

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIA ZOOM ON 23 September 2020 AT 7.30PM**

Governors Present: Marie Gardner (Chair for the meeting), Karenza Nutley (Co Chair), Christian Amadeo, Sam Brown (Associate Governor), Ryan Ellett (Associate Governor), Tracey How (Headteacher), Liz Martin, Gillian McGuire, Catherine Seward and Shamus Williams.

Also in Attendance: Jacquie Watts (Clerk)

The meeting was quorate.

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

Action By:

1.	<p>Apologies for Absence</p> <p>NOTED: Apologies for absence were received from Gabrielle Edwards and Suzanne Summerhayes as both were on holiday.</p> <p>AGREED: to accept all apologies received.</p>	
2.	<p>Declarations of Interest.</p> <p>NOTED: there were no declarations of interest in relation to the meeting's agenda.</p> <p>NOTED: annual declarations of interest had been received from: Christian, Amadeo, Sam Brown, Ryan Ellet, Marie Gardner, Liz Martin, Karenza Nutley, Catherine Seward and Shamus Williams.</p> <p>AGREED: all governors who had not yet done so would complete the annual declaration of interests as a matter of urgency and email them to the school and the Clerk.</p>	GE/ TH/ GM/ SS
3.	<p>Identification of AOB (item 18 on the agenda)</p> <p>AGREED: to take "Appointment of Governors" under AOB, after the election of Vice Chair.</p>	
4.	<p>Minutes of Last Meeting – 15th July 2020 (item 3 on the agenda)</p> <p>NOTED: the minutes (parts I and II) of the full governing body meeting held on 15th July 2020 and circulated with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Minutes of Last Meeting (min. 6 refers) – the issue of the LA and the school bus had been put on hold as changes to bus procedures as a result of the COVID 19 situation meant the original issue was no longer pressing. The matter could be reviewed at a later date if required. No further action was required in the meantime. • Minutes of Last Meeting (min. 6 refers) – The Headteacher confirmed Gillian McGuire had sent her signed copy of the acceptable use policy to the school. All actions on this matter were now complete. • Minutes of Last Meeting (min. 6 refers) – Catherine Seward had 	

	<p>completed the governor audit form.</p> <ul style="list-style-type: none"> • Minutes of Last Meeting (min. 6 refers) – the FGB minutes of 20th May had been signed by the Chair for the meeting and delivered to the school for safekeeping. • Resources Committee Minutes – 2nd July 2020 (min. 7 refers) - The Chair had rewritten the minutes as publically available part I minutes and confidential part II minutes and re-submitted them for ratification to this meeting of the FGB as item 4 on the agenda. • Correspondence (min. 10 refers) – following the correspondence from Smarties, the Headteacher and Marie Gardner had met with Smarties and the LA. Further information was now awaited from Smarties. Discussion would take place when it was available. • Staff Questionnaire (min. 14 refers) - the chairs had referred to the questionnaire in their end of term email to all staff and mentioned that it would be discussed in the training days at the start of the new term. This was done. • Annual Schedule of Meetings 2020/21 (min. 18 refers) - FGB meetings now commenced at 7.30pm. • Annual Schedule of Meetings 2020/21 (min. 18 refers) - standing orders had been amended to reflect the COVID 19 position and would be considered under item 6 on the agenda. • Governor Training and Briefings (min. 19 refers) – governors who had undertaken training over the summer were reminded to notify Gill McGuire as the current training lead. • Approval for Capital Expenditure (min. 21.1 refers) – the school proposal had been placed on the shared governor drive. <p>AGREED: the minutes of the previous meeting held on 15th July 2020 as a true and correct record of the meeting. They would accordingly be signed by the Chair for the meeting and delivered to the school for safekeeping.</p>	MG
5.	<p>Minutes of Meetings of Resources and Curriculum Committees (item 4 on the agenda)</p> <p>NOTED: no meetings of the committees had been held since the last meeting of the FGB. As minuted above, the Chair had rewritten the minutes of the 2nd July 2020 Resources Committee as publicly available part I minutes and confidential part II minutes and re-submitted them for ratification to this meeting.</p> <p>AGREED: to ratify the Resources Committee minutes of 2nd July 2020.</p>	
6.	<p>Election of Vice Chair (item 5 on the agenda)</p> <p>NOTED: no one wished to take on the role of Vice Chair. The role was considered less essential than it might otherwise have been as there were currently two co-chairs.</p> <p>AGREED: not to elect a Vice Chair for the time being.</p>	
7.	<p>AOB – Appointment of Governors (marked as item 18 on the agenda)</p> <p>NOTED: following Ed Gibbes stepping down at the end of last term, there were now two co-opted governor vacancies. Appointments to the vacancies would be</p>	Clerk

	<p>an item on the December FGB agenda and Associate Members were asked to consider if they wished to stand. The school was also looking for governors who were not parents, as it was felt the governing body already had many parents on it. Ways in which the vacancies might be advertised were discussed. The Chairs would review the Skills Audit to see where there were any skills gaps. In the meantime Sam Brown’s term of office as an Associate Member had come to an end.</p> <p>AGREED: unanimously, to consider the re-appointment of Sam Brown as an Associate Member for a further period of twelve months as part of this item.</p> <p>AGREED: to the re-appointment of Sam Brown as an Associate Member for a further period of twelve months ending on 22/9/21.</p>	<p>SB/ RE</p> <p>MG/ KN</p> <p>Clerk</p>
<p>8.</p>	<p>GB Standing Orders (item 6 on the agenda)</p> <p>NOTED: the documents circulated with the agenda. The previous year’s Standing Orders had been amended to take into account the need to have virtual meetings during the pandemic. It was also proposed that additional items, as circulated, be included from the current CCC model Standing Orders</p> <p>AGREED: all proposed changes to the Standing Orders. The Clerk would combine the proposed amendments into a single document, date it appropriately and circulate the revised standing orders to all governors.</p>	<p>Clerk</p>
<p>9.</p>	<p>GB Code of Conduct (item 7 on the agenda)</p> <p>NOTED: the code of Conduct circulated with the agenda.</p> <p>AGREED: All governors present indicated they had read and would abide by the Code. The Clerk would contact those governors who were not present to ask them to confirm their acceptance and adherence to the code by email.</p>	<p>Clerk</p>
<p>10.</p>	<p>Committee Structure, Committee Terms of Reference and Appointments to Committees and Statutory Link Roles (item 8 on the agenda)</p> <p>10.1 AGREED: there would be no change to the committee structure. The FGB would continue with a Resources Committee and a Curriculum Committee.</p> <p>10.2 NOTED: the committee terms of reference circulated with the agenda.</p> <p>AGREED: the following amendments to the Resources Committee TOR -</p> <ul style="list-style-type: none"> • Documents to be circulated 7 days in advance of the meeting, but where necessary, financial documents could be circulated 3 days in advance in order for the most up to date data to be considered. • An additional clause should be added to indicate the committee would ensure the school was compliant with all statutory duties, including GDPR. • The clerk would amend the TOR as per the above and circulate it with the minutes. <p>AGREED: the following amendment to the Curriculum Committee TOR –</p> <ul style="list-style-type: none"> • Under “Assessment and Improvement”, Assessment Policy to be replaced by Assessment Procedure. 	<p>Clerk</p>

	<ul style="list-style-type: none"> • The examples of external reviews of the school to include SIAMS as well as Ofsted and local school improvement advisers. • The current committee chair would amend the policy and re-circulate it. <p>10.3 NOTED: the proposed committee and panel members list as circulated with the agenda.</p> <p>AGREED: membership and appointments as follows:</p> <ul style="list-style-type: none"> • Curriculum Committee – G McGuire (Chair), L Martin (Vice Chair), G Edwards, T How, K Nutley, C Seward. • Resources Committee – M Gardner (to chair until new Chair appointed), S Brown (Vice Chair), C Amadeo, R Ellett, T How, S Summerhayes. • Pay Committee – K Nutley, G Edwards, S Summerhayes • Headteacher Performance – C Amadeo, S Summerhayes. • Staff Dismissal Committee - K Nutley, G Edwards, S Summerhayes. • Appeals Committee – S Williams, G McGuire, L Martin. • Health and Safety Link Governor – R Ellett • Safeguarding Link Governor – L. Martin • SEND Link Governors – S Brown, G Edwards • Smarties Link Governor – G McGuire • PTA Link Governor – C Seward • Training Link Governor – M Gardner <p>AGREED: If an appeal related to a member of staff associated with the class of a governor’s child then an alternative governor could be substituted. Karenza Nutley would check with Suzanne Summerhayes that she was in agreement with her appointments. The Chair would circulate the revised list of appointments (as above) to ensure that everyone was content with arrangements.</p>	<p>KN</p> <p>KN MG</p>
11.	<p>Governor Annual Attendance Figures 2019/2020 (item 9 on the agenda)</p> <p>NOTED: the 2019/20 attendance record circulated with the agenda. The Chair commented on the excellent attendance of governors during the pandemic. The clerk asked if everyone was content with the document as an accurate record as it would be published on the school’s website.</p> <p>AGREED: the 2019/20 attendance record as circulated for publication on the school website.</p>	<p>TH</p>
12.	<p>Correspondence (item 10 on the agenda)</p> <p>NOTED: no correspondence had been received.</p>	
13.	<p>Headteacher’s Report (item 11 on the agenda)</p> <p>NOTED: the documents available on the governor drive. Governors were invited to ask questions. Governors queried the £4k increase in staffing costs and how the school would deal with it? The Head said it was a result of the government granting a higher than budgeted pay award to staff. It was a nice gesture, but schools had to pay for it. She would be meeting with Ray Byford to discuss options.</p> <p>AGREED: the £4k increase in staffing costs would be discussed by the</p>	

	<p>Resources Committee</p> <p>NOTED: Governors commented on the sense of calm at the school, but asked how staff were feeling? The Headteacher confirmed that well-being was discussed at every staff meeting. No one had raised any issues and she hoped if someone was unhappy they would say so. The staff governor commented that everyone was doing their best. It was stressful and some of the required ways of teaching because of COVID 19 were alien to good teaching practice, but staff were supporting one another and felt supported. Governors asked if the COVID 19 procedures were appropriate and whether staff felt safe? The staff governor commented that all felt as safe as could be expected. She did not think any more could be done and staff were maintaining social distancing. Governors reiterated that all felt calm and well-organised and children felt things were normal, except for the frequent need to wash hands. Pick-up and drop-off arrangements seemed to be working. The meeting went on to discuss the role of volunteers. The Head stressed that staff were working beyond the contractual norm, with lunch breaks reduced to forty minutes and staff having to cover at lunch times.</p> <p>NOTED: Governors queried fire drill arrangements? A drill had been conducted in July to make sure arrangements would work. A drill, whilst maintaining social distancing, would be carried out the following week. In the event of a real fire bubbles could not necessarily be preserved. Governors asked if pupils would need to isolate if bubbles were not maintained? The school confirmed that isolation would only be necessary in the case of an identified COVID 19 infection. Governors commented that the tone of letters to parents and children was good and reassuring.</p> <p>NOTED: Governors queried reading arrangements in light of COVID 19? Pupils were not able to browse books in the library, but books had been placed in each classroom that children could choose from. Books would be swapped at half term when they could be quarantined. Reading was a focus in every classroom and the school was encouraging parents to read with children at home. Governors highlighted that Royston library was now open and children could select books from there.</p> <p>NOTED: school attendance figures for the first week were 97.8% and well above the national average of approximately 88%. The Head added that the school hoped to use some of the pandemic experiences to benefit the school after COVID 19 was over.</p>	MG
14.	<p>Safeguarding (standing item) (item 12 on the agenda)</p> <p>NOTED: the safeguarding link governor was now Liz Martin. She would be undertaking training to support the role. She had already visited the school to talk to the Headteacher and was aiming to visit once per half term. Marie Gardner was also booked to take safeguarding training.</p> <p>NOTED: the KCSIE documents circulated with the agenda.</p> <p>AGREED: All governors present confirmed they had read and understood the KCSIE documents. The Clerk would email those governors who were absent to ask them to confirm they had read and understood the documents.</p>	clerk
15.	Governor Training and Briefings (marked as item 16 on the agenda)	

	<p>NOTED: Governors were asked to ensure the training record was up to date. A few items needed to be added and documents needed to be merged to create an ongoing annual record. Details of how to book training were in the shared training folder. The Chair encouraged everyone to sign up for events and the Clerk reminded everyone about the publicised annual briefing events, one of which would be recorded so all governors could watch it at their leisure. Gillian McGuire would be attending a briefing on 30th September 2020. The Chair would prepare a rota for governors to attend the termly briefings so at least one governor from Steeple Morden would be present for an actual event.</p>	<p>GM/ MG</p> <p>MG</p>
16.	<p>Arrangements for Headteacher Appraisal (marked as item 17 on the agenda)</p> <p>NOTED: discussions were ongoing and meetings had taken place. The next step was to arrange a meeting to review the past year and set targets for 2020/21. This would probably take place in early October 2020.</p>	<p>CA/ SS</p>
17.	<p>AOB (marked as item 18 on the agenda)</p> <p>NOTED: AOB had been discussed under minutes 3 and 7 above. There were no further items to discuss.</p>	
18.	<p>Date and Time of Next Meeting (marked as item 19 on the agenda)</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday 9th December 2020 at 7.30pm either at the school or by ZOOM.</p> <p style="text-align: right;">The meeting finished at approximately 9.05 pm</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
25th September 2020

Approved by the Full Governing Body on:

9th December 2020

Date:

Signature (Chair):.....

