

# OVERSTONE PRIMARY SCHOOL

## Minutes of the THE FULL GOVERNING BODY Thursday 11 June 2020 at 6.30 pm

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

In attendance: Kathryn Berrill (Clerk)  
Erica Cullen (new Clerk)

Min No.	Subject	Action
1.	<b>ABSENCE AND APOLOGIES</b>	
1.1	The meeting was held remotely via Google Meet.	
1.2	Erica Cullen was welcomed to the meeting and she will be taking over as Clerk to the Governors at the start of the new academic year.	
2.	<b>PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST</b>	
2.1	No declarations of interest and no changes to pecuniary interests.	
3.	<b>MINUTES OF PREVIOUS MEETING</b>	
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.	<b>Clerk</b>
4.	<b>MATTERS ARISING</b>	
4.1	Item 4.5 computer and on-line safety visit: Outstanding action point.	<b>NB</b>
5.	<b>HEADTEACHER'S REPORT Including the plans to re-open the school and risk assessment</b>	
5.1	The Headteacher's Report had previous been distributed.	
5.2	The risk assessment for re-opening had been addressed at both committee meetings. A further risk assessment has been completed for vulnerable staff who are having to shield because of living with vulnerable family members. Janice Mardell (JM) will upload to Governor Hub. If staff are not in school, they are involved in on-line learning. JM explained that current staffing is being managed but could change if staff are absent owing to illness.	<b>JM</b>
5.3	<b>Governors asked that, based on the school size, is it possible to bring back Year 5?</b> SLT have discussed this and explained that it could be possible and JM gave details about classroom capacity and the staffing availability. It is planned to run a survey for Year 5 parents to gauge interest. Governors are keen for Year 5 pupils to return to school in some capacity. Those pupils who have not engaged in Google Classroom have been asked to attend on a part time basis.	
5.4	The meeting discussed the start of the new academic year and the arrangements for transition. There will be a significant variation in pupils' ability and knowledge which will result in the need for robust transition meetings between staff.	

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5.5	JM discussed the arrangements for the new Reception children parents and that the induction will be different this year.	
5.6	<b>Governors asked is it the assumption that all classes will go back in September?</b> JM confirmed that it is.	
5.7	Governors discussed whether the school should consider holding a festival event early in September to get people back into the community of the school and bring a sense of unity.	
5.8	JM explained that the pupils who have returned have settled in exceptionally well and have easily adapted to the new layouts and processes.	
6.	<b>SAFEGUARDING</b>	
6.1	Discussed in depth at recent TLS meeting.	
7.	<b>SCHOOL IMPROVEMENT PLAN</b>	
7.1	On hold in the current circumstances.	
8.	<b>GOVERNOR IMPROVEMENT PLAN</b>	
8.1	On hold in the current circumstances.	
9.	<b>GOVERNANCE</b>	
9.1	It was agreed that this is not business critical and put on hold until September.	
10.	<b>POLICIES AND DOCUMENTS</b>	
10.1	The following policies were recommended by the committees for full governor approval:  <b>Resources</b> <ul style="list-style-type: none"> <li>• Risk and compliance checklist,</li> <li>• health and safety risk assessment,</li> <li>• statement of delegation</li> <li>• Data Protection Policy</li> </ul> <b>TLS:</b> <ul style="list-style-type: none"> <li>• Two home school agreements KS1 and KS2</li> </ul> The FGB ratified the policies.	
11.	<b>COMMITTEES</b>	
11.1	<b>Resources</b> The Resources Committee had highlighted that staff check the MUGA as there appears to be some damage to the fence. JM to follow up.	<b>JM</b>
11.2	Interviews for the Year 2 TA position have taken place and the position has been offered to one of the candidates.	

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11.3	<b>TLS meeting</b> The minutes had previously been uploaded to Governor Hub and there were no questions. Significant discussion took place with Safeguarding in the current climate. The Prospectus and Collective Worship policies were also agreed.	
11.4	<b>Governors asked is collective worship taking place?</b> There is no legal requirement to hold collective worship at this time. Assemblies cannot take place because the 'bubbles' can't mix. There are PSHE activities but are being run within the 'bubbles'.	
12.	<b>GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS</b>	
12.1	The school wish to thank Pat Thompson for visiting the school and upkeeping the flower beds. It is very much appreciated.	
13.	<b>CORRESPONDENCE</b>	
13.1	JM has received many emails from parents thanking the staff for the on-line learning. The emails state how supportive the staff have been during Lockdown.	
14.	<b>ANY OTHER BUSINESS</b>	
14.1	An Overstone Primary School email address will be set up for Erica Cullen (EC).	
15.	<b>DATE OF THE NEXT MEETING</b>	
15.1	Dates of next year's meetings are being dealt with by JM, KH and EC. Once approved they will be distributed to Governors via email.	
15.2	The date of the next meeting is Tuesday 14 July 2020 and will start at 6.30 pm.	

There being no further business the meeting closed at 7.30 pm

Signed: ..... (Chair) Date: .....