


**Pennington C of E Junior School**

**Full Governing Body Meeting**

**Thursday 16<sup>th</sup> July, 2020 at 4.30 p.m. Via Zoom**

 <p><b>Pennington C of E Junior School</b> <b>FGB Minutes</b></p>	<p><b>Meeting 5</b> <b>16<sup>th</sup> July, 2020</b></p>
<p><b>Present:</b></p> <p>Kirstie Richards (KR) Head teacher</p> <p>Tony Lowman (TL) Co Chair Co-opted</p> <p>Sam Patton (SP) Parent</p> <p>Karen Simpson (KS) Chair Co-opted</p> <p>Peter Williams (PW) LA</p> <p>Rachel Noel (RN) Foundation</p> <p>Helen Campbell (HC) Staff</p>	<p><b>In Attendance:</b></p> <p><b>LA Clerk:</b></p> <p>Lindsay Ratcliffe</p>
<p><b>Apologies:</b></p> <p>George Kidner (GK) Foundation</p> <p>Susan Hotine (SH) Parent</p> <p>Sandy Negrescu (SN) Foundation</p> <p>Stuart Kingsley-Smith (SKS) Co-opted</p>	<p><b>Meeting was Quorate at all stages. 7/11 and 6/11 when individuals left virtually</b></p>

**Minutes**

**Challenge Support Impact Actions**

**Action Grid**

Minute	Subject	Action Point	By whom	When?
5	Contract	Specific Contract to be produced	PW/HT	ASAP
6	Reduction of PAN	Letter to be drafted and shared	TL	ASAP

7	Message to Staff	Thanks and Congratulations email	KS	ASAP
10	Skills Audit	To be circulated and completed	Clerk/Govs	ASAP

	Item	Action
1	<p><b>Welcome and Apologies</b></p> <p>All were welcomed and thanked for their attendance. Apologies had been received and where accepted. RN led governors in prayer.</p>	
2.	<p><b>2.1 Declaration of Pecuniary Interests (relating to this agenda)</b></p> <p>RN: Governor Pennington Infant School</p>	
3.	<p><b>Election of Chair/Vice Chair</b></p> <p>Both Co chairs had indicated they would be happy to stand again under the same agreement – shared responsibility. No other nominations had been received. Clerk gave governors a final opportunity to self-nominate. None received.</p> <p>To ensure quoracy, each nominee left the meeting individually to allow for discussion/approval. Each was approved unanimously. KS and TL agreed to continue as Co-Chair</p> <p>PW was invited to continue as Vice Chair (FGB) he accepted this nomination and will continue in post for the coming academic year.</p>	
4.	<p><b>Approval of Minutes</b></p> <p><b>4.1 Minutes</b> had been shared via Governor Hub prior to the meeting. These were accepted as an accurate account of the previous meeting apart from one typo which will be amended prior to filing (section 5). No matters arising</p>	<b>Clerk to file</b>
5.	<p><b>Report of Resources Committee</b></p> <p>SKS had requested that TL report in his absence.</p> <p>Minutes had been shared via Governor Hub Prior to the meeting. Key Points were highlighted and the opportunity for questions given.</p> <ul style="list-style-type: none"> <li>HT will be teaching 2 days per week: there is no alternative due to budget constraints</li> <li>Budget remains unchanged to that which was approved at the last FGB</li> <li>There was discussion around reasons for deficit and the cost of long-term absence</li> <li>It was agreed that the number of pupils entering the school has the greatest impact on budget.</li> <li>It was agreed that governors/school have done as much as can possibly be done. The efforts of the staff have ensured the school is just about financially viable.</li> <li>SEND Co – colleague was to act in this capacity in a shared role between PJS and PIS. HT has had a meeting and it was confirmed the schools will share. There will be a meeting around the handover of pupils and at this time the logistics of the role will be discussed. HT confirmed that a plan needs to be in place for September start. PIS have some concerns that this cannot be</li> </ul>	

	<p>achieved in time. HT is confident that it can. There will be documentation/audit completed initially. Shared SEND Co will benefit the children and both schools.</p> <ul style="list-style-type: none"> <li>• Additional costs around COVID 19 measures: claimed all that is possible – amounts have not been confirmed yet. There will be no additional payments for staff who worked over the Easter break.</li> <li>• Payments to third parties had been discussed</li> <li>• PAN – further discussion later</li> <li>• The cost of some materials purchased (phonics) had been covered by a generous donation to the school</li> <li>• Resource Provision: all that had been previously agreed had been received</li> <li>• Confidential Item was referred to: this item is no longer confidential therefore it was explained that Little Wrens, who had previously met in a part of the school were no longer meeting there. The premises are not compliant with Health and Safety due to work carried out by the preschool – the preschool had carried out work without permission and the standard of this work was unsatisfactory. TL had completed a report. Decision had been made not to ask them to make right/repair the premises as any work completed to date was so poor.</li> </ul> <p>A governor informed the meeting that Little Wrens have looked at new premises and may ask for references. The report will be passed to the governor to be shared</p> <ul style="list-style-type: none"> <li>• The repairs to the building will be completed voluntarily; the only cost will be materials. Repairs will be completed to an appropriate standard.</li> <li>• Health and Safety: path repaired, there had been a review of sports/play equipment. Much work is needed in this area however the BM is currently looking into the possibility of a grant being available.</li> <li>• Pay and Hours of the Business Manager were discussed and the possibility of her working on a 52-week contract. The importance of flexibility around her hours was discussed as she works over and above her contracted hours during term time therefore, she should not be expected to be in school every day during school holidays. It was agreed a contract linked to the specific needs of the school could be drawn up. <b>PW will assist in the production of the contract.</b> This was agreed by all governors.</li> </ul>	
6	<p><b>Future Strategic Planning</b></p> <p>It was explained that with sufficient children in the school, the school could breakeven. At the moment this is unlikely and consideration for a reduction of the PAN to 30 is necessary. This was discussed with leaders from Winchester at an earlier meeting and was not warmly received.</p> <p>This is a difficult situation. County requires vacant places to be available in school but funding for the empty places is not available.</p> <p>The Infant school had applied unsuccessfully to reduce its PAN</p> <p>It is possible to begin the process as the school is not viable without this change. There was discussion around how to proceed and the advice of a governor with experience in this area was requested. The advice was to engage in conversation with the local authority and to proceed with caution.</p> <p>Further discussion continued: question was asked is it worthwhile expending time and energy on something which is unlikely to succeed?</p> <p>The outcome was that <b>Co-Chair would draft a letter to Eric Halton explaining</b> the circumstances and questioning the way forward ; that it was necessary for the school and local authority to work together.</p> <p>The importance that the LA also understand the children at PJS and the need for the level of support was also discussed. The school is unique in this area.</p>	
7	<p><b>Head Teacher's Report:</b></p> <p><b>7.1 Update</b></p>	

Ofsted and School Improvement Plan Priorities:

- Reading- work has been completed in this area – books labelled identifying phonics, online reading available and books for those without access to an online facility. Rising Stars KS1/2 – reading and learning online.
- Staff Training
- Maths – Herts for learning Maths scheme has been purchased – this will help. White Rose Maths is in place
- Writing. Plans in place for lower school
- System of testing when the children return. Need to understand where the children are now - at this point in time.

Although there is a lot of concern around the time when children have not been in school a comparison was made with the New Zealand Earthquake. Children were out of school for a longer period of time. Moving forward when they returned to schools, the gaps were not as significant as expected. All will have been learning something.

- Wider curriculum – mid-term plans – SMI considers they are on track
- Music – this area of learning is difficult at the moment
- Focus will be on the lowest 20% of children who are not SEND
- Further development of SENDCo is high priority
- Resource Provision – if PJS gets this right it could become a growth area for the school and a major area for development
- Working closely with the Infant school will be an ideal situation – the ability to produce plans which would carry through both key stages, with systems that dovetail.
- Assessment is a further area for development – there is a need to embed and refine
- Behaviour in school continues to be a focus
- PSHE: considering if this meets the needs of the current situation?

### 7.2 Recommendations around reopening school

Lots of information is available from the DfE and between now and September it is likely even more information and guidance will become available. The NCETM (National Centre for the Excellence in Teaching of Maths), Curriculum and English researchers are sending info out.

Governors enquired how they could support the school improvement plan?

Governors will produce their own plan, review the roles of Governors, look at whole school governor training opportunities. **A working party will look at this.** PW and RN will join this group.

Collective worship is an issue at the moment. Date to meet during the Summer was considered for the working party. Decision reached that they should meet during the week of 24<sup>th</sup> August, actual date to be confirmed. Governors are aware HT must have a complete break from school.

If Governance is to be effective governors must be prepared for change and consider succession planning. Skills Audit to be completed by governors. (See Item 10).

Lockdown period has been successful over 105 days only one complaint was received. The whole team at PJS have done an incredible job.

Governors asked about the welfare of the staff?

	<p>Staff are exhausted. There was an explanation around end of year celebrations, the limitations around this area and how they would be overcome. This includes Y6 having a socially distanced Drive in Movie Night!</p> <p>A governor highlighted and congratulated the HT around a letter received from AS Head of Ofsted paragraph around PJS and the work of the HT was personally crafted – governor had never seen one so positive.</p> <p>School will be ready to receive a visit from Martin Beales in the Spring term .</p> <p>Co-Chair will write a message to be shared with all staff congratulating and thanking them for their work this year</p> <p>When the school reopens in September:</p> <ul style="list-style-type: none"> <li>• Pods of children (classes)</li> <li>• Lunches will be eaten in classroom</li> <li>• Assembly will be in class</li> <li>• Effective collective worship via Zoom</li> <li>• Before and After school care: there will be an Upper School and Lower School Club; attendance will have to be consistent, sign up system will be in place, there will be no opportunity for drop in child care</li> </ul> <p>Governors asked about football and could this be run?</p> <p>Need to look at guidance this may be possible but staffing could be difficult as this could become another bubble.</p> <ul style="list-style-type: none"> <li>• There will be staggered starts for children based on surname (alphabetical groups), this is in line with the Infant School.</li> </ul> <p>Further thanks were expressed to HT and staff for the work they have done this year in very difficult and challenging times.</p>	
8	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Audit is to be completed for submission no later than September 30<sup>th</sup>, 2020.</li> <li>• There are some concerns round some families over the summer holiday – the school is not able to offer anything during this time.</li> <li>• Vulnerable families have been visited</li> <li>• Free School Meals Vouchers in place – parents have been contacted to collect the vouchers</li> <li>• Ideas were discussed : suggestion that a leaflet be produced with contact numbers s=such as Childline</li> <li>• Youth clubs are not running through the summer</li> <li>• Colleagues will be in school one day earlier to allow for some transition time with the current Y2 – this allows them a day in school without other pupils and is used successfully in Secondary schools.</li> <li>• Keeping Children Safe Training will be shared with staff and governors. An online training was completed by staff during half term</li> </ul>	

	<ul style="list-style-type: none"> <li>FGB have agreed that the SSIT Committee can approve the Safeguarding Audit prior to its submission as the first FGB will not take place until October.</li> </ul>	
9	<p><b>Church and Community News</b></p> <p>Minister has found this period difficult as she is shielding. Online church has been very popular with higher numbers attending. There is concern that at this time there will be redundancies within the community and the problems and issues this can cause. Organisation of large-scale events such as the Christmas Fayre is on hold.</p>	
1 0	<p><b>Clerks Update</b></p> <p><b>10.1 Governance Update</b></p> <ul style="list-style-type: none"> <li>Approve Terms of Reference (TOR) Terms of Reference were agreed with basic amendments to Date and that papers will be shared prior to meetings via Governor Hub.</li> <li>Confirm Committee Membership</li> <li>Confirm Governor Responsibilities: <b>NGA Skills Audit to be completed by all Governors</b>. Clerk will circulate this. This is just a quick questionnaire to allow gaps in skills to be identified to ensure future governors offer appropriate skill set.</li> <li>Clerk identified some appropriate local trainings available via Webinar and in the local area – pointed governors to Governor Hub/ Hampshire/Training for full details. Any governor can apply for training as they feel is appropriate. Although a price appears for the course governors do not pay as this is part of the agreement with Governor Services.</li> <li>Vacancies/End of term of Office (Governors) Two vacancies – co-opted – skill set ideally fund raising/finance; Parent Governor: this will arise in September.</li> <li>Confirm meeting dates 2020/21</li> </ul> <p><b>HT to look at dates and give final confirmation. Clerk will share with all via Hub.</b></p>	
1 1	<p><b>Impact of Meeting/Dates:</b></p> <ul style="list-style-type: none"> <li>Useful discussion around PAN</li> <li>Agreement reached around Business Managers Contract going forward</li> <li>Verified information around shared SEND Co</li> <li>Clarity on Governor Training (working party)</li> <li>Holding leaders to account: effective</li> <li>There was recognition of the work completed by all staff during this difficult time and this was appreciated</li> </ul>	
	Meeting Closed 18.26 . Date for next meeting: <b>to be confirmed</b>	

Commented [LR1]: Please can we finalise these dates, I will add them and share with all