



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 6.30pm on Tuesday 15th September 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, Tom Auld (Associate Member), Andrew Blake (Associate Member), Suranga Chandratillake, Helen Darrell (Headteacher), Eleanor Carne, Stephanie Fityan, Nick Giesler (Associate Member), Simon Jarvis, Russell Re Manning, Alex Smith (Associate Member) and Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk), Stefanie Florczyk (Deputy Headteacher), Katie Barron and Katie Sharkie (Governors pending appointment).

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

1. Apologies for Absence

NOTED: apologies for absence were received from Pippa Savage, Michael Beckett and Liam Kelly (Associate Member). Tom Auld (Associate Member) tendered apologies for late arrival in advance of the meeting.

AGREED: to accept apologies as tendered.

2. Declarations of Interest

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

3. Election of Chair

NOTED: Beverly Jones was nominated and seconded. There were no other nominations.

AGREED: unanimously to elect Beverly Jones as Chair for the Academic Year 2020/21 and until the first FGB meeting of the autumn term 2021.

4. Election of Vice Chair

NOTED: nominations for the role of Vice Chair were sought. Hilary Aldred and Stephanie Fityan had served as co Vice Chairs for 2019/20, but both felt there were limitations on their time in the current academic year. Hilary Aldred would only be able to take on the role while the school remained open.

AGREED: to elect Hilary Aldred and Stephanie Fityan as co Vice Chairs for the time being and until the next meeting of the FGB, when the item would feature on the agenda again. Hilary Aldred would resign from the role if the school had to close again.

Action: Clerk

NOTED: a parent governor election was pending. The Clerk outlined the procedure to



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be followed.

5. Minutes of Previous Meeting – 7th July 2020

NOTED: the minutes as circulated with the agenda.

AGREED: the minutes of the previous meeting held on 7th July 2020 as a true and correct record. 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. 4 refers)** – the Chair had yet to identify mentors for the four newly appointed governors and the Associate Members appointed during the year. She would endeavour to do so as soon as possible.
Action: B. Jones
- **Confirmation of Extension of Term of Office (Min. 5 refers)** – the meeting had extended the terms of office for Beverly Jones and Eleanor Carne for a year from 7th July 2020. The Chair had advised the Diocese accordingly, but the Diocese had subsequently advised it would only support extensions until the end of the Spring Term 2021.
AGREED: the extended terms of office for Eleanor Carne (CSoc Foundation) and Beverly Jones (Diocese Foundation) be amended to cover the period from July 2020 to the end of the Spring term 2021. Both governors could contact their nominating bodies to seek a further term of office.
Action: B. Jones/ E. Carne
- **Minutes of Previous Meeting (Min. 6 refers)** - Eleanor Carne had been advised she could not email details of the "Cultural Passport" to the Headteacher because of GDPR. She could, however, email a blank template.
AGREED: that Eleanor Carne should email a blank template of the "Cultural Passport" to the Headteacher.
Action: E. Carne
AGREED: as per the previous minute, the T&L Committee would consider Cultural Capital when it met in the new academic year.
Action: Clerk/ H. Darrell
- **Minutes of Previous Meeting (Min. 6 refers)** – the income generation group had been convened by Tom Auld and would report to the F&P Committee.
Action: T. Auld
- **Minutes of Previous Meeting (Min. 6 refers)** -the Headteacher had provided all new governors with the password to access NGA training.
- **Minutes of T&L Committee Meeting (Min. 8 refers)** – Virginia Weston had observed the Learning Platform training and found it useful. She would feedback her findings to the next T&L Committee.
Action: V. Weston
- **Minutes of F&P Committee Meeting (Min. 9 refers)** – as per the previous minute, COVID 19 related additional expenditure would be an item on the next F&P Committee agenda.
Action: H. Darrell/ Clerk
- **Appointment of Additional Committee Members (Min. 10 refers)** – the Clerk had added the agreed additional members to the Committee membership lists.



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- **Policies (Min. 11 refers)** – the Headteacher had amended the Lettings and Fire Safety policies as agreed.
- **Headteacher's Report (Min. 12 refers)** – September re-opening had been considered by the Business Continuity Group. The Headteacher had checked the school's levels of PP funding and found they were in keeping with CCC funding.
- **School Improvement Plan (Min. 14 refers)** - measurable targets had been added to the plan where appropriate and the school had agreed the plan with Anne Fisher on 10th September, but further information had to be added. **Governors were keen to see the revised SIP because of its significance to OFSTED. In response to questions from governors, the difference between the SIP and the SEF was clarified and it was confirmed that the plan contained a built-in monitoring column for governors.**
AGREED: the Headteacher would submit the SIP to the next meeting of the T&L Committee. **Action: H. Darrell/ Clerk**
AGREED: the Headteacher would circulate a list of the school's improvement priorities to all governors and place them on the school website. **Action: H. Darrell**
- **Annual Schedule of Meetings for 2020/21 and Governors Roles and Responsibilities (Min. 16 refers)** – the FGB meeting agreed for 30th March 2021 would be taking place in the Easter Holidays.
AGREED: the FGB meeting scheduled for 30th March to be moved forward to 23rd March 2021 at 6.30pm. The Clerk would amend the agreed schedule of meetings and recirculate it with these minutes. **Action: Clerk**
NOTED: only one governor had written the brief pen portrait required for the school website.
AGREED: as a matter of urgency, all governors would write a brief pen portrait of themselves to go on the school website and be shared with other governors and forward them by email to the Chair. **Action: all governors**
AGREED: Alex Smith would review the governor section of the school website to ensure it met statutory requirements. **Action: A. Smith**
- **Curriculum Presentation (Min. 18 refers)** - Stefanie Florczyk had yet to circulate the reading and writing guide to all governors via email. **Action: S. Florczyk**
NOTED: a governors' guide to The Write Stuff did not exist, but the school guide was informative.
AGREED: the Clerk could include Stefanie Florczyk in the circulation of draft FGB minutes for information purposes. **Action: Clerk**

6. Governor Details and Attendance Register for 2019/20

NOTED: the attendance register for 2019/20 as circulated with the agenda.

AGREED: the Clerk would amend the register to show that the four newly appointed governors were 'in attendance' at the July 2020 meeting, although their attendance levels as full governors would either be calculated from this meeting onwards, or after confirmation by the school that they had completed their DBS and Section 128 processes.

Action: Clerk



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AGREED: the 2019/20 attendance register, subject to the above amendment.
7. Identification of AOB AGREED: Nick Giesler and Katie Barron would raise the role of SEND link governors under item 17 on the agenda.
8. Pecuniary Interest Declaration NOTED: the standard annual declaration circulated with the agenda and the NGA model circulated by the Chair via email. The Clerk advised she had received only a few completed annual returns. The Chair confirmed she had received returns from the majority of governors, but had yet to share them with the Clerk or school. Michael Beckett had yet to complete his return. AGREED: the Chair would ensure that all outstanding returns were completed and sent through to the Clerk and the school. Action: B. Jones
9. Code of Conduct NOTED: the Code of Conduct circulated with the agenda. AGREED: by all members present, that they had individually signed, read and understood the code and would adhere to it.
10. Review of Standing Orders and Committee Terms of Reference NOTED: the previous year's SO and Committee TOR as circulated with the agenda. Governors felt the two committees should have similar delegated powers and that the committees' terms of reference should more closely resemble one another. AGREED: pro tem, the Terms of Reference for the F&P and T&L Committees, but both documents should be referred to their committees for further review and any recommended changes should be brought back to the FGB for agreement. Action: Clerk NOTED: that although governors had temporarily waived standing orders with regard to virtual attendance at meetings during the pandemic, the previous year's standing orders contained a limitation on governors' virtual attendance that would apply once the pandemic was over. The meeting discussed the pros and cons of virtual meetings and video attendance. A governor questioned the frequency of meetings listed in the SO v. the number of actual planned meetings. AGREED: the Standing Orders as presented, but Hilary Aldred should redraft the section 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 to be brought back to the FGB for approval. Action: H. Aldred



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11. Membership of Committees and Governor Responsibilities

AGREED: membership of the F&P and T&L Committees, and link governor responsibilities (11.1, 11.2 and 11.6) as follows:

Governor	Type	Teaching & Learning	Finance & Personnel	Link
Helen Darrell	Headteacher Ex-Officio	√	√	
Michael Beckett	Foundation - Vicar Ex-Officio		√	Staff Wellbeing
Beverly Jones	Foundation (Diocese)		√	Arts & Culture Health & Safety
Kate Sharkie	Foundation (Diocese)		√	
Katie Barron	Foundation (Diocese)	√		SEND
Eleanor Carne	Foundation (CSOC)			Church School
Simon Jarvis	Foundation (CSOC)	√		English
Virginia Weston	Foundation (CSOC)	√		Church School
Hilary Aldred	Foundation (CSOC)		√	Safeguarding
Sarah Abrey	Staff	√		
Stephanie Fityan	Local Authority	√		Early Years
Russell Re Manning	Parent		√	Pupil Welfare
Pippa Savage	Parent	√		
Suranga Chandratillake	Co-Opted	√	√	Curriculum English
Andrew Blake	Associate	√		Science, Technology, Engineering, Maths (STEM)
Nick Giesler	Associate	√		SEND
Liam Kelly	Associate		√	
Tom Auld	Associate		√	Fundraising
Alex Smith	Associate	√		Activities outside the classroom & PTA.

AGREED: the Chair would discuss link roles further with Simon Jarvis and Virginia Weston



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and continued membership of the T&L committee with Stephanie Fityan.

Action: B. Jones

The list of roles and links would be published on the school website and included in the governing body strategy leaflet.

Action: H. Darrell

11.3 HTPM

NOTED: the Headteacher's review had taken place in July as recommended by the LA.

AGREED: future reviews would be conducted by the Chair, Hilary Aldred and Russell Re Manning. Tom Auld's possible involvement in future HTPM panels would be considered by the panel.

Action: B. Jones/ HTPM Panel

11.4 & 11.5 Discipline and Grievance Panels

AGREED: discipline and grievance panels should be convened by the Chair on an ad hoc basis.

11.7 Pay Progression

AGREED: pay progression to be considered by Hilary Aldred, Simon Jarvis, Suranga Chandratillake and Andrew Blake. A meeting needed to be convened before the end of October.

Action: Pay Progression Group

11.8 Foundation Governors

AGREED: the eight Foundation Governors would meet on a termly basis and report back to the FGB. The first meeting would be convened by Eleanor Carne.

Action: E. Carne

AGREED: Church Schools would be a standing item on all FGB agendas.

Action: Clerk

12. Minutes of T&L Committee

NOTED: there had been no meetings of the committee since the last FGB meeting. The next scheduled meeting of the T&L Committee was 6/10/2020.

13. Minutes of F&P Committee

NOTED: there had been no meetings of the committee since the last FGB meeting. The next scheduled meeting of the T&L Committee was 17/11/2020.

14. School Re-Opening Update

NOTED: the document circulated with the agenda and the oral update from the headteacher, including a list of building works that had taken place over the summer.

Governors asked questions about the building works. It was noted that CSoC apparently felt the LA had not appropriately involved CSoC in the installation of the extractor fans. It was felt this was a matter for the LA and CSoC to resolve between themselves.

Governors reported positive feedback from staff and pupils to the building



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improvements. Governors questioned the school's longer term premises strategy. A strategy document existed and had previously been shared with the F&P Committee. **Some governors felt that existing plans related more to need than vision and the school needed a more strategic plan for its buildings.**

AGREED: the Headteacher would share the existing premises plan with all governors.

Action: H. Darrell

NOTED: the arrangements for the school's re-opening in light of COVID 19, including staggered arrival times and school dinner arrangements. Premier was running lunchtime activities for children and the school was operating the After School Club. The school was operating at full capacity. If staff went off sick, arrangements would need to be reviewed. The school was limiting the number of adult visitors to the school. It's risk assessment was under constant review. The new curriculum was being implemented and the school was assessing pupils to identify knowledge and skill gaps.

Simon Jarvis left the meeting at this point.

NOTED: in response to questions from governors, home learning arrangements and the use of Google Classroom were discussed.

NOTED: the school had not received the number of September enrolments it was accustomed to (possibly because of a reduction in visiting academics) and the school roll total was currently 163 pupils. **Governors expressed concern at the size of the roll, which was believed to reflect a reduction of 60 pupils from the nominated roll, equating to £200k. [After the meeting it was confirmed by the school that the number was in fact 47].** This would have a significant impact on the school's finances. **Governors would need to consider matters and re-model the school's finances. Governors queried the impact of COVID 19 on pupil numbers and asked if other schools had experienced similar reductions. Governors suggested marketing activities for the school, but other governors highlighted the extensive marketing already undertaken** and the school pointed out that its finances were dependent on the number of pupils on roll as of the census date of 1st October.

AGREED: the Headteacher would ask if other local schools had experienced a similar decline in numbers.

Action: H. Darrell

Simon Jarvis rejoined the meeting at this point

NOTED: governors who were parents felt that the start of the academic year had been positively managed by the school and had been well received by parents and the broader community. Parents especially appreciated the timely sharing of information by the school.

NOTED: a governor stated the school should not refer to Home Learning but to Distance Learning. It was felt that the T&L Committee was better placed to debate this point.

AGREED: The Headteacher would share information on Google Classroom with governors.

Action: H. Darrell



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AGREED: The Headteacher and Chair of Governors would decide how best to respond to the significant reduction in pupil numbers. **Action: B. Jones/ H.Darrell**

15. Policies

NOTED: the review of policies and the KCSIE documents circulated with the agenda. The Headteacher intended to submit policy approvals that were behind schedule to committees across the autumn term. **A governor queried if the Safeguarding Policy needed to be updated and agreed for the year?** The Headteacher confirmed it had already been updated several times since the July FGB meeting because of COVID 19 advice, but she had delayed sharing the current version with governors because of the need to include further government advice that had only recently been received.

Another governor queried if all staff had signed up to the policy and how other governing bodies were verifying staff signatures if they could not physically visit the school? The Clerk advised that some governing bodies were accepting the Headteacher's confirmation that all staff had signed the policy, others were reviewing documents with office staff via phone or video links. **Other governors were aware of schools using online verification processes that both staff and governors had access to and that recorded staff agreement.**

AGREED: the existing School Safeguarding Policy (as referred to in the July minutes) was valid for the current academic year, including the additional agreed sections re. COVID 19, but the Headteacher would circulate the latest version by email to all governors for agreement at the next FGB meeting. **Action: H. Darrell**

AGREED: Hilary Aldred would talk to Paula Ray regarding methods for review of the Single Central Record and verification that all staff had signed the Safeguarding Policy. **Action: H. Aldred**

AGREED: the majority of governors present had read and understood the KCSIE documents. Stephanie Fityan and those governors not present needed to do so as a matter of urgency and email the Clerk to confirm that they had read and understood the documents. **Action: S. Fityan, T. Auld, M.Beckett, P Savage**

16. Safeguarding Issues and Communications with Parents

NOTED: the oral update from the Headteacher. The whole school had received safeguarding-update training (including COVID 19 issues) in September and staff were signing to indicate they had read and understood key documents. The school had noticed an increase in child protection cases.

NOTED: the newsletter to parents was being sent out, albeit less frequently than during lockdown.

NOTED: other issues under this item had been discussed under items 14 and 15.

NOTED: the Chair thanked Alex Smith for creating and delivering the Governors' annual Report. The meeting discussed how and when the report might be updated and other



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possible recipients.
17. Governor Monitoring Activities, including Governor Visits and COVID 19 Business Continuity NOTED: the reports circulated with the agenda, including notes from the Business Continuity Group. A report on Church Schools had been circulated via email by the Chair. NOTED: Nick Giesler and Katie Barron as the SEND link governors had undertaken Special Needs Training and would be meeting with the SENCO the following week. They queried whether they should meet in person or via video-link? They also raised concern regarding confidentiality issues. It was confirmed that meeting arrangements should be discussed with the SENCO, likewise confidentiality boundaries. Their written summary report could be fed back to the T&L Committee. AGREED: the chair would circulate guidance notes on link governor practices to all governors. Governors should not normally contact their school links until October and should then aim to link up once per term. Action: B. Jones NOTED: governors asked if a video-link meeting could be held so link governor arrangements, and possibly school data, could be discussed in a small group? AGREED: The Chair and Headteacher would discuss how best to induct link governors. Action: B. Jones/ H. Darrell
18. Church Schools NOTED: as previously noted, a report on Church Schools had been circulated via email by the Chair. The meeting discussed SIAMS. AGREED: as per item 11 above, Church Schools would be a standing item on all FGB agendas. Action: Clerk NOTED: a governor raised the matter of how the school's values matched the values of the Church. It was confirmed that governors would need to reflect on that. Russell Re Manning and Virginia Weston were currently reviewing and mapping the links between the school's agreed values and those of the broader Church of England. This would be brought back to the FGB in due course.
19. AOB NOTED: the Chair thanked all governors for their hard and enthusiastic work between formal meetings. The Governing Body asked for its thanks to be forwarded to all staff for the efforts they were making during the pandemic. Action: H. Darrell
20. Date and Time of Next Meeting AGREED: as Monday, 7 th December 2020 at 6.30pm. It would be agreed nearer the time, and subject to school and government advice, whether the meeting would be held at



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the school or via Zoom.

The Meeting concluded at approximately 8.45pm

Drafted by: Jacquie Watts

Clerk To The Governors

17th September 2020

Approved by The Governing Body on:

Date:

Signature (Chair):



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Agreed Dates (Revised) for FGB and Committee Meetings at St Paul's CE Primary School 2020-21

Autumn Term 2020

Full Governing Body	Tuesday 15 th September at 6.30pm
T&L	Tuesday 6 th October at 3.45pm
F&P	Tuesday 17 th November at 9.00am
T&L	Tuesday 1 st December at 3.45pm
Full Governing Body	Monday 7 th December 2020 at 6.30pm

Spring Term 2021

T&L	Tuesday 26 th January at 3.45pm
F&P	Tuesday 23 rd February at 9.00am
T&L	Tuesday 9 th March at 3.45pm
Full Governing Body	Tuesday 23 rd March at 6.30pm

Summer Term 2021

T&L	Tuesday 18 th May at 3.45pm
F&P	Tuesday 22 nd June at 9.00am
Full Governing Body	Tuesday 6 th July at 6.30pm