



FGB Minutes 24/09/2020

▶ Virtual Meeting ▶ Thursday, September 24, 2020 ▶ 16:00 ▶ Chair: Greg Bloom ▶ Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

Please find attached the final agenda calling the FGB meeting on Thursday 24th September at 4pm.

To enable effective use of time, may I request you to review the items and attachments to prepare for questions on the day.

In order to ensure that the meeting is quorate and can still go ahead, please can I ask that you notify me of any apologies as soon as possible.

Thank you  
Tina Taylor

Governors Attending: >Greg Bloom, Dan Mortiboys, Carl Glasgow, Ema Jackson, Jeremy Merkel, Christina Engers, Peter Green, Sam Kenny, Suman McCartney, Anne Darby

Governors Apologies: >Nicola Arkinstall,

Non Governors Attending: >Peter Donovan, Roxy Willis, Karen Armitage

Non Governors Apologies: >Tina Taylor, Holly Birkett - Absent

Agenda Item 1 ▶ Appointment of the Chair and Vice Chair

In the absence of the SIPS Clerk, the Minute Taker (KA) opened the meeting and asked governors for nominations for the position of Chair. A nomination was received, and seconded, for GB. No other nominations were received and governors unanimously agreed to the appointment of **Greg Bloom to the position of Chair** for the period of one year.

MINUTE Nominations were then sought for the position of Vice Chair and a nomination for DM was received, and seconded. No other nominations were received and governors unanimously agreed to the appointment of **Dan Mortiboys to the position of Vice Chair** for the period of one year.

The Minute Taker then handed over the chairing of the meeting to the Chair.

DECISION Greg Bloom to the position of Chair for the period of one year.  
Dan Mortiboys to the position of Vice Chair for the period of one year.

Agenda Item 2 ▶ Confirmation of the Clerk

MINUTE In the absence of the Clerk this item was not discussed.

ACTION Carry over to Autumn 2 FGB

Agenda Item 3 ▶ Welcome/Apologies

MINUTE The Chair welcomed all governors and thanked DM for taking up the position of Vice Chair. Apologies had been received and were accepted from NA.

DECISION Apologies accepted from NA

Agenda Item 4 ▶ Declaration of Business/Pecuniary Interests:

MINUTE There were no direct, indirect or pecuniary interests declared.

Agenda Item 5 ▶ Urgent Additional Items:

MINUTE Confidential Minute (Held Separately and not for publication)

DECISION Decisions confirmed and accepted in the confidential minute of the FGB dated 24th September 2020.

Agenda Item 6 ▶ Review:

With the current concerns surrounding transmission of the Covid-19 virus, it was agreed that governors did not feel confident with the increased risks created by manual form filling of the pdf documents currently attached to TTG, as this would create an increased risk for school staff when handling the documents. It was therefore agreed that SIPS should be asked to produce electronic versions of the **Business Interests, Skills Audit and Governor Contact Details forms** for governors, for direct electronic return to the clerk.

**Action: CG to request from SIPS that documents are made available for governors to review and return electronically.**

MINUTE The Chair requested that once governors had completed their Skills Audits that these be returned to the Link Governors (appointment discussed later in meeting under Agenda Item 7)

**Action: Governors to return Skills Audit documents to Link Governor for review**

Governors reviewed the BCC Model Code of Conduct and the amendments document circulated. Their adoption as presented was unanimously agreed.

**Action: Signed copy of the 2020-21 Model Code of Conduct for Governing Boards to be filed within school.**

Website requirements were not discussed due to the absence of the clerk.

ACTION CG to request from SIPS that documents are made available for governors to review and return electronically.  
Governors to return Skills Audit documents to Link Governor for review  
Signed copy of the 2020-21 Model Code of Conduct for Governing Boards to be filed within school.

**CHALLENGE** **Governors and did not feel confident with the increased risks created by manual form filling of the pdf documents currently attached to TTG.**

**Agenda Item 7** ▶ **Governing Board membership and Terms of Reference**

FBS Terms of Reference September 2020:

CG talked governors through this document, advising that the date for the Virtual Meeting Policy needing to be added should be 27<sup>th</sup> March 2020.

**Membership:** The Minute Taker advised that there are presently no vacancies with the current structure of 12 governors; made up of 7 co-opted governors, 2 parent governors, 1 LA governor, 1 HT governor and 1 Staff governor. Discussion was had surrounding a potential co-opted vacancy and the minute taker advised that she believes all governors would need to approve a new appointment, which should be made according to a candidate meeting the skill set required by the Board. Governors present unanimously agreed that all associate Governors would make excellent co-opted governors, should they wish to be considered for the role. All Associate Governors present (except for KA) agreed that they would wish to be considered for a co-opted position should a vacancy arise. The minute taker advised that direction regarding any appointments should be sought from the clerk prior to any action being taken.

**Committee structure and membership agreement:** Discussion was had regarding the current allocation of members to the committees and all governors confirmed that they were happy to remain within their current committees for another year. GB asked for nominations for the position of Chair within each committee and the following were unanimously appointed for the period of one year:

**Finance & Facilities and Premises, Health & Safety Committee: Dan Mortiboys**

**MINUTE**

**Education and Standards Committee: Nicola Arkinstall** (appointed in her absence; GB advised that he has received a communication from NA indicating that she would be happy to stand again in any of her current roles, should she be appointed).

**Review special responsibility governors:** All governors approved that special responsibility governors should remain unchanged, as follows:

**Health & Safety Governor: Pete Donovan**

**Communications Governor: Jeremy Merckel**

**Link Governor: Roxy Willis**

**Safeguarding Governor: Christina Engers**

**Review associate member positions and voting rights:** All governors agreed that associate member positions and voting rights should remain unchanged from 2019 (giving voting rights within committees).

**Agreement of Head Teacher virement and expenditure limit:** This was not discussed during the meeting.

**ACTION**

The minute taker advised that direction regarding any appointments should be sought from the clerk prior to any action being taken. Clerk to confirm HT virement and expenditure limit.

Direction regarding any appointments should be sought from the clerk prior to any action being taken.

Finance & Facilities and Premises, Health & Safety Committee Chair: Dan Mortiboys

Education and Standards Committee Chair: Nicola Arkinstall

Health & Safety Governor: Pete Donovan

Communications Governor: Jeremy Merckel

Link Governor: Roxy Willis

Safeguarding Governor: Christina Engers

**DECISION**

Resolved to adopt the Governing Board Membership and Terms of Reference.

**CHALLENGE**

**Discussion was had surrounding a potential co-opted vacancy and the minute taker advised that she believes all governors would need to approve a new appointment, which should be made according to a candidate meeting the skill set required by the Board.**

**Agenda Item 8** ▶ **Agreement of virtual attendance:**

**MINUTE**

Governors agreed that this is still the safest way to meet as a governing board, also allowing meetings to be called speedily should the need arise. Governors unanimously agreed that meetings should continue to be held this way for the foreseeable future.

**DECISION**

Governors unanimously agreed that meetings should continue to be held this way for the foreseeable future.

**Agenda Item 9** ▶ **2020/2021 Meeting Schedule**

**MINUTE**

The Chair advised that he had received a communication from NA indicating that the E&S committee meeting dates would need to be reconsidered to accommodate her existing commitments.

All other governors were happy to accept the meeting schedule as proposed.

**ACTION**

NA to review E&S committee meeting dates to accommodate existing commitments.

**DECISION**

Governors were happy to accept the meeting schedule as proposed

**CHALLENGE**

**NA challenged whether the E&S committee dates would be accommodated with existing commitments.**

**Agenda Item 10** ▶ **Minutes of the previous meeting held and matters arising**

**MINUTE**

Minutes meeting date: FGB 13<sup>th</sup> July 2020

Amendment: SM needs to be changed from non-governor apologies to governor apologies.

There were no matters arising.

**DECISION**

Minutes of the FGB meeting of 13th July 2020 be taken as read, confirmed and signed as a true record.

**CHALLENGE**

**SM needs to be changed from non-governor apologies to governor apologies.**

**Agenda Item 11** ▶ **Chair Urgent Actions:**

**MINUTE**

There were no urgent actions to report.

**Agenda Item 12** ▶ **Membership Update:**

**MINUTE**

Review Constitution: This was not reviewed in the absence of the clerk.

End of term of office: This was not reviewed in the absence of the clerk

Election/appointment of new governors: Discussion was had regarding potential vacancies and their management. The minute taker advised that she believes co-opted appointments of less than four years are not a possibility, and it was agreed that appointments should be reviewed further at the next meeting with the advice of the clerk.

Resignations: The Chair advised that he has received a communication from AD, who then informed governors that she believes now to be the right time to step down as a co-opted governor. GB and CG have received emails from AD requesting that her role is changed to that of associate governor, to allow her to still support the Board through to the resolution of strategic proposals which had been previously discussed by the FGB. All governors agreed with these changes unanimously. The Chair thanked AD for her hard work and dedication during her role of over 30 years at the schools, particularly thanking her for the support she provided upon his commencement in the role of Chair. CG also thanked AD for all of her help and support during his headship of the school.

**ACTION** 1 x Co-opted Vacancy to be filled

**DECISION** AD to stand down as co-opted governor and commence as an associate governor

**Agenda Item 13** ▶ **School admission arrangements including agreement of Published Admission Number (PAN)**

**MINUTE** The Exec Head advised that Admission arrangements have reverted back to the local authority and both schools are currently operating above their PAN numbers. The PAN for the BIB is in addition to school numbers. A Fair Access Request has been received but at present this appears to be being fulfilled by a local school so should not affect the Boldmere numbers.

**DECISION** Agreed and accepted.

**Agenda Item 14** ▶ **Head Teachers Report:**

School reopening update:

School have reopened very successfully, with schools constantly firefighting on a day-to-day basis. Some problems have been encountered with the staggered opening and closing times but these have now been resolved. All bubbles are working well and schools are still limiting the number of people entering each building. The before and after school club has reopened successfully and are performing an excellent job in ensuring that bubbles are maintained.

Risk Assessment:

All risk assessments have been shared with governors as soon as they are available, and CG advised that another review will be taking place shortly. This will be shared with governors as soon as practicable.

Friday early closure update:

Friday afternoon closing has worked well within school, and provides breathing space for staff, providing time to complete the jobs that have been delayed during the week due to Covid-19 complications. The staff governor has obtained feedback from staff confirming that this breathing space has helped all staff, but especially the BIB and SEN pupils where it has made it easier for pupils to cope as it has provided for limited staff changes. There have been no further communications from parents regarding the early Friday closure. Governors agreed that the half day closure should continue for the foreseeable future as, so far, it has proved to be the most effective method for protecting pupils, staff and parents. The Friday afternoon closure continues to be under constant review by the FGB and this decision continues to be part of the Covid-19 safety management strategy and as we are continuing to work through the pandemic the Friday afternoon school closure to pupils is still very much needed.

Governor questions:

*If a pupil were to test positive for Covid-19 who would be asked to isolate?* There was some discussion regarding whether just the class bubble or the year group bubble would be affected, and it was agreed that this would be a decision for Public Health England to make. It was noted that it is important to ensure that teachers are social distancing as well as pupils to ensure that bubbles remain safe, for example, teachers must remain 2 metres apart during PPA. It was also noted that should a confirmed positive case arise it would be important to ensure that communications with parents and staff were immediate and effective to minimise potential complications.

**MINUTE** *How are pupils streamed to ensure that bubbles aren't compromised?* Intervention sessions will be provided by a single teacher providing intensive support for 2-4 weeks to the same group of pupils, removing them from a single class. After this period the teacher will swap over to another class to provide interventions. This will start in year 6 initially, and be rolled out across the schools according to its effectiveness and staff capacity.

*Have any considerations been made towards the use of online provisions should the school be required to close any year groups?* A remote online learning platform (Google Classroom) is set up, has been trialled with several pupils, and has worked well. A Remote Learning Policy and Agreement has been drafted and the schools are prepared to move forward with this as and when needed. The DfE are signposting all schools to the Oak National Academy, as this has been commissioned to provide online curriculum learning, and therefore the school will also be using this as part of their blended learning approach. In order to ensure that this does not add to existing teacher workloads it is important to ensure that online learning provision is sustainable, as it is possible that this provision could be required for long periods of time. Similarly, to prevent teacher overload, governors were informed that should a parent choose to self-isolate and remove their children from school without taking a test to confirm a Covid-19 diagnosis, the school will not be providing work for the pupil to do at home as the pupil will be expected daily in class.

Governors agreed that all additional funding received due to the Covid-19 crisis should be utilised to provide additional teaching capacity for pupils, in an attempt to address the current difficulties that are being encountered.

*Have many pupils have been sent home due to illness to date?* Approximately ten pupils per week are being sent home through illness, all pupils reporting as poorly are isolated within school immediately.

*Could junior school pupils start using bags again?* This will be reviewed again within the Junior School to see if it would be an appropriate time to start reusing them.

The Chair asked all governors to continue to back up the decisions of the school and the Board whenever they might be approached by other parents or in the local community, thus ensuring that the school is sufficiently supported throughout this process.

Governors thanked staff for their continued hard work, and governors with children at the school confirmed that their children are happy and improving academically. It was agreed that a governor newsletter should be written and distributed within the next week to communicate important messages to parents and manage parental expectations.

**17:30 - DM and PG left the meeting.**

**ACTION** Half day closure to continue for the foreseeable future  
All governors to support Board decisions within the community  
Governor Newsletter to be written and circulated

**DECISION** Governors agreed to accept the EHT Report.

**CHALLENGE** **If a pupil were to test positive for Covid-19 who would be asked to isolate?**  
**How are pupils streamed to ensure that bubbles aren't compromised?**  
**Have any considerations been made towards the use of online provisions should the school be required to close any year groups?**

Have many pupils have been sent home due to illness to date?  
Could junior school pupils start using bags again?

The Chair asked all governors to continue to back up the decisions of the school and the Board whenever they might be approached by other parents or in the local community, thus ensuring that the school is sufficiently supported throughout this process.

**Agenda Item 15** ▶ **GDPR**

**MINUTE** Governors were advised that there was nothing to report at present.

**Agenda Item 16** ▶ **Safeguarding**

Safeguarding update: The Safeguarding Governor advised that she is due to meet with the Heads of School, who would provide updates on safeguarding and also the weekly wellbeing school meetings (where the needs of pupils and staff are discussed). It was agreed that a Teams meeting should be set up to facilitate this.

**MINUTE** **Action: Safeguarding Update Meeting to be set up on Teams between CE and SK**

Keeping Children Safe in Education (KCSIE) - Part 1: CG advised that governors need to make sure that they have familiarised themselves with the document, and that the appropriate area should then be updated on TTG to reflect that this has been done.

**Action: Governors to read KCSIE part 1 and update TTG accordingly**

**ACTION** Safeguarding Update Meeting to be set up on Teams between CE and SK  
Governors to read KCSIE part 1 and update TTG accordingly

**Agenda Item 17** ▶ **Governor Training and Visits:**

SGS Governor Training Offer: This was not discussed in the absence of the clerk.

**MINUTE** School visits - virtual or face-to-face: All governors agreed that meetings with pupils, either virtual or face-to-face, would not be appropriate at present, and that staff feedback to governors would be the best method of update at present. From a staff wellbeing perspective, it was agreed that CG, SK, EJ & GB should identify an effective method to facilitate this.

**Action: GB, CG, SK & EJ to discuss staff wellbeing monitoring further**

**ACTION** GB, CG, SK & EJ to discuss staff wellbeing monitoring further

**Agenda Item 18** ▶ **Review Policies:**

**MINUTE** Policies to be updated will be reviewed within school and shared with governors when available.

**ACTION** Policies to be shared with governors when available.

**Agenda Item 19** ▶ **Any Other Business:**

**MINUTE** There was no other business.

**Agenda Item 20** ▶ **Items for Information:**

Items circulated for information

**MINUTE** Audit Tool 2020-2021: This was not discussed in the absence of the clerk

See Hear Respond: This was not discussed in the absence of the clerk.

NGA Newsletters - 04.09.20 & 11.09.20: This was not discussed in the absence of the clerk.

**ACTION** Items for information - no action.

**DECISION** Items for information.

**Agenda Item 21** ▶ **Date and time of next meeting:**

- MINUTE**
- FFPHS Committee - Wednesday 4<sup>th</sup> November @ 8am
  - E&S Committee - Tuesday 17<sup>th</sup> November @ 1pm (Subject to change due to the needs of the Chair. Potential new date: 18<sup>th</sup> Nov)
  - FGB - Tuesday 15<sup>th</sup> December @ 4pm

To close, the Chair asked that absolute thanks and gratitude be passed onto the whole of the Boldmere team for their hard work and dedication, and for taking such good care of pupils during this difficult time. This sentiment was echoed by the whole of the Governing Board. CG also thanked KA for minute taking in the absence of the Clerk, this was seconded by GB.

**ACTION** NA to confirm to the Clerk availability for the E&S committee meeting to take place on 17th November at 1pm

**Governor Agreed Actions set during this meeting: 0**

Full Governing Board virtual meeting (Autumn 1) *dated:* 24/09/2020

Minutes approved by Tina Taylor