



FGB Minutes 15/12/2020

Virtual Meeting Tuesday, December 15, 2020 16:00 Chair: Greg Bloom Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

Dear Governors,

Please note the EHT Termly Report has now been uploaded to TTG for you to review ahead of the meeting next week.

Thank you
Tina

Governors Attending: >Carl Glasgow, Nicola Arkinstall, Greg Bloom, Ema Jackson, Samantha Kenny, Suman McCartney, Karen Welch, Jeremy Merkel, Dan Mortiboys,

Governors Apologies: >Peter Green, Christina Engers, Nicky Silverwood

Non Governors Attending: >Tina Taylor, Karen Armitage, Holly Birkett, Peter Donovan, Roxy Willis, Ann Darby

Non Governors Apologies: >

Agenda Item 1 Welcome/Apologies

The Chair welcomed everyone to the virtual meeting, apologies were received and accepted from Peter Green, Christina Engers and Nicky Silverwood.

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Agenda Item 2 Declaration of Business/Pecuniary Interests:

The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.

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Agenda Item 3 Urgent additional items

Instrument of Government and Reconstitution

Governors discussed the current configuration of the governing board noting that there was a desire to increase the number of co-opted governors ensuring that the governing board could retain parent governors whose term of office was due to end who had the right skills set and wealth of experience in education and finance to support the school. It was noted that two co-opted governor roles were assigned to the head teachers of the Infant School and the Junior school.

Increasing the number of co-opted governors would also allow for an increase in non-staff governors to join the governing board

Current numbers of governors including category

- 1 x LA Governor
2 x Parent Governor
1 x Executive Head Teacher
1 x Staff Governor
7 x Co -opted Governor

It was proposed to increase the co-opted governor category to 9.

Further review of the current governing board configuration and vacancies was undertaken and the following membership changes were agreed:

- Suman McCartney resigned as co-opted governor effective from 15.12.2020,
- Peter Green resigned as co- opted governor effective from 15.12.220
- Jeremy Merkel resigned as parent governor effective from 15.12.2020
- Jeremy Merkel appointed as co-opted governor effective from 15.12.2020 for a term of 4 years.
- Karen Welch (Acting Head of Juniors) appointed as a co-opted governor with effect from 15.12.2020 for a term of 4 years
Christine Engers was not present at the meeting but would be approached to discuss appointment to the co-opted governor role once the parent term of office ended in 03.04.2021.
In relation to associate members, it was confirmed that Associate members who were parents of pupils in school would be eligible to stand in the parent elections.

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- Ann Darby appointed as Associate governor effective from 15.12.2020 for the term of 4 years with voting rights on the FFPHS Committee.
- Karen Armitage (existing associate governor) was approved for voting rights on the FFPHS Committee

As a result of the membership changes, reconstitution was no longer required.

SM left the meeting at 4.45pm.

ACTION Approach Christina Engers to discus possible co-option to the board

DECISION Receive and accept the resignation of Suman McCartney with effect from 15/12/2020
Receive and accept the resignation of Peter Green with effect from 15/12/2020
Receive and accept the resignation of Jeremy Merkel (as parent governor) with effect from 15/12/2020
Appoint Jeremy Merkel as a co-opted governor with effect from 15/12/2020 for a 4 year term of office
Appoint Karen Welch (Acting Head of Juniors) as a co-opted governor with effect from 15.12.2020 for a term of 4 years

Appoint Ann Darby as an Associate Governor with effect from 15/12/2020 for a four year term of office
 Grant voting rights to Ann Darby for the FFPHS committee
 Grant voting rights to Karen Armitage for the FFPHS committee

Agenda Item 4 ► Membership Update

The current membership of the board, following the changes agreed, was outlined below. It was agreed that the parent governor vacancy would be advertised in the Spring term.

LA (1)	End of Office
Mr D Mortiboys	10/02/2023
Parents (2)	End of Office
Mrs C Engers	03/04/2021
VACANCY	
Executive Headteacher (1)	End of Office
Mr C Glasgow	Ex-Officio
Staff Governor (1)	End of Office
Miss E Jackson	06/10/2023
Co-opted (7)	End of Office
Mr N Arkinstall	13/07/2023
Mr G Bloom	13/07/2023
VACANCY	
VACANCY	
Mrs S Kenny *STAFF	21/05/2021
Mr J Merkel	14.12.2024
Mrs K Welch * STAFF	14.12.2024
Associate Members	End of Office
Mrs K Armitage	10/02/2023
Mrs H Birkett	08/04/2023
Mr P Donovan	08/04/2023
Mrs R Willis	08/04/2023
Mrs A Darby	14.12.2024

MINUTE

ACTION Parent governor vacancy to be advertised in the Spring term

Agenda Item 5 ► Minutes of the previous meeting held 24.09.2020 and matters arising

Governors referred to the minutes of the previous meeting held on 24th September 2020 having being previously circulated and it was agreed that the minutes were read, confirmed and signed as a true and accurate record and to be kept in school for public record.

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Matters Arising

It was confirmed that a safeguarding update meeting would be arranged with CE to take place on 11/01/2021.

ACTION Safeguarding update to be arranged to take place on 11/01/2021

DECISION Approval of the minutes of the FGB meeting held on 24/09/2020

Agenda Item 6 ► Committee Minutes and update (for information)

MINUTE

The following committee minutes had been circulated in advance of the meeting:

- FFPHS 04/11/2020
- E&S 18/11/2020

FFPHS Chair Update

Governors were provided with a finance summary report ahead of the meeting, DM provided a verbal update and noted that discussions regarding the 3-Year forecast were underway although the BCC deadline of the 18th December 2020 for responses was challenging.

A governor asked how the closure of school on Fridays impacted the budget, DM stated that the impact was minimal with the exception of the loss of income from the Busy Bodies wrap around provision.

In response to a governor query, it was confirmed that the Busy Bodies staff could not be furloughed.

The EHT noted that the school had applied for additional funds for COVID related expenses, however, these were not guaranteed, in addition the school had received five laptops for pupils in the Junior school from the DfE but no laptops had been received to date for the Infant school as they were not eligible to receive any laptops from the DfE as they have only made them available for pupils in years 3-6.

In response to a governor question, the COVID related expenses claims criteria was explained.

Governors discussed opportunities for income generation and cost savings, which would be explored by DM.

E&S Chair Update

NA provided a verbal update and noted the detailed reports received from the infant and junior school Headteachers. NA went on to acknowledge how hard staff were working and governors recognised the challenging working arrangements to ensure everyone was kept safe.

The Chair stated that despite initial concerns of an educational deficit due to children being out of education, the data showed that the deficit was not as significant as first feared, teachers had worked hard to ensure any educational gaps were addressed.

ACTION DM to explore opportunities for income generation

CHALLENGE **How has the closure of school on Fridays impacted the budget?
Could Busy Bodies staff be furloughed?**

Agenda Item 7 ▶ **Review**

Business Interest

Governors were reminded to update business interests on Trust Governor.

Governor Contact Details

Governors were reminded to update their contact details on Trust Governor.

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Code of Conduct

Governors were reminded to update Trust Governor to confirm that they had read and understood the governing board code of conduct.

Skills Audit

Governors were reminded to complete and return the skills audit to the clerk not later than 08/01/2021.

ACTION Governors to update business interests on TTG
Governors to update their contact details on TTG
Governors to confirm that they have read and understood the governing board Code of Conduct on TTG
Governors to complete and return skills audit questionnaire by 08/01/2021

Agenda Item 8 ▶ **Governing Board membership and Terms of Reference**

Membership

The Governing Board Terms of Reference would be updated to reflect the agreed changes to the membership of the board.

Review Committee Structure and Membership

The Governing Board Terms of Reference would be updated to reflect the agreed changes to the committee structure and voting rights of associate governors.

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The updated Terms of Reference would be shared with governors on Trust Governor.

Agreement of Executive Head Teachers virement and Expenditure Limit

It was agreed the FFPHS Committee approve expenditure and virements of sums over £10,000 and sums below that amount be delegated to the Executive Head Teacher.

ACTION Terms of Reference to be updated to reflect membership changes
Updated Terms of Reference to be uploaded to TTG

DECISION Approved that FFPHS Committee approve expenditure and virements of sums over £10,000 and sums below that amount be delegated to the HeadTeacher.

Agenda Item 9 ▶ **Chair's business, actions and correspondence**

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The Chair referred to the parent email regarding outdoor face coverings and subsequent chairs response for governor's information, there were no comments or questions.

Agenda Item 10 ▶ **School Admissions Arrangements including agreement of PAN**

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Governors were advised that the PAN was 90 per year group, all infant pupils wishing to transfer to juniors would be accepted, and the school would go over the agreed PAN to facilitate requests should the need arise, which was highly unlikely from experiences in previous transition years. If there were any additional in year applications priority would be given to additional need or LAC pupils.

Agenda Item 11 ▶ **Receive EHT termly report**

MINUTE

The EHT referred to the Executive Head report to governors shared ahead of the meeting, the following highlights, comments and questions were recorded.

- EYFS assessments, EYFS profiles to be completed for 20/21 with submissions to the LA no later than 25.06.21.

Primary assessments

KS1: Phonics and autumn term year two additional phonics checks would go ahead, an extended timetable had been agreed.

- SATs tests in RM and SPAG were non-statutory, teacher assessments in RWM would still go ahead, tests could be used to inform the assessments. There would be no teacher assessment in science.

KS2: SATs in reading and maths and teacher assessments of writing would go ahead but the timetable would be extended by a week.

- EGPS (SPAG) test would be non- statutory

- Primary school data would not be published but would be used by Ofsted to judge school performance.

Ofsted Update

- Full, graded inspections would not resume until the summer term, monitoring inspections of schools judged inadequate would continue but would not resulting a grade. Emergency inspections would continue.

DfE Contingency Framework: Education and child-care settings

- Updated guidance from 27.11.20, replacing previous guidance on restrictions to education. The guidance would only be used as a last resort and required ministerial decision. If implemented it was likely that primary schools and early years would remain open, limitations may be put on attendance to accommodate vulnerable children and critical keyworker children.

DECISION Receive and note the Executive Headteachers report to governors.

Agenda Item 12 ▶ **GDPR**

MINUTE The EHT confirmed that there was nothing to report.

Agenda Item 13 ▶ **Ratification of Policies**

The following policies were circulated in advance of the meeting, governors were advised that initial review had taken place at committee level.

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- Complaints Procedure
- Parents/Staff Home Learning
- Remote Learning Provision
- No Platform Policy
- Pay Policy 2020

DECISION Approve the policies listed.

Agenda Item 14 ▶ **Update from Health, Safety & Wellbeing Governor**

The Risk Assessment (RA) had been circulated in advance of the meeting, governors were advised that the RA had been updated post DfE guidance on 05.11.2020. A governor queried the frequency of reviews of the RA by the Local Authority and DfE, it was confirmed that the Local Authority updated the RA template in line with DfE guidance. In terms of the school review, this was a live document, all stakeholders were accountable for ensuring that the school adhered to the RA. Governors were satisfied that the RA was up to date and actions were completed by the school.

A governor asked if hyperlinks could be added to the document, this would be explored.

CHALLENGE **Can hyperlinks be added to the document?**

Agenda Item 15 ▶ **Communications**

Continuation of Friday afternoon school closure to pupils as part of the COVID19 management Strategy.

A detailed discussion took place, which referred to the following documents:

- Questions raised via the enquiry line
- Friends of Boldmere School
- Multiple correspondence from one parent
- Proposed Friday afternoon closure summary document
- JM list of questions answered outside of the meeting - attached appendix a

MINUTE **Following a governor suggestion**, the letter of 10th December 2020 to parents was reviewed and updates agreed.

It was agreed a Q&A response to parent queries would be drafted to be shared with parents along with individual responses to parents.

The Chair confirmed that the appointment of the communication link governor would support ongoing communication with stakeholders.

In relation to a query raised regarding parent consultation ahead of Friday afternoon closure, the EHT advised governors that they were responsible for setting the length of the school day and that there was no specific process in place to follow, the DfE did not need to be informed nor was there a requirement to hold a formal consultation.

A vote excluding staff governors was undertaken.

Governors unanimously agreed to continue with the Friday afternoon closures and agreed consultation with parents was not required.

DM left the meeting at 7.55pm.

DECISION Agreed to continue with the Friday afternoon closures and agreed consultation with parents was not required.

CHALLENGE **Who is responsible for setting the length of the day?**

Agenda Item 16 ▶ **Clerking Matters**

MINUTE Confidential Minutes of the meeting of the 24th September 2020, were deferred to the Full Governing Board meeting in the spring term.

Agenda Item 17 ▶ **Any Other Business**

Ratification of Executive HT and Heads of School appraisal (FFPHS Governors Only)

MINUTE This item was deferred to the Spring Term.

Agenda Item 18 ▶ **Date and Time of Next Meeting**

MINUTE The date and time of the next meeting was confirmed as Tuesday 27th April 2021 at 4.00pm.

Governor Agreed Actions set during this meeting: 0