



Malvern Wells CE Primary School
 Minutes of the Full Governing Body Meeting
 Thursday 22nd October 2020 6.30pm by Zoom

ACTIONS

Item	Action	By whom	By when
4	Ask PB if he is willing to continue as Vice-chairman	FS	FGB 3 Dec
5	Fill in Declaration of Interest forms and send them for the Clerk to record	All governors DS	Over half term
8	Start feasibility study on becoming an academy - Tim Reid talk to governors	AE, Tim Reid	When new guidance is released
8	Invite Helen Attree to join the RE/CW Committee	DB	This term
8	When policies kept in the Governors Secure area are approved, send pdf copies to the Clerk	AE	Ongoing
8	Put these into the Governors Secure area	DS	Ongoing
8	If policies are currently held in both the public and governors' areas, remove them from the governors' area	DS	TLS 11 Nov
8	Check whether the admin area can be accessed from Safari without permission	AE & FS	This week
8	Hold meeting focussed on Progress against Ofsted report	FGB	FGB 3 Dec
8	Rearrange Project Board meeting	AE	Next week?
9	Check how Facebook broadcasting page is working	AE	Over half term
9	Contact potential source of free video	AE	Over half term
9	Lessen the number of contacts staff have between bubbles	AE & staff	Next half term
9	Ensure all children can access online learning	AE	Over half term
9	H/T report to be in full for 1 termly meeting and short for 2 nd termly meeting to reduce headteacher workload	AE	FGB 3 Dec
9	Include a summary of teaching in the SDP and areas for development	AE	When working on it
9	Send corrected version of TLS mins to Clerk	SP	TLS 11 Nov
9	Monitor building work	CR	Over half term
9	Contact a builder re leaking front windows	CR and Chris Sheppard	Half term
10	Add the need for more training in Talk for Writing to the SEF	AE	When working on it
12	Write up link governor email meeting	SP	TLS 11 Nov
12	Link subject leaders and link governors by email	AE	Over half term
12	Link governor email meeting re English	AM & JA	TLS 11 Nov
12	Review Standing Orders for the FGB	FS	FGB 3 Dec
12	Read "Keeping Children Safe in Education" and inform DS	AM, PB	Next week
14	Sort out dates of FGB a & committee meetings for 2020-2021	FS & AE	This week
15	Discuss appointment of parent governor	FS, AE, DS	TLS
16	Link governor to discuss RSE with PSHE lead	FS & Stevie Sharrock	TLS
19	Check dates of FGB & Committee meetings	FS & AE	TLS



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 22nd October 6.30pm
By Zoom

Present: Jen Alford, Dave Bruce, Alison Earp, Lorna Lymer, Ali Mesley, Sarah Pawson, Frances Surridge (Chair), Colin Robbins, Helen Routledge

In Attendance: Dinah Sage (Clerk)

The meeting was recorded as the Clerk's internet connection was poor

1) Apologies for absence

Apologies were received from Peter Boydell

2) Prayer

Led by DB

The chair was taken by the head

3) Election of chairman

FS is willing to stand for another year.

Frances Surridge was unanimously elected as Chair

The chair was taken by the chairman

4) Election of vice-chairman

FS will ask PB if he is willing to continue as vice-chairman, and the election was postponed.

5) Declaration of pecuniary or other interests

Governors were encouraged to sign and return the Declaration of Interests forms.

6) Procedure for signing documents agreed at remote meetings

Governors agreed that, rather than minutes being signed, the Clerk will minute that they have been approved.

7) Approval of minutes of meeting held on 09th July

Page 5 change from "evaluating children" to "assessing children"

With this alteration, the minutes of 09th July were approved as an accurate record.

8) Matters arising from the minutes of 09th July

Action	By whom	By when	Progress
Add policies for each subject to the public area on the website	AE & staff	When updated	Ongoing

Rewrite TOR for TLS Committee	FS	FGB Autumn 1	Completed
Ask staff to check whether they have had MMR vaccinations	AE	Next week	Completed
Re-advertise for a parent governor, changing the wording	DS	Early Autumn term	See Item 15
Start feasibility study on becoming an academy - Tim Reid talk to governors	AE, Tim Reid	When new guidance is released	Ongoing
Change signatories for Devolved Capital a/c to Alison Earp, Frances Surridge and Jen Alford	AE	Over summer	Changed to Alison Earp, Jen Alford and Julie Matthews
Invite Helen Attree to join the RE/CW Committee	DB	This term	Not yet
Read safeguarding PowerPoint and sign sheet at next meeting	Governors and AE	FGB Autumn 1	See Item 12
<i>6.40 Clerk joined</i>			
Link governors make visits	Governors	Autumn term	See Item 12
Put action plans for all subjects in Governors Secure area	AE	Over summer	Ongoing
Circulate policies for comment by email <ul style="list-style-type: none"> • Behaviour and Discipline Policy • Teaching and Learning • Charging and remissions policy • Complaints policy Admissions arrangements 2021-2022	FS, AE, Governors	Governors need to approve these policies by the end of term	See Items 12 & 14
Put policies above in governors Secure area	DS	Before Sept FGB	See Note 1
Ask Primary Site to sort out problem with accessing the school website using Safari	AE	This week	Now works, but FS reported that she can get into the admin area
Hold meeting focussed on OFSTED?	FGB? TLS?	Autumn 1	Autumn 2 FGB
Have SEF ready for the Autumn 1 FGB	AE	Autumn 1 FGB	Completed
Remind about the Wednesday TED day	AE	Before 4 Nov	In newsletter
Meet to discuss items for the next agenda	FS & AE	Next week	Completed
Sort out minutes over ten years old for disposal	DS	Next week	Completed

Decide on dates of FGB a & committee meetings for 2020-2021	FS & AE	Next week	Need checking
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Note 1

Clerk to upload those Policies which are kept in the Governors' Secure area, on receipt of a final pdf

Note 2

In reply to a question on Ofsted readiness, the Head reported that a review meeting with Helen Pretty and Tim Reid has had to be postponed because of self-isolation

9) Reports

• Head Teacher

The parent with expertise in marketing has set up a Facebook broadcasting page and put AE in contact with a potential source of a free video.

Governors asked what the effect on absence statistics will be when a bubble is self-isolating. The head has sought clarification from the attendance officer, who confirmed that this is covered by a special code, so that attendance statistics will only reflect non-Covid absences.

The question was raised of how to ameliorate the number of contacts in case a further incident occurs.

This has been discussed at an SLT debrief. It may be possible to limit crossover between bubbles, though this is difficult in a small school. For example, JA has been working on RWI with small groups throughout the school - these will be rearranged so they are taught by someone in their own bubble. AE's contact (teaching Class 4 and Class 2, and covering) needs to be addressed. Monitoring could be done from the classroom door - or - as a governor suggested, by video link. Books can be monitored wearing gloves. There is a problem of a TA also acting as a lunch-time supervisor. One of the staff absences was caused by a first-aider treating an infectious child - this could largely be avoided by having a first aider attached to each bubble.

Governors confirmed that PPE is available throughout the school.

A governor expressed surprise that two bubbles had to self-isolate, and asked whether it is necessary to close the bubble of a sibling.

The head replied that it is unusual for this to be necessary.

Hope was expressed that the learning provision will be better this time. Face to face contact as on Zoom helps provide structure to the day.

The school is adopting Google classrooms. It allows work to be submitted, marked and monitored. The teachers can work from home if necessary.

Class 1 will continue to use Tapestry.

A governor asked if all the children have internet access. The Head replied that checks are being made, and children can borrow Chrome books until the laptops provided by the DFE materialise.

Clarification was sought as the report says that Talk for Writing operates across the whole school, but also implies that it needs to be introduced to lower and middle abilities.

The Head explained that a different approach was used with last year's Year 6, but as this year's cohort needs the structure, Talk for Writing is being introduced.

Governors were very pleased with this report with its emphasis on teaching and learning and said that the next can be brief.

- **Teaching, Learning and Standards Committee**

Governors discussed in detail areas in which teaching needs to improve, and the training and mentoring used. They recommended that improvement should be included in the SDP for Ofsted, while acknowledging that it is difficult to assure anonymity in a small school.

As the difficulties came to light after the first version of the SDP was written, governors asked that actions to improve teaching should be included in the second version, with actions, monitoring and some measurement of success - eg percentage of lessons using Talk for Writing good.

These findings ought also to be in the SEF.

The minutes of the Teaching, Learning and Standards Committee meeting held on 12th October were approved as an accurate record, subject to correction of some typos.

- **Operations Committee**

CR gave an update on buildings

- Site visit postponed
- Work to be done over half term - Class 1 bay window, and high rectangular and round windows, then the library. The hall to be done last, as the scaffolding could be fenced off.
- CR to check work as AE is self-isolating
- The next phase of windows will not be done until February half term, but this will still be in the current financial year.

The rooves and windows highlighted by the condition survey have been repaired. The next priority is the fuse board. Governors will need to consider carefully what to request in the next funding bid, as 10% of the estimated £50,000 is not readily available.

The front windows are still not watertight. There has been some confusion as to who is contacting a builder.

Place Partnership checked that the loose stonework is fixed. Checks from the ground are limited.

The minutes of 08th October were approved as an accurate record.

10)SEF

The Head agreed to add the need for more training in Talk for Writing, which has become apparent during this half term

The English lead highlighted problems caused by the Covid restrictions. Best practice is to model techniques in the classroom. The TAs lead small groups and would also like support.

A governor asked whether the trainer could be outside the classroom, with an electronic link. This would not be as effective.

Governors consider that these difficulties should provide a valid explanation for Ofsted.

The Chair wondered whether these issues come up year by year, or whether they are because staff have new responsibilities. The approach to addressing the problem would be different.

The Head reported that the culture of sharing and collaboration means that need for improving is no longer seen as individual criticism, but as a contribution to the success of the school.

11)SDP

Governors are pleased to note that the SDP was available in good time and asked when data will be added.

The Head replied that the baseline has been done, and the tests will be repeated at the end of term. In common with other schools, most of the pupils were below ARE. This year the focus will be on in-year attainment, as the recovery curriculum narrows the gaps.

7.55 CR left

12) Governor administration

- **Confirm committee membership**

Governors agreed that the committee membership remains unchanged, with the proviso that DB will have to prioritise the Wyche, as the school has a new head.

- **Review Link Governors and expectations**
 - SP questioned Louis Luckman by email. This worked well
 - The Head will link subject leaders and link governors by email
 - AM to contact JA

- **Review Standing Orders for FGB**

FS will review the Standing Orders before the next FGB meeting

- **Approve TOR for Operations and Teaching, Learning and Standards**

Unanimously approved

- **Ratify policies approved by committees**

Approved

- **All governors to confirm they have read “Keeping Children Safe in Education”**
 - The following governors confirmed that they have read “Keeping Children Safe in Education”

- Jen Alford, Dave Bruce, Alison Earp, Lorna Lymer, Sarah Pawson, Frances SurrIDGE (Chair), Colin Robbins, Helen Routledge
- Confirmation is awaited from Ali Mesley and Peter Boydell

13) Approve Safeguarding Policy

The safeguarding Policy was unanimously approved

14) Admissions arrangements 2021 - 2022 and 2022 - 2023

The admissions arrangements were unanimously approved

15) Appointment of Parent Governor

To be discussed by the Head, Chair and Clerk

16) RSE (Relationships and Sex Education)

The Head explained that the Jigsaw PHSE scheme covers all RSE requirements. A governor asked if parents need to be informed - the Head said a template letter is going out.

The link governor should talk to Stevie Sharrock.

17) Items for next agenda

Ofsted next FGB

18) Any other business

None

19) Dates of FGB & committee meetings for 2020 - 2021

All meetings are at 6.30pm

NB Some of these dates need to be changed

Term	T L and S (Wednesday)	Operations (Thursday)	FGB (Thursday)
Autumn 1	30/09/20	08/10/20	22/10/20
Autumn 2	11/11/20	19/11/20	03/12/20
Spring 1	20/01/21	28/01/21	11/02/21
Spring 2	03/03/21	11/03/21	25/03/21
Summer 1	05/05/21	April tbc (budget)*	20/05/21
Summer 2	16/06/21	24/06/21	08/07/21

*Later confirmed as 22/04/21

Signed: Date:.....