

OVERSTONE PRIMARY SCHOOL

Minutes of the THE FULL GOVERNING BODY Wednesday 29 April 2020 at 6.30 pm

Present: Kathryn Hamilton (Chair), Janice Mardell (Head), Andy Halliwell, Dee Dawson, Ellen Higgs, Stephanie Welsford, Veronica Trotter, Pat Thompson, Nick Barber and Bridette Ledgerwood.
In attendance: Kathryn Berrill (Clerk)

Min No.	Subject	Action
1.	ABSENCE AND APOLOGIES	
1.1	The meeting was held remotely via Google Hangout.	
1.2	Apologies received and accepted from Sue Collins.	
2.	PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST	
2.1	No declarations of interest and no changes to pecuniary interests.	
3.	MINUTES OF PREVIOUS MEETING	
3.1	The minutes were agreed as an accurate record and it was agreed that there will be a virtual signature on the minutes. The clerk will send to the School Business Manager for the minute book.	Clerk
4.	MATTERS ARISING	
4.1	Item 9.2 Maths Scrutiny: This was carried out by Dee Dawson (DD) and Janice Mardell (JM).	
4.2	Item 9.9: Biographies: This item is complete.	
4.3	Item 9.10 Removing out of date Governance Statement on website: This item has been completed.	
4.4	Item 10.1 Governor Succession Planning and item 11.4 Governing body annual performance check agenda items: Owing to the COVID-19 pandemic, the items are not required to be discussed at business-critical meetings. They will be added to the agenda for June.	Clerk
4.5	Item 9.5 Computing and on-line safety visit: Nick Barber (NB) had an oversight afternoon on 4 March 2020. He will produce a Governor visit report and, once approved by the Headteacher, it will be sent to TLS. SW to produce a report for TLS based on her visit to discuss PE and Sports Grant.	NB SW
5.	HEADTEACHER'S REPORT (including Pupil Premium and Sports Grant)	
5.1	The Headteacher's Report had previously been distributed and it was taken as read by the Governors.	
5.2	Attendance is still positive between February and the lockdown.	
5.3	<i>Governors asked has the school heard whether the Sports Premium funding will continue?</i> There has been no word whether the funding will continue. The Sports Mark will not be issued this year and Overstone would have been up for the Platinum award. Therefore, the school will be retaining the Gold rating and will be working towards the Platinum award next year.	

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6.	<p>SAFEGUARDING</p> <p>6.1 This was discussed in detail at recent sub-committee meetings especially the provision which has been put in place for vulnerable children.</p> <p>6.2 The Local Authority (LA) have sent a Safeguarding Assessment form to ensure everything is in place to support the children. The form has been completed, signed and returned to the LA.</p> <p>6.3 Risk assessments are in place for vulnerable children and the addendum to the safeguarding policy has been produced.</p> <p>6.4 JM advised Governors of the regular contact which takes place with vulnerable children. Google Classroom is used for learning and it also allows teachers to check to see if children are safe and well (via monitoring engagement).</p> <p>6.5 A survey will be sent to parents to gauge their reaction to the support being given and the amount and quality of work being set by Google Classroom.</p> <p>6.6 Governors asked are those on the vulnerable list engaged in Google Classroom? The majority of the children are engaging well and older children can work independently.</p> <p>6.7 Governors asked any there any serious concerns with those on the vulnerable group list? There are no significant concerns. JM gave details of the support given to children and/or families who are anxious or struggling with the school closure.</p> <p>6.8 Governor asked how are staff finding the closure? A Staff meeting has been held which included discussions about holding remote lessons whilst having to consider the safeguarding issues associated with this. JM explained about staff who have produced teaching videos for pupils and how teachers are keeping in touch with their pupils. Teachers are working full time preparing the work for Google Classroom, along with responding to the work being submitted. Governors wish to thank staff for their continued support of the children via this different platform. Governors acknowledge that it is allowing pupils to reinforce what they know to avoid a large gap in their learning and education which may affect them next year.</p>	
7.	<p>SCHOOL IMPROVEMENT PLAN</p> <p>7.1 Owing to the closure, some aspects of the school improvement plan will move into September.</p>	
8.	<p>GOVERNOR IMPROVEMENT PLAN</p> <p>8.1 EH has updated the GIP and uploaded it to Governor Hub. It is currently on hold and actions will continue once the school re-opens.</p>	
10.	<p>POLICIES AND DOCUMENTS</p> <p>10.1 The following policies were recommended by the committees for full governor approval:</p> <p>11.2 Resources</p> <ul style="list-style-type: none"> • Budget: 3-year plans and 2020/21 budget • Pay Policy (EPM) <p>11.3 TLS:</p> <ul style="list-style-type: none"> • Inclusion and Special Education Needs 	

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11.4	<ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions • Childcare Protection and Safeguarding Addendum <p>The FGB ratified the policies.</p>	
11.	<p>COMMITTEES</p> <p>Resources:</p> <p>11.1 The budget had been addressed in significant detail at the recent Resources Committee meeting.</p> <p>11.2 SW summarised that there is an £88,000 carry forward. The School Business Manager has received assurance that there will not be any claw back. The Governing Body ratified the budget.</p> <p>11.3 The committee also discussed and agreed the following policies:</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Asset Management Plans and Condition Survey • Service Level Agreements <p>TLS meeting:</p> <p>11.4 Minutes had been uploaded to Governor Hub and there were no questions.</p>	
12.	<p>GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS</p> <p><u>Governor Visits:</u></p> <p>12.1 Stephanie Welsford</p> <ul style="list-style-type: none"> • PE and Sports Grant visit. • 20 April: Met with the SBM to discuss the budget. <p>Nick Barber</p> <ul style="list-style-type: none"> • 4 March: Visit to school to discuss computing and on-line safety. <p><u>Training</u></p> <p>Kathryn Hamilton:</p> <ul style="list-style-type: none"> • Chair training: postponed until further notice. 	
13.	<p>CORRESPONDENCE</p> <p>13.1 None received.</p>	
14.	<p>ANY OTHER BUSINESS</p> <p>14.1 <i>Governors asked that the school start to think about the plan for re-opening.</i> Fortunately, the school has spare classrooms in the upper years which will help with social distancing. The concerns will be moving around the corridors. Discussion took place about staff who are in a vulnerable category and how the school could be staffed upon re-opening. Governors discussed staff well-being and that they must not be expected to be in school and also provide work on Google Classroom.</p> <p>14.2 JM explained arrangements for Year 6 as they leave Primary School, because it is a significant part of their educational journey. The Leavers' assembly will be live streamed. It was discussed that, if there is a staggered re-open, Year 5 should be a priority because it is essential to close the gap in learning in preparation for SATS next year.</p>	

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14.3	Kathryn Berrill is leaving at the end of the academic year, as she has a new role as Governance Manager with a large multi academy trust. She has recommended the Clerk at Standens Barn Primary School to take over.	
14.4	It was confirmed that the Governor Hub subscription will be renewed.	
15.	DATE OF THE NEXT MEETING	
15.1	The date of the next meeting is Thursday 11 June 2020 and will start at 6.30 pm.	

There being no further business the meeting closed at 7.38 pm

Signed: (Chair) Date: