the children. <b>CJ</b> added that they are also looking at the nurture provision and looking at how to manage the logistics of alternative provision children.</p> <p><b>CJ</b> plans to have a staff meeting with all staff early next week to talk them through what is in the Risk Assessment so that they have an understanding of what will be in place and aren't overly concerned during the Summer break.</p> <p><b>CD</b> prompted and <b>CJ</b> explained that the Year 6 teachers are keen to do something for their 29 children (4 bubbles – 2 in AM and 2 in PM) who have been working on the pond area including weeding, rebuilding the decking, designing and painting signs. The plan is that on Wednesday they will extend the time the morning group finishes and afternoon group starts so that there will be a cross over. They will be outside, in their bubbles and socially distancing and the PTA have agreed to buy pizzas for them. <b>CJ</b> is hoping to have someone come in to officially open the pond area whilst adhering to social distancing policy. The main concern is about the outside world's perspective on what is taking place. A letter will go to parents making it clear what is happening and advising that any parents who don't want their children to have the pizza will need to send a packed lunch in with them. Governors need to be aware in case there is any comment/concern raised.</p> <p>All Governors were happy with the plans for all children returning to school. Risk Assessment to be sent to <b>LT</b> as soon as it is completed. <b>CJ</b> particularly needs to look at the Fire Procedures within the Risk Assessment.</p> <p><b>CD</b> noted that the Risk Assessment will need to go to Trustees for approval during the holidays and they can advise that the school will not be able to open if they are not happy with the Risk Assessment but plenty of notice will be given.</p> <p><b>CJ</b> advised that she intends to send a letter out to Parents with the Reports explaining the current plan for return in September and advising that she will let them know if anything changes.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <p><input checked="" type="checkbox"/> Full Risk Assessment document to be sent to Clerk for circulation to Governors.</p>	<p><b>CJ/RCH</b></p>	<p><b>ASAP</b></p>
<p><b>6.</b></p>	<p><b>School Improvement Plan</b></p>		
	<p><b>CD</b> advised that the School Improvement Plan (SIP) hasn't been amended since it was last looked at by Governors. There is a renewal plan that needs looking at and the Trust want the school to look at the plan for opening in September and the challenges faced owing to COVID 19. <b>CD</b> suggests adding this information to the SIP, including information on wellbeing and safeguarding. <b>CJ</b> advised that she is already working on this after having an earlier conversation with Dave Baker at the Trust.</p>		

	Therefore, there is no need to monitor the SIP until the next meeting.		
	<p><b><u>Actions Agreed:</u></b></p> <p>☐ To review SIP at the next Full Governing Body Meeting.</p>	RCH	30/09/20
7.	<b>Resources Items [Standing Item]</b>		
	<p><b><u>Leadership Team Restructure</u></b></p> <p><b>TM</b> thanked <b>CD</b> for all his work on this. <b>CD</b> acknowledged the help he has had with this and advised that the Trust wanted to give <b>TM</b> what she needs to move the school forward from September. He also added that he has enjoyed being involved with Hillside CP.</p> <p><b>CD</b> advised that he may not be in any future governor meetings at Hillside as <b>TM</b> will be in post from September. He also took the opportunity to note that he believes they will have a great headteacher and to thank <b>CJ</b> for all her hard work and assistance whilst he has been involved and acknowledge that the Deputy Headship is well deserved.</p> <p><b>RCH</b> thanked <b>CD</b> on behalf of the Governors and asked <b>CD</b> to also pass on their thanks to the HR Support Staff member at Chantry Academy.</p> <p><b>CD</b> left meeting at this point.</p> <p><b><u>Finance/Budget</u></b></p> <p><b>2019/2020</b> - The April &amp; May Budget Monitoring reports were circulated to governors prior to the meeting.</p> <p>The Budget position was noted by governors.</p> <p><b>2020/2021</b></p> <p><b>RCH asked what the projected budget is for next year?</b> <b>CD</b> advised they have planned for a balanced budget for next year and with <b>TM</b> he met up with Clive Paskell at the Trust and went through the budget line by line and they are happy with projections.</p> <p><b><u>Premises</u></b></p> <p><b>CD</b> advised that there is not much to report her as the work has been focused on making sure the site is ready for September. However, <b>TM</b> and <b>CJ</b> have also had work done on removing railings so there are less boundaries and it is more open to use by the children.</p> <p><b><u>Health &amp; Safety</u></b></p> <p>There was nothing to discuss under this item.</p> <p><b>CD</b> noted that 2 staff were COVID tested and they closed a bubble. The tests came back negative.</p>		

	Please refer to Part B Confidential Minutes for further discussion in relation to this item.		
8.	<b>Governor Training</b>		
	<p><b>RCH</b> advised that before the lockdown he was involved in a meeting of all the ALT Chairs of Governors with the CEO and Bob Dool (Chair of the Board of Directors) where they were introduced to the CPD Library for Governors. He planned to share this with Governors today but it has unfortunately vanished from the website when he looked for it today. It is all online learning which can be accessed on your phone or computer and is free. <b>RCH</b> believes this includes Safeguarding Training.</p> <p>He will speak to the Trust to find out why it has vanished and where it is now and he will then send the details to all Governors. When available it is simple to register for and the Trust hopes that this will fill the gaps left by Schools Choice.</p> <p><b>RH</b> noted that he has seen the website and it looks good from what he has seen.</p> <p><b>DC</b> asked is it worth doing a skills matrix for the governing body to look at where they are individually. He believes there are some areas where all Governors should have a basic level of skill and this could be monitored in a more structured way using this new resource. <b>RCH</b> agreed that it would also be helpful for succession planning and looking at what skills we need to bring in when looking at a vacancy and speaking to <b>TM &amp; CJ</b> when looking at the Parent Governor vacancies for the new Academic year.</p> <p><b>LT</b> offered to speak to the Trust about the availability of a Skills Matrix document and will discuss further with <b>RCH</b> before the next meeting.</p> <p><b>RCH</b> noted that he needs to renew his Governor Safeguarding Training.</p> <p><b>LT</b> advised that she will be sending out the new Skills Audit form for completion and return to her before the first meeting of the new academic year.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <ul style="list-style-type: none"> <li>☐ To speak to Trust about access to the CPD Library for Governors and then circulate advice etc.</li> <li>☐ To speak to the Trust about a Skills Matrix document and share with the Chair.</li> <li>☐ To send out new Skills Audit Form for completion and return by all Governors.</li> </ul>	<p><b>RCH</b></p> <p><b>LT</b></p> <p><b>LT/All</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p> <p><b>ASAP</b></p>
9.	<b>Policies for Acknowledgement</b>		
	<p><b><u>Child Protection &amp; Safeguarding: Covid-19 Addendum</u></b></p> <ul style="list-style-type: none"> <li>● <b>CJ</b> advised that she had highlighted in yellow the changes made when reviewed 4/5 weeks ago owing to there being more children in school. Also added something about the additional information for parents on the website for the holiday period, in particular the Wellbeing tab.</li> </ul>		

	<p>No major changes.  <b>Governors were happy to approve this Policy Addendum.</b></p> <p><b><u>Behaviour Policy: Coronavirus Addendum</u></b></p> <ul style="list-style-type: none"> <li>This Policy Addendum was approved by <b>RCH</b> on behalf of Governors as noted under Item 3 of this agenda.  <b>Governors were happy to approve this Policy Addendum.</b></li> </ul> <p><b><u>Supporting Pupils with Medical Conditions 2020 Policy &amp; Coronavirus Addendum</u></b></p> <ul style="list-style-type: none"> <li>Predominantly the changes are about the use of PPE.  <b>RCH asked if the school has sufficient PPE for September</b> and <b>CJ</b> advised that she believes they do and they are in the process of ordering more to ensure every class has their own supply.  <b>Governors were happy to approve this Policy Addendum.</b></li> </ul> <p><b><u>Restraint &amp; Reasonable use of force 2020 Policy</u></b></p> <p><input checked="" type="checkbox"/> Comprehensive policy acknowledged. <b>CJ</b> explained that this was produced by Claire Mitchell so it can be used as a handbook.  <b>Governors were happy to approve this Policy Addendum.</b></p> <p><b>CJ</b> noted that the Safeguarding Policy is in the process of being updated but will not be brought to the Governors until it is completed and the KCSIE guidance changes have been incorporated in September.</p> <p><b>CJ</b> also advised that the COVID 19 Risk Assessment Addendum will be added to the back of the Health &amp; Safety Policy going forwards.</p>		
	<p><b><u>Actions Agreed:</u></b></p> <p><input checked="" type="checkbox"/> Safeguarding Policy to be on agenda for the next Full Governing Body meeting.</p>	<p><b>LT</b></p>	<p><b>30/09/20</b></p>
<p><b>10.</b></p>	<p><b>Any Other Business</b></p>		
	<p><b><u>2020/2021 Meeting Schedule</u></b></p> <ul style="list-style-type: none"> <li><b>LT</b> clarified that the date for the first meeting was detailed incorrectly on the agenda and will be 30<sup>th</sup> September 2020. Governors were happy with these dates. <b>RCH</b> noted that we will have to wait to see if the meeting can be face to face, dependent on the relevant guidance at the time.</li> <li><b>RCH</b> acknowledged that it has been a turbulent and challenging year for all staff in the school, with Ofsted, Leadership changes and Covid 19 so he will write to staff on behalf of the whole governing body to thank them for the resilience they have shown.</li> <li><b>RCH</b> also acknowledged that the governing body look forward to <b>TM</b> joining the school and Governing Body in September.</li> </ul>		



	<u><b>Actions Agreed:</b></u> ☐ Letter of appreciation to be produced for Hillside staff before end of term.	<b>RCH</b>	<b>ASAP</b>
<b>11.</b>	<b>Date and time of next meeting</b>		
	<b>Wednesday 30<sup>th</sup> September 2020 @ 5.00pm</b>		

The Meeting closed at **6.05 pm**.

Signed (Chair) ..... Date.....