

MILTON ABBOT SCHOOL

Full Governing Board Meeting Minutes, Wednesday, 6th July 2020 -
Venue: virtually via Zoom, 7pm

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTIONS</u>	<u>COMMENTS</u>															
The meeting began at 7.00pm																			
Procedural																			
1	Welcome & Apologies for Absence	Present: <table border="1" style="margin-left: 20px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Parent Governors</th> <th style="width: 33%;">Co-opted Governor</th> <th style="width: 33%;">Staff Governor</th> </tr> </thead> <tbody> <tr> <td>Mark Baker</td> <td>Brian Martin</td> <td>Chris Luxford (Head teacher)</td> </tr> <tr> <td>Mike Smith</td> <td>Richard Marshall</td> <td></td> </tr> <tr> <td></td> <td>Jane Byrne</td> <td>LA Governor</td> </tr> <tr> <td></td> <td></td> <td>Brian Cook (Chair)</td> </tr> </tbody> </table> <p>Also present -Clerk: Karen Yorke-Dunne Apologises - MV &EH apologises accepted.</p>	Parent Governors	Co-opted Governor	Staff Governor	Mark Baker	Brian Martin	Chris Luxford (Head teacher)	Mike Smith	Richard Marshall			Jane Byrne	LA Governor			Brian Cook (Chair)	MB to make contact with EH.	
Parent Governors	Co-opted Governor	Staff Governor																	
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2	Attendance & Business/Pecuniary Interest Register	No interests were declared pertaining to this meeting.																	
3	Approval of Minutes of Last FGBM Held on 22nd April 2020 and brief meeting 21st May 2020 Matters Arising including progress made on the actions raised Update on any items not covered elsewhere on the Agenda	Governors agreed that the minutes of the meeting of the 22 nd April and 14 th May were an accurate account. There is one main thermometer in school not in each pack.	BC to sign ASAP																
Monitoring, Accountability and Strategic items																			
4	Headteacher's Report To include: Safeguarding SEND	Once the children return in September we will carry out base line assessments, from the results and their learning dispositions we will set our action plan. BC-What data will you have to build upon? We will use former learning: golden blocks, spelling and place value. We have a list of the children that we feel are more vulnerable (due to lock down) and we will personalise the learning to suit the children. Out of 70 children, we are expecting approximately 8. There will be intense learning to close gaps. MB commented on the vulnerable tracker used during lock																	

		<p>down has been absolutely fantastic.</p> <p>After attending the clerk's forum, the clerk wanted to acknowledge how much the school and governors have done for the children during the home learning period in comparison to some other schools.</p> <p>In terms of funding. Where might it be spent? We do not have a figure (for the school) yet. I have begun speaking to intervention teachers regarding small group intervention. I am optimistic that we will hit the ground running in September.</p> <p>MS -With the change in class structure meaning you will be teaching, How do you feel about the extra strain with Coronavirus on your role as HT? CL - I am delighted with the job share the teaching I will be working with is very capable. I will focus on my 2 days teaching. My area of concern will be SENDco role – JW was going to taking that on this year.</p> <p>Governors discussed the workload of the SENDco and reiterated to CL that he must keep governors updated on the situation as they are concerned for his workload. JB suggested to maintain continuity for the children the job share may work the occasional extra day.</p> <p>Data MS 80% blar</p> <p>JB-reading and writing are low, does that match? Yes we have a few children who are below level. JB suggested having a case study ready. MB reminded the board that QofL committee have questioned the data in more detail and are confident CL knows where the priorities are for September.</p> <p>CL informed the board that Grace is a phonics leader (KS1) she has worked with a school who have been taken from RI to good, she is happy to feedback to QofL committee. BC asked if she requires any resources. She will be carrying out a handover with JW tomorrow. Do we envisage any further CPD to support learning? In September we will have training days for phonics.</p> <p>BC asked if CL was handing anything over to the team, now he will be teaching. CL specified that EP would be taking on English as her lead subject as she has been teaching for over 3 years. JB, who is a Leader of Excellence, will meet with her to ensure she is knowledgeable about her subject the way it is taught across the school. He reiterated how this was strategically preparing the school for the future where a HT works</p>	<p>Monitor CL workload.</p> <p>Governor from QofL meet with Grace before October half term.</p>	
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		<p>across more than one school, for instance in a partnership or federation. Governors briefly discussed that no contact has been made with Paul Walker during lock down. *</p> <p>MS asked whether the SEND assistant would be a new appointment and is it budgeted for. CL replied that Yes he has budgeted for approximately 20 hours to support the school by working with children, completing the paperwork and meeting other professionals in relation to SEND.</p>		
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The zoom meeting logged out at 7.26pm, all governors logged back in by 7.30pm

5	Update regarding easing of lock down	<p>Governors discussed that there would be a new bubble opening up as more children were attending school and parents have heard how well the bubbles have been run. What has proved difficult? Ensuring staff have lunch without putting others to at risk or cross contaminating bubbles- staff have had lunch with the children. I have ensured they leave soon after the children as the day is intense. Governors talked about how staff have held live zoom sessions whilst in class and how it has been beneficial for working parents during this unusual time. JB suggested a parent questionnaire to have feedback on what has worked well. It was discussed how questionnaires are not always positive and staff resilience levels have been depleted over the past months: parent governors felt that the majority of parents are happy with the service the school has provided over this time and if there are things that we can learn from to move forward in September then it will be useful for staff too.</p> <p>Governors discussed the RA and adaptations made for the opening of the whole school in September. A letter to parents will be sent out next week. JB had witnessed the morning routine and commented on how efficient it was: Staff had directed children whilst parents stayed in their cars. Governors offered help for drop off and collection if needed in September. BC asked whether County were leading with the bus arrangements. CL stated that the bus will run as before, Oakley will inform us of their RA and procedures. JB asked whether CL was confident that the new staff members were prepared for their role in Sept, he agreed that all was set up and ready to proceed.</p>	<p>As parent governors, MS & MB to put a message out on dojo to offer the opportunity for parents to give qualitative feedback.</p> <p>JB to write a brief report on what she had seen.</p>	
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		When asked all governors were confident that the school was prepared for September whilst minimising the risk for staff and children within the school.		
6	School Action plan	The SAP was last reviewed in the Spring term with a link to the Ofsted feedback, due to lock down we have been unable to action many things on the SAP. The actions will roll over into the autumn plan with an emphasis on Covid catch up. Where governors happy with the central objectives being prepared termly? Yes, all agreed very focused.		
7	Committee Minutes – Governor Questions	Quality Of Learning – the Q of L committee will meet early next term to monitor actions from baseline assessment, settling of new staff and to discuss wellbeing within the school. Resources – BC has requested more clarity around the FSU figures. The main budget is on target for this time of year with little difference due to Covid-19 -staffing costs are the majority of expenditure.	Chairs of committees to provide a brief report at each FGB meeting. BC, BM &MV to meet with bursar and CH from FSU to discuss finance.	A brief report will help the Chair to reflect on the meeting.
The meeting logged out at 8.13pm, all governors returned to zoom at 8.17pm				
8	Governor skills audit – Governor training	Governors looked at the skills matrix. BC stated, due to other commitments, he would like to step down as Chair of one of the committees, either FGB or Resources. RM indicated that he would be happy to take on the role of Chair of resources committee. The clerk advised the meeting that there is considerable funding available for Chair/Vice chair training. BC is currently carrying out training through Govern Ed, 3 x 3 hours A letter has been sent to all staff requesting nominations for staff governor now Jane Weathestone has resigned, both as teacher and governor. If more than one nomination is received a vote will take place in the Autumn term. Governors were satisfied to continue with FGB and 3 committees. They would like to improve as portfolio holders. Governors will inform the clerk of any training they wish to attend once they are up and running again. The clerk has sent out various podcasts that are	Clerk to inform the body of nominations. Clerk to fill out form H for JW. KYD to send BC a list of required governor roles/portfolios.	At the time of writing the minutes there has been one nomination for staff governor.

		relevant to actions within the governing body i.e. safer recruiting.		
9	Pupil Premium Report	<p>Has all the PP money been spent this year? No but we will carry it forward to continue upskilling teachers for improving learning for children. Will you also use the CPD budget? Yes. We will also use PP funding to support personal tutors, we will retrieve what the children know and revive their learning.</p> <p>Given that there is no SATS results, how will you be able to judge the success of the PP. Ofsted have been moving away from data anyway and focusing on progress. We can see progress from their books, lesson observation and pupil voice. CL continued to explain that with the quest of pupil voice by the end of the year children have a higher self-esteem and more confidence.</p> <p>JB asked whether there will be more thrive interventions for children who may find returning to school more challenging. CL replied that he has organised individual zoom meetings with qualified teachers. BC asked whether this was a County scheme. No we are reaching out to professional teachers we know.</p>		
10	Sports Funding	We have not been able to use the sports funding so it will be rolled into this next academic year.		
11	Policy Adoption/Review	Relationship & Health Education policy – the RHE curriculum has changed dramatically. We are currently informing parents how this will be taught via newsletter and at parents evenings.	MB, EH & MV (parent governors) to form a working party with parents to discuss clear delivery of the curriculum.	
12	Governor Visits	JB has been to school during lock down to support CL with the interview process. JB commented on how fluid the arrival procedure is.		
13	School partnership	Discussed above *		
14	Items brought forward by the Chair:	Any items must be notified to the Chair (Clerk) at least 24 hours in advance of the FGB. However, it may not always be possible to include such items and they will then be carried forward by BC to the next appropriate meeting		
15	Governor Succession	Discussed above during governor training.		

16	Impact from this meeting	A brief reflection on the impact this meeting will have on outcomes for the pupils in our school.		
17	Date & Time of Next FGB & committees:	Resources – TBC once bursar visits have been established. Quality of Learning –Wednesday 16 th September 4pm FGB –23 rd September 2020 - 4.30pm Confirmation of venue to be discussed nearer the time.		
BC thanked everyone for their continued support during lock down and wished everyone a safe summer. The meeting ended at 8.53pm				