



THE GOVERNING BODY OF BIRDSEDGE FIRST SCHOOL

| Meeting | Venue | Time | Date |
|---------------------|------------------|------|---------------------------------|
| Full Governing Body | Virtual on Teams | 6pm | 30 th September 2020 |

| | |
|-----|------|
| DFE | 2078 |
|-----|------|

| | |
|------------------|-------|
| Start of meeting | 18.02 |
| Close of meeting | 19:54 |

| | |
|------------|------|
| Attendance | 100% |
|------------|------|

| Present | | In attendance | |
|----------------------|---------------------------|------------------------|------------------|
| Name | Role | Name | Role |
| Mrs Donna Waddington | Headteacher | Melanie Humphreys | Clerk |
| Mrs Sian Hyett-Allen | Co-opted Governor (Chair) | Sorrel Hellewell | Clerk Apprentice |
| Mrs Sarah Greene | Co-opted Governor | | |
| Mr Terry Sigsworth | Co-opted Governor | | |
| Dr Andy Williams | Trust Appointed Governor | Absent with Consent | |
| Mrs Jan Ansell | Co-opted Governor | Name | Role |
| | | | |
| | | | |
| | | Absent without Consent | |
| | | Name | Role |
| | | | |
| | | | |

| Item | Minutes |
|------|---------|
|------|---------|

| 1 | Apologies for absence, consent and declarations of interest. | Resolved: All governors present RESOLVED: There are no declaration of interest. | | | | | | | | | | | | |
|------------------|---|--|------------------|--------|------------|---|------------|---|------------|---|------------|---|------------|---|
| 2 | Confidentiality reminder and the role of a governor | Governors were reminded of the confidentiality of the all items if relation to the trust and the school. Governors have a duty to maintain confidentiality in their role as a governor. Governors were reminded of the commitment of the role to the school, a critical friend, providing support and challenge, for the whole of the school. | | | | | | | | | | | | |
| 3 | Notification of items to be brought up under Any Other Business | RESOLVED: There were no other items brought up from any other business. | | | | | | | | | | | | |
| 4 | Minutes of the meeting held on 17 th June 2020 | RESOLVED: All agreed the minutes of the meeting held on 17 th June 2020 are approved as a true record of the meeting. | | | | | | | | | | | | |
| 5 | Matters arising | <p>Actions from 17th June 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 20%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>170620_M48</td> <td>Mrs S Hyett-Allen will contact Mrs Greene with reference to her attendance and requirement for her completion of the annual declarations of interest. Resolved: Complete</td> </tr> <tr> <td>170620_M51</td> <td>Approval signature for the minutes of 22nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided</td> </tr> <tr> <td>170620_M52</td> <td>Approval signature for the minutes of 29th January 2020 and 22nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided</td> </tr> <tr> <td>170620_M54</td> <td>Self-evaluation (SEF) to be uploaded to teams once reviewed with new headteacher - before the end of the summer term by Miss Kaye/Mrs Knowles Resolved: Available on teams in the school document folder</td> </tr> <tr> <td>170620_M56</td> <td>Mrs Knowles and Miss Kaye to organise a full time fully trained first aider to ensure in place for the September 2020. Resolved: Complete Mrs Waddington is now the fully trained first aider It was noted that the governors expressed their thanks, to Mrs Waddington for doing first aid training in summer holidays</td> </tr> </tbody> </table> | Minute Reference | Action | 170620_M48 | Mrs S Hyett-Allen will contact Mrs Greene with reference to her attendance and requirement for her completion of the annual declarations of interest. Resolved: Complete | 170620_M51 | Approval signature for the minutes of 22 nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided | 170620_M52 | Approval signature for the minutes of 29 th January 2020 and 22 nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided | 170620_M54 | Self-evaluation (SEF) to be uploaded to teams once reviewed with new headteacher - before the end of the summer term by Miss Kaye/Mrs Knowles Resolved: Available on teams in the school document folder | 170620_M56 | Mrs Knowles and Miss Kaye to organise a full time fully trained first aider to ensure in place for the September 2020. Resolved: Complete Mrs Waddington is now the fully trained first aider It was noted that the governors expressed their thanks, to Mrs Waddington for doing first aid training in summer holidays |
| Minute Reference | Action | | | | | | | | | | | | | |
| 170620_M48 | Mrs S Hyett-Allen will contact Mrs Greene with reference to her attendance and requirement for her completion of the annual declarations of interest. Resolved: Complete | | | | | | | | | | | | | |
| 170620_M51 | Approval signature for the minutes of 22 nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided | | | | | | | | | | | | | |
| 170620_M52 | Approval signature for the minutes of 29 th January 2020 and 22 nd April 2020 required at the next governing body that is held in school. Resolved: Complete – an electronic signature has been provided | | | | | | | | | | | | | |
| 170620_M54 | Self-evaluation (SEF) to be uploaded to teams once reviewed with new headteacher - before the end of the summer term by Miss Kaye/Mrs Knowles Resolved: Available on teams in the school document folder | | | | | | | | | | | | | |
| 170620_M56 | Mrs Knowles and Miss Kaye to organise a full time fully trained first aider to ensure in place for the September 2020. Resolved: Complete Mrs Waddington is now the fully trained first aider It was noted that the governors expressed their thanks, to Mrs Waddington for doing first aid training in summer holidays | | | | | | | | | | | | | |

| Item | Minutes |
|------|---------|
|------|---------|

| | |
|-------------------------|--|
| | <p>Governors to ensure full trained first aider is in place in the Autumn term 20/21. Resolved: Complete Mrs Waddington is now the fully trained first aider</p> <p>170620_M59 A skills audit for the Birdsedge Governing body will be made available on teams for completion by all governors prior to the start of the next academic year. ACTION: Carry toward' A skills audit for the Birdsedge Governing body will be made available on teams for completion by all governors prior to the start of the next academic year'. Those governors who have not completed are kindly requested to do so prior to the next governing body meeting.</p> |
| <p>6 Representation</p> | <p>Mrs Humphreys provided an update of the composition of the governing body.</p> <p>Parent governor nominations have been invited (Friday 11th September 2020 to Monday 28th September) as part of the election process for two parent governor vacancies. One nomination has been received.</p> <p>RESOLVED: Mr John Thompson was appointed as parent governor date to be confirmed following a discussion with the candidate</p> <p>ACTION: Mrs Waddington to get in contact Mr Thompson and confirm his appointment as parent governor.</p> <p>ACTION: Mrs Waddington to contact previously interested party regarding parent governor position and see if she is still considering a place.</p> |
| <p>7 Elections</p> | <p>Mrs Humphreys reported that an email had been sent to all Governors requesting nominations for Vice-Chair but none had been received.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting; the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>Nominations for vice-chair were taken from the meeting.</p> <p>RESOLVED: Birdsedge Governing Body will be co-vice chaired by Mrs Ansell and Mrs Greene from 30th September 2020 until 29th September 2020.</p> <p>RESOLVED: In the event of the chair not completing full term the two co-vice chairs will sit in as chair until election.</p> |

| Item | Minutes |
|------|---------|
|------|---------|

| | |
|---|--|
| | <p><u>Succession Planning</u></p> <p>A discussion was held on succession planning, at this stage there was no governors indicating an interest in chair.</p> |
| <p>8 Confirmation of statutory completion requirements</p> | <p>Mrs Humphreys advised a number of governors has completed the listed requirement, but some were still outstanding:</p> <ul style="list-style-type: none"> • Declarations of Interest • Code of Conduct • Contact details <p>ACTION: All governors required to have declarations of interest, code of conduct and contact details completed by 31st October 2020.</p> |
| <p>9 Terms of reference, scheme of delegation and service level agreement</p> | <p>Mrs Humphreys provided access to the terms of reference, scheme of delegation and service level agreement prior to the meeting for governor's reference. The documents are available on Teams and the trust website.</p> <p>RESOLVED: All governors are happy with these documents.</p> |
| <p>10 Skills audit review</p> | <p>Refer to item 5, matter arising 170620_M59.</p> |
| <p>11 Roles and responsibilities</p> | <p>Mrs Humphreys provided a governor configuration document for a governing body which was reviewed during the meeting to identify:</p> <ul style="list-style-type: none"> • Link governors' responsibilities • Governors attending trust development groups <p>The configuration document was completed at the meeting and will be provided as an ongoing document for the governing body.</p> <p>Q. Can we complete visits in school? A. The DFE guidance does not state these cannot happen but governors should contact Mrs Waddington prior so a risk assessment can take place.</p> <p>A governor expressed concern that a meeting was not planned at the end of the academic year. It was noted that if the governors feel like they want to have a meeting at the end of the academic year that is fine but a clerk wouldn't be able to attend to take the minutes.</p> |
| <p>12 Governance review</p> | <p><u>School Website</u></p> <p>Mrs Humphreys advised the governing body to ensure they were happy the content of the school website complies with the statutory requirements and that get information about schools is correct.</p> <p>Website went live this week and is still under construction.</p> |

| Item | Minutes |
|---|---|
| | <p>ACTION: Mrs Waddington to advise once the website is complete, and provide the governors with a compliance check to assure the website meets statutory requirements.</p> <p><u>GIAS</u> This was reviewed on screen and confirmed as correct. RESOLVED: GIAS is up to date.</p> <p>Vision and values Mrs Waddington provided BFS vision and values and discussed what her aim is for these which is below.</p> <p>BEST this stands for B- Brilliance, E- excellence, S- success, T- Trust. Mrs Waddington has gone through this in assembly and do lots of tasks with all the children regarding this. RESOLVED: Current vision and values reflect the school.</p> <p>Q: Do we have a plan for remote learning? A: There are plans for individual learning and if there was a national lockdown which required the whole school to lock down then it would be virtual lessons for pupils done by their teachers. All staff and pupils have individual email addresses. All the teachers had a training session on the 7th September 2020 about this.</p> <p>Q. Is it possible to complete a test with children to ensure they can access remote learning? A. Yes this is something we can consider.</p> <p>Business continuity Q: Is there a trust wide and individual emergency plan? A: There is one for the trust wide and each school have one. Mrs Waddington advised there is one in place. Staff are well briefed on the plan.</p> <p>ACTION: The emergency plan to be provided to all governors.</p> <p>RESOLVED: Governors aware of the business continuity contacts.</p> |
| 13 Governing body self-review including objective setting | <p>Mrs Humphreys recommended the governing body complete a self-evaluation. Mrs Humphreys advised a Trust self-review document is available for governing body use.</p> <p>ACTION: Governors to complete the self-evaluation document prior To a separately arranged meeting. ACTION: Chair and clerk to liaise and propose dates to the governors of the self-evaluation meeting.</p> <p>Q: Is there any NGA training to help support the governors?</p> |

| Item | Minutes |
|--|---|
| | <p>A: Mrs Humphrey has advised that part of the NGA training a consultant has been allocated to support. A date in November is trying to be made for the consultant to run a session and will then attend a meeting in the Spring term.</p> <p>It was noted that the self-review could be completed in two parts. One part before the training and one part after the training.</p> |
| <p>14 Governor training schedule and requirements</p> | <p>Mrs Humphreys advised that for individual training needs guidance can be found in the training and guidance group on Teams and recommended the NGA Elearning.</p> <p>It was noted that training completed by the governors will be recorded in the governor configuration document.</p> <p>ACTION: Mrs Humphreys to resend the link of Trust training available in the Autumn term on Teams for everyone to see.</p> |
| <p>15 Program of visits and events</p> | <p>Mrs Waddington advised that in current environment (COVID-19 Pandemic) school events are difficult to plan.</p> |
| <p>16 School action plan and School Evaluation including identification of risks</p> | <p>Mrs Waddington provided 'school overview of SIP' on teams prior to the meeting for governors. Mrs Waddington reviewed the document; the following points were noted:</p> <ul style="list-style-type: none"> • Trust Wide Improvements 2019-20 • Goals carried forward from 2019-20 • Rising/high Risks for the school • School identified priorities from Self Evaluation: following the 'BEST' vision and values statement <ul style="list-style-type: none"> - <i>There is a curriculum that is ambitious and supports pupils to gain the knowledge to succeed (Brilliance in our Knowledge)</i> - <i>The curriculum is delivered through high quality, well planned and consistent lessons (Excellence in our Education)</i> - <i>A clear and ambitious whole school vision is in place for providing high quality education (Success in our Lives)</i> - <i>The school is a central driver for a collaborative wider community (Trust in each other)</i> <p>It was noted all the governors want to thank Mrs Waddington for a great piece of work and for making such an immediate impact in her new role.</p> <p>Mrs Greene left the meeting at 19:33.</p> |
| <p>17 School Policies</p> | <p>Mrs Waddington provided the behaviour policy on teams for governors in advance for consideration. This has been slightly updated by Mrs Waddington since joining the school.</p> <p>Q: Does the school have an exclusion policy from school? A: Yes, the school does but it is on a different link to the behaviour policy.</p> |

| Item | Minutes |
|--|--|
| | <p>ACTION: Mrs Waddington to put the link of the exclusion policy on the behaviour policy.</p> <p>RESOLVED: All agree the behaviour policy is ratified.</p> |
| <p>18 Any other business</p> | <p>RESOLVED: There were no any other business items were identified</p> <p>Q: Can we have a quick finance update at each meeting?</p> <p>A: The School Business Manager will provide a finance update on teams.</p> <p>Q: Are all the security aspects up to date for laptops and other devices?</p> <p>A: Yes, JA The ICT manager for the Trust is very skilled and has set up all the best security. The schools use Office 365 now which means all data is stored on a cloud instead of a hard drive.</p> |
| <p>19 Dates of future meetings and possible agenda items</p> | <p>RESOLVED: That future meetings of the governing body:</p> <p>Wednesday 11th November 2020</p> <p>Wednesday 27th January 2020</p> <p>Wednesday 28th April 2020</p> <p>There will be a further date for the self-evaluation, refer to item 13</p> <p>The meetings are hoped to be held in the school, this will be determined nearer the time based on the current guidance for COVID-19.</p> |
| <p>20 Agenda, minutes and related papers</p> | <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p> |

Summary of Actions

| Minute Reference | Action |
|------------------|---|
| 30092020_M5 | Carry this forward' A skills audit for the Birdsedge Governing body will be made available on teams for completion by all governors prior to the start of the next academic year'. Those governors who have not completed are kindly requested to do so prior to the next governing body meeting. |
| 30092020_M6 | Mrs Waddington to get in contact with Mr Thompson and confirm his appointment as parent governor. Mrs Waddington to contact previously interested party regarding parent governor position and see if she is still considering a place. |
| 30092020_M8 | All governors required to have declarations of interest, code of conduct and contact details completed by 31 st October 2020. |
| 30092020_M12 | Mrs Waddington to advise once the website is complete, and provide the governors with a compliance check to assure the website meets statutory requirements. The emergency plan to be provided to all governors. |
| 30092020_M13 | Governors to complete the self-evaluation document prior to a separately arranged meeting. Chair and clerk to liaise and propose dates to the governors of the self-evaluation meeting |
| 30092020_M14 | Mrs Humphreys to resend the link of Trust training available in the Autumn term on Teams for everyone to see. |
| 30092020_M17 | Mrs Waddington to put the link of the exclusion policy on the behaviour policy. |