



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 6.30pm on Monday 7th December 2020

(Governors having previously agreed unanimously by email that Standing Orders should be temporarily waived to allow 100% governor attendance by remote access for the duration of the COVID 19 situation)

Governors Present: Beverly Jones – Chair, Sarah Abrey, Hilary Aldred, Andrew Blake (Associate Member), Suranga Chandratillake, Helen Darrell (Headteacher), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Russell Re Manning, Kate Sharkie, Alex Smith (Associate Member) and Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk), Stefanie Florczyk (Deputy Headteacher).

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. Apologies for Absence

NOTED: Sharon Geva was attending her first full governing body meeting as the new parent governor. All governors present introduced themselves.

NOTED: apologies for absence were received from Katie Barron, Michael Beckett, Tom Auld (Associate Member) and Nick Giesler (Associate Member). Eleanor Carne was also absent.

AGREED: to accept the four apologies tendered.

2. Declarations of Interest

NOTED: there were no declarations of interest in relation to the meeting.

3. Governor Appointments

NOTED: Alex Smith had submitted an application to the LA to be considered for the LA governor vacancy on the governing body. The clerk had been advised that his application had been considered by the LA in November, but the outcome of his application was not yet known.

AGREED: that the meeting unanimously supported Alex Smith's planned transition from Associate Member to LA nominated governor. His appointment as a full governor was approved subject to his nomination being received from the LA. His appointment would be for a period of four years starting from the date his nomination was received from the LA. If the nomination was not received from the LA, the matter of the unfilled vacancy would be considered at the next meeting of the governing body.

4. Identification of AOB

AGREED: termination of the LAIG should be discussed under AOB.



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5. Minutes of Previous Meetings – 15th September and 12th November 2020

NOTED: the minutes as circulated with the agenda.

AGREED: the minutes of the previous meetings held on 15th September and 12th November 2020 as true and correct records. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

NOTED: the following matters arising:

- **Appointment of Foundation Governors (Min. 5 15/9/20 refers)** – the Chair had identified mentors for the four newly appointed governors and Associate Members appointed during the year. Not all governors had received the email confirming the arrangements and the resignation of Pippa Savage meant that an additional mentor was now required.

AGREED: The Chair would reconfirm mentor arrangements as soon as possible.

Action: B. Jones

- **Confirmation of Extension of Term of Office (Min. 5 15/9/20 refers)** – the meeting had extended the terms of office for Beverly Jones and Eleanor Carne in accordance with Diocesan advice. Both governors could contact their nominating bodies to seek a further term of office to be considered at the next meeting of the FGB.

Action: B. Jones/ E. Carne

- **Minutes of Previous Meeting (Min. 5 15/9/20 refers)** - Eleanor Carne had yet to email a blank template of the "Cultural Passport" to the Headteacher. **Action: E. Carne**
The T&L Committee had considered Cultural Capital at its most recent meeting, but without the benefit of the passport. This would be discussed further under the minutes of the meeting.

- **Minutes of Previous Meeting (Min. 5 15/9/20 refers)** – the income generation group had been convened by Tom Auld and had reported to the F&P Committee.

- **Minutes of T&L Committee Meeting (Min. 5 15/9/20 refers)** – Virginia Weston had observed the Learning Platform training but had yet to feedback her findings to the T&L Committee.

Action: V. Weston

- **Minutes of F&P Committee Meeting (Min. 5 15/9/20 refers)** – COVID 19 related additional expenditure had been considered by the F&P Committee.

- **Headteacher's Report (Min. 5 15/9/20 refers)** - the Headteacher had submitted the SIP to the T&L Committee and it was a substantive item on the agenda for this meeting.

- The Headteacher had circulated a list of the school's improvement priorities to all governors and placed them on the school website.

- **Annual Schedule of Meetings for 2020/21 and Governors Roles and Responsibilities (Min. 5 15/9/20 refers)** – The Clerk had amended the agreed schedule of meetings and recirculated it with the minutes of the meeting.

- All governor pen portraits received had been published on the school website. An outline had been provided where information was still missing from governors. Hilary Aldred advised that she was professionally constrained regarding the content of her pen portrait.

AGREED: Bev Jones and Sarah Abrey would speak to governors who had not yet provided a pen portrait.

Action: B. Jones/ S. Abrey

- Alex Smith had reviewed the governor section of the school website to ensure it met statutory requirements. Information such as pecuniary interests was still missing and



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the website was not yet fully compliant.

AGREED: The Headteacher and the Clerk would review declarations received and chase those governors whose declarations were outstanding.

Action: H. Darrell/ Clerk

- **Curriculum Presentation (Min. 5 15/9/20 refers)** - Stefanie Florczyk had circulated the reading and writing guide to all governors.
- Stefanie Florczyk was now included in the circulation of provisional FGB minutes for information purposes.
- **Governor Details and Attendance Register for 2019/20 (Min. 6 15/9/20 refers)** - the Clerk had amended the register to show the four newly appointed governors were 'in attendance' at the July 2020 meeting.
- **Pecuniary Interest Declaration (min. 8 15/9/20 refers)** - the Chair had chased all outstanding returns and sent those received to the Clerk and the school.

AGREED: The Chair would work with Headteacher and the Clerk, as above, to review declarations received and chase those governors whose declarations were outstanding.

Action: B. Jones/ H. Darrell/ Clerk

- **Review of Standing Orders and Committee Terms of Reference (min. 10 15/9/20 refers)** – the Terms of Reference as reviewed by the committees were a substantive item on the agenda.
- Hilary Aldred had still to redraft the section of the Standing Orders on video-link participation to permit it post COVID 19, on the understanding that governors should attend the majority of meetings in person. The proposed changes would be brought back to the FGB for approval.
- **Membership of Committees and Governor Responsibilities (min. 11 15/9/20 refers)** – membership issues had been discussed as minuted and the list of roles and links had been published on the school website and in the governing body strategy leaflet.
- **HTPM Panel (min 11.3 refers)** - Tom Auld's possible involvement in future HTPM panels had been considered.
- **Pay Progression Panel (min 11.7 15/9/20 refers)** – the panel had met and reported back to the F&P Committee.
- **Foundation Governors (min 11.8 15/9/20 refers)** – meetings were now taking place termly.
- Church Schools was now a standing item on all FGB agendas.
- **School Re-Opening Update (min. 14 15/9/20 refers)** - the Headteacher had shared the existing premises plan with all governors.
- The Headteacher had asked if other local schools had experienced a decline in pupil numbers and reported back accordingly.
- The Headteacher had shared information on Google Classroom with the T&L Committee.
- The Headteacher and Chair had met to discuss the reduction in pupil numbers and an extraordinary meeting of the F&P Committee had been convened as a result.
- **Policies (min. 15 15/9/20 refers)** – the School Safeguarding (Child Protection) Policy was on the agenda for approval.
- Hilary Aldred had talked to Paula Ray on 24/11/20 regarding methods for review of the Single Central Record and verification that all staff had signed the Safeguarding Policy.

It was advised that all governors had now confirmed by email or, as minuted at the meeting, had read and understood the KCSIE documents. It was suggested however that some documentation was still outstanding. Hilary Aldred was liaising with those



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governors concerned.

Action: H Aldred

- **Governor Monitoring Activities etc. (min. 17 15/9/20 refers)** - the chair had circulated guidance notes on link governor practices to all governors and had discussed with the Headteacher how best to induct link governors.
- **Church Schools (min. 18 15/9/20 refers)** – as noted above, Church Schools was now as standing item on all FGB agendas.
- **AOB (min. 10 15/9/20 refers)** – the Headteacher had forwarded the governors' thanks to the staff.
- **Minutes of Extraordinary Meeting 12th November 2020** – there were no matters arising from the minutes.

6. Terms of Reference for T&L and F&P Committees

NOTED: the recommended Terms of Reference for both committees as circulated with the agenda. Both Committees had agreed to customise and adopt the CCC model terms of reference.

AGREED: both documents subject to the Clerk adding a statement on pupil well-being to the T&L Terms of Reference and agreeing the same with Russell Re Manning before circulating the revised document to all governors.

Action: Clerk/ R Re Manning

7. Minutes of T&L Committee Meetings: 6th October and 1st December 2020

NOTED: the minutes circulated with the agenda and by later email, as the meeting on 1st December met after the FGB agenda had been circulated.

NOTED: the matters that had been discussed and agreed at the meeting and in particular the following:

7.1 Cultural Capital – noted the brief discussions at the 1/12/20 meeting. The school was looking to celebrate the cultural capital activities that were taking place. **The Chair drew attention to documents she had previously circulated on the subject and had recently re-circulated by email. COVID 19 had changed the way in which Cultural Capital was experienced, but not prevented it taking place. Governors asked if the school had been able to make use of online access to museums and other places of interest, even if it had not been able to visit them physically?** It was noted year 1 had made a virtual visit to Chester Zoo – a visit it would not have made in reality because of the geographical distance. Other classes were being equally creative in terms of cultural capital.

AGREED: the school should raise the profile of its cultural capital activities, including referencing them in its newsletter to parents.

Action: H Darrell

7.2 Policies – the approval of the Intimate Care Policy was highlighted by Alex Smith as T&L Chair as it was felt to cover both pupil and staffing matters. The T&L Committee felt that policies approved by committees should be highlighted to all governors and not just recorded in the minutes. Listing approved policies on the following FGB agenda had been discussed, as had circulating agreed policy documents to all governors. Some governors felt there should be a difference of approach to statutory policies, as



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opposed to non-statutory ones or procedures.

AGREED: the Chair, the Headteacher and the Clerk should discuss how best to highlight approved policies and approach the approval of policies.

Action: B. Jones/ H. Darrell/ Clerk

7.3 Link Governors- the committee was hoping to meet informally to discuss the overlap of link governor roles and related matters.

AGREED: Bev Jones as the Early Years Link Governor.

AGREED: Nick Giesler as the Pupil Premium Link Governor.

7.4 Membership of Committee

AGREED: Sharon Geva as an additional member of the T&L Committee.

AGREED: to accept and ratify the minutes and actions of the T&L Committee meetings held on 6th October and 1st December 2020.

8. Minutes of F&P Committee Meetings: 15th October and 17th November 2020

NOTED: the minutes circulated with the agenda. 17th November was the scheduled business meeting of the committee and was therefore supported by the Clerk. The meeting on 15th October had been an extraordinary meeting, called in response to actions arising from the September governing body meeting, to discuss the reduction in pupil numbers. The Clerk was not present.

NOTED: the matters that had been discussed and agreed at the meeting and in particular the following:

8.1 Financial Matters – the financial implications of the reduced school roll had been discussed. The school had lost income from the After School Club as a result of COVID 19 and had incurred additional COVID related expenditure, but there had also been savings in expenditure. As a result, the budget was broadly on track. Pupil Premium and Sports Premium had been considered and it was felt that additional work was required on Sports Premium reporting.

8.2 Marketing – this was discussed in response to the school's reduced pupil numbers. **Governors were frustrated that the delay in the school being re-inspected, as caused by COVID 19, meant the school could not escape the historic OFSTED grading that it required improvement and formally evidence the significant improvements noted less formally by OFSTED and the LA. Ways to mitigate the impact of the historic OFSTED grading were discussed including the school celebrating its achievements more widely, the possibility of the school paying for an earlier OFSTED inspection, the use of positive internal data, publication of the recent and final LAIG letter, use of the school website for marketing purposes, the new governor newsletter being produced by Alex Smith and Tom Auld.**

AGREED: all governors should email Alex Smith with any additional thoughts on marketing.

Action: All



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8.3 Income Generation Group – the group had reported back to the Committee on suggestions for raising additional income for the school.

8.4 Pay Progression Panel – the panel had recommended the annual staff pay awards to the committee, which had been approved.

8.5 Premises and Site Development – the development of the site, summer building works and health and safety matters had been discussed. The strengths and weaknesses of the current catering contract had also been explored.

8.5 Membership of Committee and Working Groups – it was believed that Simon Jarvis wished to join the committee, but he advised he was interested in joining the working group on financial monitoring.

AGREED: Simon Jarvis should join the working group on deepening financial monitoring.

AGREED: to accept and ratify the minutes and actions of the F&P Committee meetings held on 15th October and 17th November 2020, subject to the inclusion of Liam Kelly's name in the list of those present at the 15th October meeting.

9. Headteacher's Report

NOTED: the report circulated by email. The meeting discussed the report in detail including safeguarding matters (see minute 10 below), attendance, communication with parents (see minute 10 below), lesson observations and feedback from LA advisers.

NOTED: Attendance had improved, though, because of the pandemic, it was not possible to compare the figures accurately against previous years.

NOTED: A recent SEND review by the LA adviser had resulted in evaluations of mostly outstanding or good. **In response to a question from a governor, it was confirmed that LA adviser reports were sent to the Chair and Headteacher. They could be shared with relevant governors if they did not identify a specific member of staff or pupil. Those that identified individuals remained strictly confidential.**

NOTED: the Chair congratulated the Headteacher on the easy-to-read format of her termly report. Russell Re Manning congratulated the Headteacher and the school on the achievements during the term including those minuted below under safeguarding.

NOTED: in response to a question from governors, that the process of lesson observations had been impacted by COVID 19 as lessons could only be observed from classroom doorways and the observer could not chat with children in the classroom.

10. Safeguarding Issues and Communications with Parents

NOTED: the increased number of safeguarding/ logs of concern issues. **Governors queried the increase?** The school had not identified one specific cause. **Hilary Aldred, as safeguarding governor, was confident from her monitoring visits that the school was**



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tracking trends and any correlation between issues and incidents. Russell Re Manning, as the Pupil Welfare Link Governor, was meeting every half-term to discuss pupil well-being issues with Paula Ray. The school highlighted that where there were small class sizes, an issue involving just one child could have a significant impact on percentages. The school had not produced an annual safeguarding report this year in keeping with LA advice in light of the current pandemic, but was reporting additional safeguarding details and figures, also in response to LA advice.

NOTED: staff had received safeguarding training.

NOTED: the school continued to send out parent newsletters. Most communication with parents was by email. Members of the SLT were also present at the school gate to talk to parents. The school remained in regular contact with pupils isolating at home.

11. School Improvement Plan

NOTED: the updated SIP as circulated by email. **The Chair stressed the template was provided by the LA to meet their own expectations and those of Ofsted. Whilst the Governing Body did not need the level of detail required by OFSTED and the LA the Head had provided one document suitable for all stakeholders.** The Headteacher advised that key priority 7, RE and Collective Worship had been added to the SIP on the advice of the Diocese. The evaluation and next steps column had been updated and RAG rated to show progress, which was broadly on track as far as the school was concerned. **One governor stated that the SIP had evolved into an accessible document and this view was echoed by all present. Governors asked if the SIP could be presented to the next T&L Committee so they could consider progress made?**

AGREED: the SIP would be considered at the next T&L Committee meeting.

Action: H. Darrell/ Clerk

NOTED: school trips had not happened physically because of COVID 19, but video trips had taken place as previously noted. Governors felt that this creativity should be acknowledged in the SIP and the action should not be RAG rated as red for total inactivity.

12. Policies

NOTED: the Admission Arrangements and Child Protection (safeguarding) policies circulated with the agenda.

12.1 Admission Arrangements – some governors felt that, whilst the document was factually correct, it did not sell the school or have any value as a marketing tool. The meeting discussed the statutory requirement for the document as worded, the value that some would-be parents placed on the document and those that were more likely to be won over by focused marketing material. **Some governors felt that the Admissions Policy should be easier to find on the school website.**

NOTED: The Diocesan VA Schools Checklist referred to EHCP and SIF, but a governor could not see them as part of the Admissions Policy. The Headteacher confirmed that



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the SIF had been updated, but not circulated as it was not part of the policy document. **Governors debated the acceptability and value of words such as “normally” and “usually”. Legally they were considered valuable words, but an agreed definition of them would be useful in the future.**

AGREED: the policy.

12.2 Child Protection – the policy was based on the CCC model document.

AGREED: the policy.

13. Review of Vision and Value Statements, Governor Visits and Monitoring Activities

NOTED: The Chair highlighted the positive developments in the school since the vision and values were first drawn up. A number of governors had now attended DfE, LA or Diocesan training and as a result there was a clearer idea of what should be included in the vision and values, though some governors felt it was more of a mission statement than a vision. A new Vision Statement and set of values had been drawn up and circulated with the agenda. The previous values were now included as lived values. The words had changed to meet stakeholder requirements, but the sentiments remained the same. The biblical verse had changed to John 10:10. The Chair was seeking feedback on the new version and, ultimately, approval of the same.

NOTED: the meeting discussed the accessibility or otherwise of the biblical verse chosen. **Some governors felt it was difficult to explain and not inclusive when taken in context. Broadly governors approved the sentiment of the three values, but also questioned their wording and the accessibility of the language used.**

AGREED: to accept the Vision and Values in principle, subject to further review of the accessibility of language used and a further review of the biblical quotation used as a strapline. **The Chair thanked Virginia Weston for her work with the Diocese and the Foundation Governors for their input.** Further revisions to the vision and values would be presented to the governing body in due course. **Action: B. Jones**

NOTED: the monitoring and visit reports covering SIAMS and SEND as circulated with the agenda. There were many other monitoring conversations taking place, as noted during the meeting, that had not been formally reported or the reports of which had not been provided to the Clerk for inclusion on the FGB agenda or consideration by one of the two committees.

AGREED: the Chair and the Clerk would discuss ways of capturing and reporting on Governor Monitoring Visits and Activity. **Action: Clerk**

14. Church Schools

NOTED: the SIAMS review would not take place until Summer 2021. Other matters relating to church schools and the regular meetings of the Foundation Governors had been discussed under item 13 above.



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15. Governor Training

NOTED: the governor training log circulated by email and the increased amount of training being undertaken by governors. **The value of Zoom for training and governor conferences was highlighted by governors. A governor also highlighted the value of NGA training in terms of content and use of time.**

NOTED: some governor training had yet to be captured on the log. The Chair thanked Sarah Abrey for her efforts in compiling the record and promoting training opportunities to fellow governors.

16. AOB

16.1 LAIG

NOTED: the LAIG was formally closed on 23/10/20. Rosemary Sadler had written a positive letter commending the work of the school. **The Chair praised the Headteacher for her openness, honesty and clarity in responding to the demands of the LAIG and the needs of the school. The school was now appropriately focused on high quality teaching. Thanks were owing to the Head and the staff for all their efforts. The school's use of The Write Stuff, as championed by the Deputy Headteacher, was being quoted by other schools. Whilst the removal of the LAIG signaled the positive distance travelled by the school, it was also the removal of a security blanket for the governing body, which was now responsible for monitoring the school without the oversight of the LAIG. Russell Re Manning echoed the Chair's comments and also thanked the Chair for her efforts in assisting in the development of the school. Governors asked if the school would still receive visits from LA advisors? The school confirmed it would, as it paid for their support, but the visits would be less frequent.**

17. Date and Time of Next Meeting

NOTED: The Chair thanked everyone present for their efforts and support and wished everyone a happy festive season.

AGREED: as Tuesday, 30th March 2021 at 6.30pm via Zoom.

[After the meeting, this date was revised to Tuesday 23rd March 2021 at 6.30pm, being the revised date agreed by the FGB at its September meeting]

The Meeting concluded at approximately 9pm

Drafted by: Jacquie Watts
Clerk To The Governors
9th December 2020

Approved by The Governing Body on:

Date:



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Signature (Chair):