



# Reydon Primary School

**Minutes of Local Governing Body meeting held virtually via 'Zoom' on  
Monday 9th November 2020 @ 4pm**

<b>Chair:</b>	Dave Baker	<b>Clerk:</b>	Paul Cunningham
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Dave Baker (DB)	Trust (Chair)	P
Carly Grimmer (CG)	Staff	P
Jo Viner (JV)	Headteacher	P
Jenny Knights (JK)	Parent	A
Lisa Leeming (LL)	Trust	P
Susan Kember (SK)	Trust	P
Louise Manning (LM)	Staff	P

## **In Attendance**

Nicki Mayne, School Business Manager (NM)  
Paul Cunningham, Governor Services Clerk  
Linda Ellis, Deputy Headteacher (LE)

**Reydon Primary School Local Governing Body**  
**Minutes / Actions**

**Monday 9<sup>th</sup> November 2020 @ 4pm**

Agenda Item	Items Discussed & associated Challenging Questions																			
1. Welcome and apologies	DB welcomed governors to the meeting. There were no apologies for absence. JK was not present.																			
2. Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda. JV and DB declared that they are governors at other schools. LL declared that she works at another ALT school.																			
3. Minutes of Previous Meeting and Matters Arising	<p>The minutes of the previous meeting (held on July 13th) were confirmed as an accurate record.</p> <p><u>Matters arising:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Agenda Item</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">By Whom</th> <th style="text-align: center;">Completed?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">9</td> <td>Source an online training package safeguarding training for Hubs.</td> <td style="text-align: center;">JV</td> <td>Yes - JV confirmed that this has been arranged for 19<sup>th</sup> November.</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Arrange creation of a log of governor training.</td> <td style="text-align: center;">DB</td> <td>DB reported that he will maintain this going forward.</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Read the ALT Equality Objectives and email JV to confirm that they had read them.</td> <td style="text-align: center;">All governors</td> <td> <p>JV read out the school's Equality Objectives, and she noted that these had been shared with the Trust Board: Candidates for teaching posts are predominantly white and female, and the school aims to encourage more applications from a more diverse talent pool. To help to achieve this, vacancies will be advertised at a national level (e.g. in TES), and the adverts will stress the school's commitment to equal opportunities.</p> <p>JV also noted that all senior staff have completed Level 2 Equality Awareness training.</p> <p>DB reported that he, JV and LE will be attending a Race and Equality</p> </td> </tr> </tbody> </table>				Agenda Item	Action	By Whom	Completed?	9	Source an online training package safeguarding training for Hubs.	JV	Yes - JV confirmed that this has been arranged for 19 <sup>th</sup> November.	9	Arrange creation of a log of governor training.	DB	DB reported that he will maintain this going forward.	10	Read the ALT Equality Objectives and email JV to confirm that they had read them.	All governors	<p>JV read out the school's Equality Objectives, and she noted that these had been shared with the Trust Board: Candidates for teaching posts are predominantly white and female, and the school aims to encourage more applications from a more diverse talent pool. To help to achieve this, vacancies will be advertised at a national level (e.g. in TES), and the adverts will stress the school's commitment to equal opportunities.</p> <p>JV also noted that all senior staff have completed Level 2 Equality Awareness training.</p> <p>DB reported that he, JV and LE will be attending a Race and Equality</p>
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			Conference on 10 <sup>th</sup> November.
	16	Allocate governors to link roles for areas of the Curriculum.	DB & JV These were confirmed as: Humanities, French and PSHE: SK English, Maths and Science: DB Art, DT, Music and PE: LL Health & Safety: DB.
	17	Circulate potential dates for LGB meetings in 2020-21 to governors	Clerk These were confirmed as 8 <sup>th</sup> March and 12 <sup>th</sup> July, both at 4pm.
4. Election of Vice-Chair	LL was elected as Vice-Chair for the current academic year.		

5. Headteacher's Report / Update on Covid 19 provision	<p>Governors received a report from the Headteacher (copy in minute book). In presenting her report, JV made particular reference to the following items and invited questions from governors:</p> <p>Attendance has been excellent, from both staff and pupils (96.7%, which is above both the current national average and the school's average figures for this time of year).</p> <p>Daily mile track is being installed around the edge of the field, starting on November 16<sup>th</sup>. The track will be all-weather, so will be able to be used whatever the weather and will help to keep children active.</p> <p>Catch Up fund usage: a Strategy Plan has been drawn up: resources and support for children, including accessing the national tutoring programme, and additional teaching input for KS1 children. Monitoring children's progression continues as an integral part of everyday teaching. JV noted that some children covered by this Strategy Plan will also be covered by Pupil Premium funds.</p> <p>School Development Plan (SDP): priorities are listed in the report. JV particularly noted:</p> <ul style="list-style-type: none"> <li>• Oracy project, including measuring the impact of this teaching on children's outcomes.</li> <li>• Boys' writing: this is often linked to a lack of confidence, so oracy project should help with this.</li> <li>• Maths Mastery: Reception and Year 5 teachers have been included in a Mastery Working Group across the Hub, to embed mastery across the curriculum.</li> <li>• Science: Ogden Trust grant to support science project to improve attainment and engagement in science; LE reported that Year 5 and 6 children will be viewing videos from working scientists, and will be able to email questions.</li> </ul> <p>PE Premium includes use of PE specialist teacher from another school to work with staff to improve their subject knowledge.</p>
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	<p>Five members of staff are on maternity leave. These are being covered by contracted staff, one of whom is an NQT. One member of staff is on long-term sickness, and two members of staff are shielding due to extreme clinical vulnerability.</p> <p>There have been two fixed term exclusions for one pupil. The school is engaging with an outside agency to get support for the child. There have been one racist and one homophobic incident, both of which were dealt with in line with the school's behaviour policy.</p> <p><u>LL asked: how has safeguarding been since return to school?</u> JV replied that two families have been referred for support from external agencies, one of whom will shortly come off this level of support. There had been a small number of safeguarding concerns, but not at a level requiring referral.</p> <p><u>DB asked: will there be external monitoring of the use of the Catch Up funding?</u> JV replied that this had not been advised yet, but she noted that records will be maintained to assess the impact of the work, and recorded in the Catch Up strategy.</p> <p>DB thanked JV for her report and he asked JV to pass on the LGB's thanks for the work of all staff, including new staff. JV noted that mentor support for new staff had been successful and staff should be commended for this.</p>
<p>6. Budget Update</p>	<p>NM reported on the budget update:</p> <p><u>Outturn report</u>, including carry-forward: this is significantly better than projected. Income had been £15k higher than prediction: SEN income was £5k higher, and there had been a net saving on teaching staff costs of £8k, and a £2k saving on non-teaching staff. Meal uptake had been lower, causing a £3k shortfall.</p> <p>There had been a saving of £6.7k on energy, and a saving of £12k on curriculum expenses due to the school being closed in the first lockdown.</p> <p>NM reported that the projection of a £25k in year deficit had changed to an actual £35k surplus, although she noted that this figure included both a £3k donation from Reydon Trust for 6 laptops and also £8k set aside from PE premium funds for the running track.</p> <p>She reported that the carry-forward figures as at 31/8/20 were: £169k revenue, £8k capital.</p> <p><u>LE asked: will a refund be received from Kingswood for the cancelled trip?</u> NM replied that the costs should be covered by insurance.</p> <p>Governors agreed to write to Reydon Trust to thank them for their donation, and DB agreed to draft this letter.</p> <p><u>Budget for 20-21:</u>  Catch Up grant will be received in three tranches, making a total c£15k.</p> <p>NM noted that total income is projected as £947k, and expenditure £950k. She noted that the expenditure includes an additional £7.5k staff costs, £2k for redecoration, and additional costs for agency cleaning staff.</p> <p>She noted that the projection of an in-year deficit of £2.5k may change further, e.g. with additional cleaning costs, and the final figure is likely to be nearer to £10k.</p> <p>NM noted that the budget had been approved by Trust Board.</p>

	<p>She noted that the running track cost of £18k may be partly covered by a contribution from the PTA.</p> <p>Insurance via RPA: governors <b>approved</b> this as the insurance for the school.</p> <p>Governors <b>approved</b> the Site-Specific Sheet (previously circulated via Governor Hub), in line with the Scheme of Delegation.</p> <p><u>LL asked: does the school have an audit via SFVS?</u> NM replied that SFVS does not apply to the school as it is an Academy, but that there is a Trust internal audit process.</p>
<p>7. Health &amp; Safety / Premises report</p>	<p>Health &amp; Safety: JV gave an update for governors on various Health &amp; Safety issues:</p> <p>The recent Handsam Health &amp; Safety audit had only identified one issue, which had been dealt with.</p> <p>Fire Practice has taken place successfully – there had been one incidence of a fire door being propped open, which is being addressed. She noted that the Covid regulations mean that doors and windows in classrooms have to be kept open.</p> <p><u>DB asked: has this resulted in an increased energy costs?</u> JV replied that the costs have not been identified yet, but are likely to be higher. She reported that parents have been notified that children can wear additional clothing if they are cold in class.</p> <p>Working at Height update for all staff. Manual Handling information has been distributed to all staff, and this was also covered on staff training.</p> <p>Handsam Health &amp; Safety system is on track.</p> <p>NM reported that a grant to replace lighting during the Summer holidays of £25k should result in a saving of £25k in energy costs over eight years.</p> <p>Leak repairs in Year 1 Activity Area have been completed.</p>
<p>8. Safeguarding Update</p>	<p>JV noted that staff training had taken place, and that systems were in place and working well.</p>
<p>9. Risk management</p>	<p>JV reported that the School Risk Assessment has been updated on 5<sup>th</sup> November and updated to the school's website.</p> <p>She noted that there has been some confusion on whether extra-curricular clubs could continue, and she noted that the school have decided to cease after-school clubs during the lockdown.</p> <p>DB reported that he had visited to look at the implementation of the Risk Assessment, and he noted that children had been well supported to adapt to the new ways of working.</p> <p>JV noted the support available for parents: online parents' evenings are scheduled for week beginning 16/11, and also parents can join Zoom assemblies.</p>

	<p><u>LM asked: what are the plans for the parents of children joining Reception in 2021?</u> JV replied that she has carried out virtual tours for prospective parents, using a tablet.</p>
10. Governor Training Update	<p>DB reported that he had completed Chair training. He suggested that support for the Headteacher, including well-being, should be included on future GB meetings, and this was agreed. Governors asked the Clerk to ensure that this was added to future agendas.</p> <p>JV reported that she has started a 2-year Masters course. She also reported that she is continuing to support the well-being of staff, including providing cover staff where needed to ensure that staff are not overwhelmed.</p> <p>Governor Space training and mentoring programme: DB shared a document concerning this scheme, which is an online self- evaluation tool for Governing Bodies, including external mentoring. He noted that other governors would need to be involved in completing the process. LL, CG, LM and JV agreed to work with DB to carry out the self-evaluation process, and DB agreed to convene a meeting.</p> <p>LL reported that she had completed nominated governor Safeguarding training.</p>
11. Review of equality objectives	<p>See Item 3 above.</p>
12. Reports from Sub-Committees and Governor Visits	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: DB reported that he had met with JV to review Performance Management and Pay Reviews, and had agreed with the nominated pay increases.</p> <p>JV noted that the school are not having non-essential visits during Lockdown.</p>
13. Review of Policies:	<p>Governors <b>approved</b> the following revised policies:</p> <ul style="list-style-type: none"> <li>• Behaviour and Anti-bullying</li> <li>• Intimate Care</li> <li>• Online safety</li> <li>• Pupil Premium</li> <li>• Safeguarding</li> <li>• SEND</li> <li>• Teaching and Learning</li> <li>• Use of Images</li> <li>• Voice Care.</li> </ul>
14. ALT Business	<p>DB reported that he had been unable to attend the recent ALT Chairs' meeting, although he had circulated via Governor Hub a number of documents for governors in ALT schools.</p>
15. Future Events	<p>JV noted that most Christmas related events to which parents are invited will not be able to take place this year.</p>

16. Items to be deemed as confidential	None.
17. Any Other Business	None.
18. Dates of Meetings for 2020-21	Governors confirmed the meetings for the remainder of the academic year as: Monday 8 <sup>th</sup> March and Monday 12 <sup>th</sup> July, both at 4pm.  Governors agreed that the day of the week for meetings should change to either Tuesday or Wednesday in the next academic year.
	Meeting closed at 5.49pm

#### Action Log

Agenda Item	Action	By Whom	By When
10	Add Headteacher Well-being item to future agendas	Clerk	
10	Convene meeting to instigate Governor Space training and mentoring programme	DB	