**FULL GOVERNING BODY**

**2020-21**

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| **Minutes** | | | | |
| **Date/Time:** | **14 July 2021, 18:30** |  | **Location:** | **Google Meet** |

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| Governors (Y if in attendance). Ch indicates Chair | | | |  | In attendance | | |
| LA nominated | Y | Patrick Neave | PN |  | Casey Alves | CA | Clerk |
| Parent elected | Y | Jennifer Cropley | JC |  |  |  |  |
| Y | Mona Lukha | ML |  |  |  |  |
| Staff |  | Vacancy |  |  |  |  |  |
| Head Teacher | Y | Elizabeth Strong | ES |  |  |  |  |
| Co-opted | Y | Stephen Hyams (Ch) | SH |  |  |
| Y | Denise Long | DL |  |  |  |  |
|  | Peter King | PK |  |  |  |  |
| Y | Vania De-Stefani | VDS |  |  |  |  |
| Y | Cheng Yoe | CY |  |  |  |  |
| Y | Charlotte Hands-Wicks | CHW |  |  |  |  |
|  | Vacancy |  |  |  |  |  |

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| **1.** |  | **Introductions** | **Action** |
|  |  | Welcome, apologies for absence and declarations of interest  SH welcomed all to the final FGB meeting of the academic year. Apologies were received from PK.  There were no declarations of interest. |  |
| **2.** |  | **Head Teacher update** |  |
|  |  | There have been quite a few pupils and staff testing positive and, as a result, there are currently only 31 children in school across 2-year groups and 6 members of staff. The remaining year groups have gone home in their bubbles. Should ES or the school first aider need to self-isolate, then the school is likely to have to close. ES has been liaising with Emma Smith, the School Improvement Partner, and SH. Home learning is continuing in any event.  Parent communication has been set up to be efficient and quick if the school needs to close. JC and ML noted that communication has been very good.  Questions –  *Would a closure be temporary or would the school re-open before the end of term?*  This would depend on whether Nell Webb would be well enough to return next Monday to cover for ES. If not, then closure may be until the end of term, but with home learning continuing.  *For the classes self-isolating, are they receiving remote teaching?*  Yes, they are getting a mixture of live lessons and posted lessons. Where possible, they are live, but as some members of staff are unwell live lessons are not always possible.  *How is the school monitoring pupils where there safeguarding concerns?*  Daily welfare checks are undertaken, with attendance and learning engagement being monitored. There have been some laptop-related concerns, but the school is working on resolving these and have so far provided 7 laptops for pupils. Engagement among EHCP pupils is still an area for improvement.  *Are pupils in school to be tested regularly and can be the school provide testing kits?*  The school does have many kits available and so will offer these. Parents should report positive cases in pupils to the school. |  |
| **3.** |  | **Minutes of meeting on 23rd June and matters arising** |  |
|  |  | Meeting minutes –   * Under quality of education, the minutes say ‘handwriting’ but should say ‘writing’. CA to amend this.   Subject to the amendment above, the meeting minutes were *unanimously approved*.  Matters arising –   * Co-opted governor recruitment is still ongoing. * Staff governor recruitment is ongoing. One member of staff has expressed interest. If more than one applies by the deadline this Friday, an election will be held next term. * ES will send all outstanding survey results to the Board. | **CA**  **SH**  **ES**  **ES** |
| **4.** |  | **C&A update including review of SDP 1-3** |  |
|  |  | Progress on SDP1 (maths) has been good, as reported in the recent governor school visit. English (SDP2) is less well advanced at this stage and will be a key focus for the next academic year. Work on SDP3 will be carried forward as well. It was noted that blended learning has been excellent, and the impact of the lockdowns has been minimised as a result.  A new assessment system will be introduced in the Autumn term. |  |
| **5.** |  | **Update on SDP 4 (marketing & raising school profile)** |  |
|  |  | The new website will be launched in the Autumn term. 3-4 new pupils are joining the school in September across various year groups, and the Reception starter numbers are looking particularly healthy.  The new logo has been a success with parents and will be displayed outside the school.  An update on uniform will be provided to the parents shortly, but they are being advised to carry on as normal for the time being. There will also be a transition phase to take into consideration the affordability of purchasing new uniform. The new uniform hasn’t been styled yet, but the school are considering a variety of options.  A meeting between ES and the three SDP4 link governors is taking place the next day, to discuss various ideas for raising the school’s profile. |  |
| **6.** |  | **Safeguarding audit** |  |
|  |  | The safeguarding audit took place recently but the report is on hold pending discussions with AfC. No safeguarding concerns were noted. |  |
| **7.** |  | **School planning for next year: SDP** |  |
|  |  | ES envisages the following SDP priorities for next year:   * SDP1: the school consistently promotes the extensive personal development of pupils * SDP2: Improve progress and attainment in English in all year groups * SDP3: Ensuring the quality of education and assessment are at least good * SDP4: There is an increase to pupil numbers on roll as a result of the school’s improved external and internal positive reputation,   SDP2-4 are unchanged from this year, except that SDP3 will focus on teaching and learning now that the work on the curriculum has been largely completed.  SDP2 will focus equally on reading and writing. The latter has suffered in particular during the pandemic because it is difficult to teach remotely.  The new SDP1 will include moments of triumph, mental health cluster, Attachment Aware award, restorative practice, structured conversations and zones of regulation. The new SENCO and Deputy Head, Ardeep, will both be heavily involved.  Questions –  *Why focus on personal development that is self-evaluated as being good?*  There are plenty of ideas to build on and make the school outstanding in this regard. This could become one of our unique selling points.  *Are we happy to remove maths from the SDP priorities?*  There will still be a maths action plan to build on the good work completed to date, but maths is no longer seen as a key area for development.  How will *SDPs be communicated to parents?*  There will be a separate communication for this purpose.  *When will the SDP be complete*?  It will be presented to governors early in the Autumn term. | **ES** |
| **8.** |  | **Governor planning for next year: Annual Planner** |  |
|  |  | SH talked the Board through the draft annual planner he has prepared for the 2021/2022 academic year. ES was asked to check that the meeting dates are ok.  The SDP priorities will be updated to reflect the previous discussion. SH suggested he and VDS should meet with ES early in the Autumn term to finalise the annual planner, noting it remains a fluid document, which VDS undertook to update in future.  SH noted that link governor roles remain under review, and encouraged all governors to let him know if they have thoughts in that regard. SH also noted he and CY are down as being link governors for both SDP1 and SDP2, and there may be merit in reviewing this.  School visits need early planning in as soon as possible. Link governors should feed their thoughts to ES, who will need to give thought to how these are best scheduled into the school timetable. | **ES**  **ES/SH/ VDS**  **All**  **ES** |
| **9.** |  | **End of year parent communications & survey** |  |
|  |  | The parent survey is due to end this Friday, and results will be shared with parents next term. ES to send a reminder to parents to let them know that the survey is closing. The school will also let parents know what action they intend to carry out in response to the survey feedback.  The end of year parent communications was discussed. SH undertook to draft a letter from governors, and ES to consider if she would like to co-author the letter or to issue her end of year message separately. | **ES**  **SH/ES** |
| **10.** |  | **Any other business** |  |
|  |  | CA will be leaving at the end of the year and so a new clerk will need to be recruited. SH thanked CA for her work over the last year.  SH will draft a letter to Nell Webb as thanks for her long service at the school  DL noted that the end-of-term pizza for the staff probably cannot go ahead, so should be deferred until their return in September. DL to organise.  CA to distribute a training log to all governors to check whether their training is recorded correctly and up-to-date.  DL encouraged all governors to attend the AfC safeguarding course in September, if they have not already attended one, and to attend as many training sessions as possible. | **SH/ES**  **SH**  **DL** |

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| **Details of next meeting:** | | | |
| **Date/Time:** | **TBC** | **Location:** | **TBC** |

**The meeting closed at 20.10**

**Signed: ………………………………………………….**

**Date: ………………………………………………….**