


Pennington C of E Junior School

Full Governing Body Meeting

Thursday 22 October, 2020 at 5.30 p.m. Via Zoom

 Pennington C of E Junior School FGB Minutes including Confidential Item	Meeting 1 22nd October, 2020
Present: Kirstie Richards (KR) Head teacher Tony Lowman (TL) Co Chair Co-opted Sam Patton (SP) Parent Karen Simpson (KS) Chair Co-opted Peter Williams (PW) LA Rachel Noel (RN) Foundation George Kidner (GK) Foundation	In Attendance: LA Clerk: Lindsay Ratcliffe
Apologies: Helen Campbell (HC) Staff Stuart Kingsley-Smith (SKS) Co-opted	Meeting was Quorate at all stages.

Minutes

Challenge Support Impact Actions

Action Grid

Minute	Subject	Action Point	By whom	When?
2	Pecuniary Interests	Check and confirm interest via Gov Hub	All Govs	ASAP
4	Matters Arising	Skills Audit to be completed	Most governors	ASAP

7	Governor's Action Plan	Clerk to check: parents as co-opted governors Induction Pack: Find and update	LR PW	ASAP ASAP
10	Skills Audit	To be circulated and completed	Clerk/Govs	ASAP

	Item	Action
1	<p>Welcome, Apologies and Prayer</p> <p>All were welcomed, RN led governors in a prayer.</p> <p>Apologies as noted above were accepted.</p> <p>No apologies had been received from SN</p>	
2.	<p>2.1 Declaration of Pecuniary Interests (full declarations)</p> <p>RN: Governor PIS</p> <p>Clerk directed governors to Governor Hub and the area where they could check Pecuniary Interests are up to date. Governors to confirm on Hub. Clerk to share instructions to allow governors to do this. It is a statutory requirement that this information is published on the school website so must be up to date.</p>	
3.	<p>Approval of Minutes</p> <p>3.1 Meeting held: 16th July, 2020</p> <p>Minutes were approved of a true and accurate record of the meeting. To be filed and signed when appropriate. (Zoom meeting)</p>	
4.	<p>Matters arising (not dealt with elsewhere on this agenda)</p> <ul style="list-style-type: none"> • An action from previous meeting was around the BM's contact; sadly, today BM handed in notice (3 months). This is devastating for the School and it is with great sadness that her resignation has been accepted. • Reduction in PAN: letter submitted 7th September 2020. It is with an adjudicator as the school cannot reduce numbers without agreement • Working party: roles of governors: to be discussed later • Skills Audit: Only three received; outstanding audits – Form is available for download on Governor Hub; to be forwarded to Clerk 	
5.	<p>Report of Resources Committee</p> <p>Much of this discussion was confidential: as such this section will remain confidential and will not be included in the published minutes</p> <p>Summary:</p> <ul style="list-style-type: none"> • Budget and its ramifications were discussed • Documents around this can be viewed by Governors on Gov Hun in Finance Folder 	

	<ul style="list-style-type: none"> • The budget submitted demonstrates the school is able to move along for 2 years with a deficit, however in Yrs 4 and 5 the deficit increases significantly • Reality around this is a reduction in the number of pupils. Forward projection for this financial year had included 16 pupils who have left for legitimate reasons • There had been a meeting with LA and HT and Co-Chair: it become obvious that in the short term the only option was to embark on restructuring. • Restructuring process will begin formally January 2021 and the restructure will be in place for September 2021 – there will be a significant number of redundancies • Even with restructuring, this does not help projections in years 4 and 5. • Approval of restructuring must be obtained from FGB. <p>There was discussion around this, the impact on the staff and the school and the wider community. Governors agreed it was the tenacity and professionalism of the staff which had kept the school going over the last few years. Governors would like to put together something to present to the LA. This will happen during the coming week.</p> <p>Proposition: Draw a line between years 1 to 3 and 4 and 5. TL would like to attempt to deal with LA at the highest level taking a calm but clear and distinct position. Any response or suggestions from the LA must be in writing. TL to meet with KR.</p> <p>Budget needs to be submitted with restructuring in place, governors are required to approve this as well as restructuring: process to begin January 2021.</p> <p>HT explained the loss of income from 16 children amounts to £54,000. This has hit the school hard Governors agreed this approach is right, timescales are given and it is with the LA how the future of the school moves forward. Governors described this as heart-breaking, there has been no constructive engagement from the LA. Governors are working hard for the long term good of the children and the community. There was discussion around vision and ethos and that the ethos of the school would not change. There is much work to be completed.</p> <p>All governors agreed with the proposition.</p>	
6.	Future Strategic Planning This was included in the discussion in the previous Item. This Item remains confidential	
7.	Governors' Action Plan Co-Chair and HT had met with LA, reviewing school's current position. KS has also met with Gordon Duff and discussed the future FGB training. The working party has drawn up plans for governor development and the strategic way forward. The FGB development plan and Governor Monitoring Planning has been drawn up and is directly linked to the work of the HT/SIP. 7.1 Agree areas of responsibility including Chair of Committees Roles and responsibilities were discussed; the necessity of all governors to be proactive was emphasised.	

Training has been arranged for 8th December, this clashes with the FGB but will take precedent. There was discussion around if the training would be face to face or online. The preference of members is online, particularly due to Governors shielding. Chair will go back to Governor Service with this proposition. It is very much hoped this training will be bespoke to PJS.

The Governing Body is aware of other RI school receiving leadership/ school to school support from National Leaders in Education (NLE)/ teaching schools. Governors queried why the school has not received such support. It was also noted that Teaching Schools have extra funding to support schools that need it during Covid. Governors are disappointed that the school is not receiving support and may have missed out on the funding and leadership development opportunities. The lack of support and lack of input from this area was noted. HT has been awaiting a phone call from Derek Myers (LA) on the above for the past two weeks.

Governors Roles and responsibilities:

There was discussion around the roles and responsibilities of Governors. A governor has been researching into Wellbeing including identifying a Webinar for training in this area and is keen to take on this role which is new to the governing body. Others confirmed areas in which they would like to take a responsibility (see below)

There are vacancies for Parent Governor and Co-opted Governor. Parent Governor election process is underway. There was discussion around this topic. One applicant will be invited to take place on governing body as a co-opted member, with FGB approval, if she is happy to do so. There will only be one parent for election; therefore, subject to the usual checks, this parent will be invited to join the governing body.

Clerk will check if there any restrictions around governors who is also a parent being co-opted by governing body (numbers of parents who are also governors)

- Co-Chair: KS/TL Deputy :PW
- Chair Finance Committee, PE : SKS
- Chair SIT, Wellbeing, Maths: PW
- SEND, Safeguarding, Pupil Premium, Attendance: KS
- Designated Training Governor (DTG),
- Maths: GK
- Science: SP
- Curriculum, RE, Collective Worship, PSHE, Siams: RN

Succession planning was discussed as this is necessary for the governing body going forward as well as the area of the wider curriculum. Ofsted look at 2 areas of wider curriculum. It was suggested governors responsible for this area do the same – select 2 subjects per term.

It was reiterated the importance of all governors being proactive. KS will meet with any governor who is not engaging to discuss the situation.

7.2 Monitoring Visits

GK to contact PW regarding school visit : English lead

	<p>How to ensure regular contact with the school and subject leaders was discussed in light of the pandemic.</p> <p>Governors are concerned for staff and pupil welfare. It was suggested a diary be collated each term to be shared with HT and staff for approval of visits, #/meetings.</p> <p>Looking at books was seen as a tricky area as these are in constant use by the children.</p> <p>Induction of new governors was discussed. All governors are given training (which is currently on line) when they first join. PJS had an induction pack personalised for the school produced a number of years ago. This will be updated and shared.</p> <p style="text-align: center;">18:56 TL left meeting</p> <p>Governors wanted to offer their congratulations to BM – her achievements had been highlighted in Hampshire’s online magazine; she had achieved distinctions in 47 objectives on the course she has been following, making her one of the top ten business professionals in the country in her area.</p>	
<p>8.</p>	<p>Report of SIT Committee</p> <p>This meeting took place after the school had been back for only 3 weeks.</p> <p>Visit with Maths lead, but all has moved forward since then; there was discussion during the visit around the unnatural manner of teaching, with children sitting in rows as well as for the difficulties this brings for the teachers. LSA’s are unable to move around the room freely to support various individuals or to take separate groups as they had done in the past.</p> <p>Children appear to have settled well back into school and much assessing, testing and quizzing is taking place to discover where the children are now. For many, this has been a seven-month absence.</p> <p>The new Maths system: Herts for learning, together with White Rose Maths, is in place and working well. This system better meets the needs of PJS pupils than other systems.</p> <p>The committee also reflected on the fact that subject leaders are unable to move from room to room to observe quality of teaching and learning</p> <p>HT explained that now using masks and staying for no more than 15 minutes this is now a possibility. Observations were not appropriate during the first half term as staff and children settled into a routine.</p> <p>Now it feels the school is back to some sort of normality</p> <p>Formal Assessment has not yet taken place – children appear to have forgotten things and relearning is a focus. Other assessment processes have been undertaken to provide a clear baseline.</p> <p>Phonics in the lower school is firmly embedded and following the training on Phonics at the start of the year, staff are actively enjoying these lessons and the enthusiasm of the staff is mirrored in that of the children.</p> <p>Wellbeing: the bubble system is hard on staff as they get little or no time away from their classes.</p> <p style="text-align: center;">19:06 TL re-joined the meeting</p>	

	<p>That a Wellbeing Governors role is being developed is very significant at this time.</p> <p>There is much concern at this present time around the workload of the HT and how she can be supported.</p>	
<p>9.</p>	<p>Head Teachers Report</p> <p>9.1 Impact of Covid measures 9.2 Progress of School Improvement Plan 9.3 Review Progress towards Ofsted Action Points</p> <ul style="list-style-type: none"> • Reading is a priority • Phonics is well embedded in the lower school • Explicit teaching and reading/planning around this. There is a lot of enthusiasm around this • The same will happen in Upper school – this should help the lower 20% who are not SEND • Staff to be shared (social distanced) to allow catch up • PJS has looked at how this can happen and that risk is mitigated. • Fluency: embedded reading curriculum – children enjoy this • Training of staff in September: Fluency and Phonics • Herts for Maths and White Rose – combination forms a good basis for PJS pupils. Examples were shared around how this works for children. • There is lots of catch up going on • Y3 have a low base around Maths – in general are working well • Bottom 20% of pupil's who are not also SEND – this is an area of focus • Children in rows is affecting teaching – unnatural! <p>Governors asked about online learning?</p> <p>Google classroom is to be used – this is a better system; it will be live after half term. A 2-day plan is in place with resources ready if children need to isolate. Children who are self-isolating will be provided with work.</p> <p>How is the £80 per head to support learning being used?</p> <p>This is used for intervention</p> <ul style="list-style-type: none"> • Matin Beales (Hants) met with Pupil Premium (PP) lead • All PP pupils have a key worker • Writing is an issue – many have not used a pen at all over last seven months! • Children are working at year group behind, previous learning is being reinforced • Residential has been cancelled – hopefully can be replaced by an activities week <p>Is there any data you can share which is relevant for Governors?</p> <p>There are basic predictions, but it is better to wait for actual tests.</p> <p>SEND Governor had a joint meeting with SEND governor at PIS as SEND Co is now shared. The focus of the meeting was to consider effective joint working arrangements around SEND.</p>	

10.	<p>Church & Community News</p> <ul style="list-style-type: none"> • Planning is in process to share a Remembrance Service on line • Similar planning for Christmas • Community Groups are not meeting at present • Collective act of worship is being delivered to the school on line each week • Church services are being held in the church building 	
11	<p>Policies</p> <p>Health and Safety: this had been amended and was approved</p> <p>Approval of Pay Policy: Model Pay Policy (Hampshire) had been received and adapted for use at PJS. Policy approved</p>	
12.	<p>Clerks Update</p> <p>12.1 Governance Update</p> <ul style="list-style-type: none"> • Vacancies: this had been addressed earlier in the meeting (Item 7.1) • Governors were directed to an Item circulated regarding SEND funding -Consultation on Banding Framework: there is an opportunity for governors to have their say. Included with the questionnaire, is an information pack around the consultation. The final date to submit any views is 6th December 2020. Item to be placed on noticeboard: Governor Hub • Making Sense of Autism – training for governors. See noticeboard Governor Hub for details. • DfE Governance Update. This is in the same folder under the item sent on 15th October. Changes can be found on pages 8 – 12 of the document. <p>Training</p> <ul style="list-style-type: none"> • Governors can look through training section of governor hub and book themselves on any appropriate training • FGB training had been discussed (Item 7) <p>12.2 Correspondence</p> <ul style="list-style-type: none"> • None received 	
13	<p>Impact of Meeting</p> <ul style="list-style-type: none"> • Agreement reached about next steps for PJS • Governor’s roles established • Agreement that all governors need to take an active role • Clear view of the situation around Covid – measures in place and how education can continue if there is a further lockdown • The importance of wellbeing of HT, staff and pupils 	

