

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 30th APRIL 2020 - VIRTUAL**

Minutes of the Full Governing Body meeting held on Thursday 30th April 2020 by video using Office Teams at 1.30pm.

**PRESENT:** Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)

The Chair had technical problems so left the meeting at the beginning, to re-join later. Rev Jo Neary took the Chair.

The Clerk reminded Governors of the protocol as stipulated at the last meeting.

		<b>Action</b>
	Prayer by Rev Jo.	
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b>  None – all present.	
2.	<b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b>  Governors were asked individually to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<b><u>APPROVE MINUTES OF MEETING 2<sup>nd</sup> APRIL 2020 – to accept as a true record</u></b>  The minutes of the meeting on 2 <sup>nd</sup> April 2020 were accepted as a true record of the meeting. Proposed – TF; seconded – JM. All agreed.	
4.	<b><u>MATTERS ARISING FROM MINUTES</u></b>  As requested, SD had emailed Governors a copy of her 'Capitation' working document, used to inform the budget and keep track of new/unexpected costs during the year. Governors acknowledged receipt. There were no questions.	
5.	<b><u>UPDATE ON SCHOOL OPERATION AND SUPPORT OF PUPILS &amp; FAMILIES, AND STAFF – PS</u></b> This item was discussed with Item 6. Looking at the HT report first, a Governor <b>asked</b> for an explanation of FFT data. PS explained the use of Fischer Family Trust data analysis in schools, helping to set targets for pupils at all levels. Another Governor <b>asked</b> who carries out the teacher observations and was there any scope for using Subject Area Leaders? PS explained his plan of observations throughout the year, linked to the Appraisal Policy, which gave no scope for others to observe. He also joins others when visits are planned (e.g. English Hub or SEP) and uses that time for observations but not in addition to core observation. A Governor <b>asked</b> about a pupil who was now being home-schooled. Was this a reflection of the school or parental choice? PS answered that it was the parents' choice. It was not a negative reflection of the school. The LA have been informed of this decision, through normal CME (Children Missing in Education) processes. The child is no longer the responsibility of the school. If the parents change their mind in future, they will have to make an application for a school place in the normal way. PS gave an overview of current school operations. The school is open for Key Worker families and is currently seeing 2 children attending. Contact with vulnerable families is maintained weekly; recording of this, as well as the school's own records, is included within a Council-wide 'super spreadsheet'. Children with	

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	<p>an EHCP (Education and Health Care Plan) could come to school but parental choice to keep at home currently. If risks or anxieties are high, then the pupil can attend. Conversations between school and parents continue.</p> <p>Weekly phone calls, including during the Easter holidays, continue and the monitoring of all pupils is being done so that any gaps in contact or little engagement with the learning platforms can be identified early and a phone call home made.</p> <p>Children entitled to FSM (Free School Meals) are being supported using the Government backed Edenred system, which has proved difficult to use with delays in processing but all families bar one have received their vouchers. Rev Jo reminded that the Beaminster Foodbank is operating and has supplies should they be needed.</p> <p>Nationally, IT equipment support will be available for pupils within certain criteria (such as families with a social worker). We have arranged for 2 school iPads to be lent to 2 families who have no device, apart from phones, to access home learning.</p> <p>A Governor raised the issue of the amount of printing that can be needed for some of the home learning. PS advised that guides to pdf annotation have been sent out and that in some cases, printed materials have been sent to homes.</p> <p>With regard to staff wellbeing, PS informed Governors that he is holding weekly Teacher meetings via Teams and also Support Staff (TA) meetings, also via Teams. In addition, a buddy system between teachers and TAs has been set up. The Whatsapp staff group is proving beneficial in keeping up morale and for allowing any staff member to voice difficulties etc.</p> <p>A Governor <b>asked</b> what the workload is like for Teachers? PS advised that they are all working hard, structuring their days differently now, coming into school once a week on the rota. TAs are also coming into school once a week on the rota and supporting the Teachers and completing online training – this past week has been focussed on Maths.</p>	
6.	<p><b><u>HEADTEACHERS REPORT ON SPRING TERM - PS</u></b></p> <p>See above.</p> <p>DC joined the meeting at 2.00pm</p>	
7.	<p><b><u>ASSESSMENT</u></b></p> <p>PS has asked Teachers to note where pupils were leading up to lockdown. Some of the planned in-school testing of pupils was not able to be completed before lockdown. Nationally there will be no testing at any level – EYFS, Phonics, KS1 or KS2 assessment. It may be possible to predict where pupils may have been at the end of the normal assessment period but difficult. More likely to be able to say where they were at the point of school closure, the type of learner they are and a subjective view on their likely result.</p> <p>The LA have recently asked for information on Yr 6 pupils and the Teachers are to discuss this.</p> <p>The DfE have said there will be no data published for this year or used in evaluation.</p>	
8.	<p><b><u>REVIEW OF STAFFING STRUCTURE</u></b></p> <p>Governors looked at the Staffing Structure. It is different to last year as there is now no Senior Teacher. Instead, a Teacher in Charge, which does not involve any remuneration. A Governor asked if there was any specific training required for a Teacher in Charge. PS advised not. The Teacher in Charge is a role which takes effect when the HT is absent from school. A Governor <b>asked</b> if PS has enough support, without a Deputy/Assistant Headteacher? PS confirmed he did. The Teachers are all Middle Leaders. A Governor <b>asked</b> if there was a need for a layer designated as the Senior Leadership Team? PS felt not, as he has a good working relationship with the Teaching team, including with the SENCO and the Teacher in</p>	

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	Charge.	
9.	<p><b><u>YR 4 AND YR 6 RESIDENTIAL TRIPS - UPDATE</u></b></p> <p>PS advised that the Yr 4 Residential has been cancelled. The Heads from each of the 4 schools involved took the collective decision to cancel, given the information at the time. In terms of refunds, a claim is in the hands of the Insurers for a refund of all monies.</p> <p>The Yr 6 Residential has been postponed to a date in late June. Any further decision will be informed by the outcome of the Yr 4 Residential.</p> <p>A Governor <b>asked</b> if there might be a Residential for the Yr 5s in the next academic year (this years Yr4s)? PS felt it was unlikely but that other activities may well be more manageable and appropriate to organise.</p>	
10.	<p><b><u>POLICIES – Annex to Safeguarding Policy, Financial Risk &amp; Control Checklist; Complaints Policy</u></b></p> <p><u>The Annex to the Safeguarding Policy</u> was accepted. PS advised this was subject to change, due to any future amendments to school operations.</p> <p><u>Financial Risk &amp; Control Checklist</u> – Governors noted the following:          Section VII – Assets – new IT equipment needs to be manually added to the Inventory, and to be security marked.          Section XI – Data Security – Questions arose regarding evidence of licenses held, evidence of data backup, ransomware protection, trial data recovery.</p> <p><u>Complaints Policy</u> – the policy was accepted without amendment.</p> <p>All 3 polices above – proposed to be accepted – JN, seconded – MC. All agreed.</p>	<p><b>SD to action</b></p> <p><b>SD to request information from Mr Dan Harris, our IT support.</b></p>
11.	<p><b><u>DATE &amp; TIME OF NEXT MEETING – to be decided</u></b></p> <p>It was agreed to retain the date of the next meeting as 11<sup>th</sup> June but to also pencil in for an extraordinary meeting on Thursday 21<sup>st</sup> May in case of planning required for school re-opening.</p>	

The meeting finished at 2.45pm