



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 8th October 2020 7.00pm Microsoft Teams
AUTUMN TERM 2020 PART 1

1.

Present		Absence
Rachael Williams (Headteacher)	Philip Stanton	Jonathan Deakin NAR*
James Cartwright (Chair)	Gemma Watkins	Claire Denny NAR*
Keith Wilson (Vice Chair)	Rachel Richards	Molly Jensen NAR*
Sarah Mellor	Gary Boyles	Stephanie Cartwright
Cathy Swinnerton		<i>* NAR no apology received</i>
In attendance	Lynda Hewson Corinne Davies-Griffith	
Clerk	Nicola Tidball	

Due to virtual attendance via Microsoft Teams, governor attendance was noted electronically via the application (see attendance record). The Chair welcomed the governing body (GB) members to the meeting and all attendees consented to the meeting being recording for those absent.

2. Declaration of items to be discussed under Any Other Urgent Business

The following items were identified and agreed for discussion under any other business:

- New and updated DfE guidance.

3. Declaration of interest in any item listed on the agenda

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances, England) Regulations 2013, in any item listed in the agenda.

4. To report action taken under emergency powers by the Chair or Vice Chair

It was reported that it had not been necessary for the Chair or Vice Chair to act under their emergency powers.

5. Governor appointments

5.1 Governor resignation

Davinya Reddall, co-opted governor, has resigned with effect from 8th September 2020. The Chair thanked her for her support and hard work as a governor at Cheswardine Primary School and within the Goldstone Federation.

5.2 Co-opted governor vacancy

One nomination had been received from Cathy Swinnerton, an enquiry form had been completed satisfactorily and the GB agreed to the appointment unanimously, with a term of office ending on 8th October 2024.

6. Minutes

6.1 To receive and confirm minutes of the Summer meeting held on 2nd July 2020

The minutes of the meeting were approved by the GB, signed as a true record by the Chair and filed in the Federation Minute Book.

6.2 Matters arising from the minutes

The summary of actions list was discussed and the GB was updated as follows:

- 6.2.1** The Complaints Policy has been amended and updated on the school websites.
- 6.2.2** CPD monitoring is ongoing. Governors are informed regularly of available courses and have access to the UCS course list via the Shropshire Learning Gateway (SLG).
- 6.2.3** The Head confirmed no current need for additional H&S support, however the Chair of the BH&S Committee will continue to support with risk assessments when required.
- 6.2.4** No Link Governor virtual meetings have yet been arranged, although 3 governors have attended staff meetings.
- 6.2.5** All governors present confirmed they have read the DfE guidance on governing body responsibilities for wellbeing.

- 6.2.6** The Chair issued a thank you note and chocolates to all members of staff at the end of the Summer Term, which was received gratefully.
- 6.2.7** The Governor's Annual Report to Parents was issued on 15th July 2020. No parent feedback has been received.

7. School Performance

7.1 Headteacher's Update (Appendix A)

A start of term report had been issued and read by all governors prior to the meeting. The full Headteacher's Report will be issued in the second Autumn meeting in November.

- (C)** Has the remote curriculum development for staff been received?
- (I)** The Head confirmed that curriculum development is in place and being carried out.
- (C)** Has the staffing feasibility and child survey been carried out to determine Wraparound Care (WAC) viability?
- (I)** This has not yet been actioned and needs further investigation (**discussed later in agenda under item 10.0*).
- (C)** When will hot school meal provision be available at Hinstock?
- (I)** Discussions are underway with the School Cook with some solutions available. A trial will begin this half term. The GB discussed the requirement for pupils and the Head highlighted that COVID-19 safety issues are ongoing and difficult to operate for lunch provision.

7.2 Setting Targets and Evaluation (Appendix Booklet Item 6)

The updated school SEF's had been issued and read prior to the meeting. The Head summarised the academic goals and explained assessment so that catch up and aims for achievement can be planned. The Head explained the need for rebuilding stamina in reading, writing and mathematics. Target setting is ongoing and support is being determined.

- (C)** Despite the ongoing difficulties with obtaining performance data, will progress and attainment information be available for the upcoming Curriculum & Standards Committee meeting?
- (I)** The Head confirmed that this is in progress and data will be available for review.

7.3 Review of School Improvement Plan (SIP)

The updated SIP's had been issued and read prior to the meeting.

The Head explained that work is still required in some areas. This will be approved at the next meeting.

- (C)** The GB asked for clarification on the use of 'recovery curriculum' in Priority 1: The Quality of Education:
- (I)** The Head explained the need for recovery curriculum time and how staff have been prepared for allowing additional time to investigate and explore emotional responses, so that resilience can be rebuilt. This has been tied into the DfE guidance to overall support and achieve pupil development goals effectively.
- (C)** Will mental health observations be fed back to the school Wellbeing Leads?
- (I)** Records and logs are in place and these will be fed back to the Wellbeing Link Governor. Staff will be taking part in a mental health and wellbeing week to improve focus and monitoring.

8. Coronavirus (COVID-19) Recovery

The ongoing pandemic has significantly impacted on schools resulting in closure and extensive reorganisation of onsite provision. The GB have been informed of the arrangements made by the DfE, Local Authority and schools so that actions and decisions can be progressed.

8.1 School recovery and contingency planning

The Contingency Plan for Teachers (Appendix B) had been issued by the Head and read by the GB prior to the meeting. The Contingency Plan for Parents has since also been published and is available on the school websites. So far no parent feedback has been received.

- (C)** The GB queried the used of multiple channels of communication for parents which could possibly causes confusion:
- (I)** The Head explained the reasons and justified the need for offering different ways of communication and how this decision had been agreed with staff consultation. The Head highlighted that although different members of staff receive different contact from parent s,

- the Head receives all communications.
- (C) Are staff development needs being met for their requirement to teach online should the need arise?
 - (I) The Head explained how the teachers are being supported to be able to deliver online teaching and plans are in place.
 - (C) The GB asked for further clarification on the use of the 'home learning zone':
 - (I) The Head explained how a home learning zone will be operated and managed in the event of pupil isolation. The methods used will depend on the teacher's skill set and also the strength of the internet functionality, particularly at Cheswardine.

8.2 **Review of pupil and staff mental health from Wellbeing Link Governor**

- A report from the Wellbeing Link Governor was unavailable due to absence. The Chair informed the GB that the establishment of the role is still in its infancy.
- (C) The GB asked for details of the schools' Wellbeing or Mental Health Leads:
 - (I) The Head was unsure of the requirement for the role but informed the GB that 3 members of staff have received Mental Health First Aid Training. The GB discussed the requirement and advantages of having designated wellbeing leads within schools and the availability of training.

8.3 **Short-term strategic vision**

The Chair summarised the progress of the ongoing development for the Federation's new strategic vision, as detailed in the SIPs and how review was necessary to accommodate the impact of COVID-19. The GB has therefore discussed a more immediate short-term strategy and the Chair presented a draft statement, requesting feedback and input, particularly from staff governors, to ascertain achievability.

The staff agreed with the key points. GB agreed the importance of including mental wellbeing and the need to support everyone within the school community. The Head ensured that the GB understood the achievability of a broad and balanced curriculum, highlighting the uncertainty surrounding set timescales with the effects of COVID-19. The GB were informed of the possible questions raised by Ofsted during a visit about the curriculum.

The GB overall agreed with the draft vision and aims of the strategy and that regular review was vital to ensure achievability and accommodate new impacts from COVID-19.

The GB were advised of an upcoming NGA Strategy Development webinar taking place on 15th October 2020 at 4.00pm.

8.4 **Risk Assessment (RA) review**

- Risk assessments are currently up to date and available on the school websites.
- (C) The GB raised concerns through observation of the ongoing school road crossing issue and asked if it has been included in the RA:
 - (I) The BH&S Committee informed the GB that there is no progression as promised through the Highways funding. The Head explained the current safety measures in place during peak times and the GB discussed ways to improve safety in the meantime.
 - (C) The staff governors asked for an update on the use of the staff room during breaks:
 - (I) The Head confirmed the enforcement of the 'rule of 6' and that staff cannot cross between bubbles, therefore staff cannot mix during breaks. Alternative options have been offered however it was acknowledged that they are not ideal and therefore monitoring will continue.

8.5 **Complaints review**

A complaints summary had been issued and read by the GB prior to the meeting. The Head further explained the informal complaints and how solutions are being found.

9. **Safeguarding**

9.1 **Annual Safeguarding Report (Appendix Booklet Item 8)**

In line with DfE guidance, the GB received and considered the Designated Safeguarding Lead (DSL)'s compliance update to governors (Appendix C). The DSL is Rachael Williams and the Deputy DSL's are Gemma Watkins and Lynda Hewson (Hinstock) and Georgina Dunn and Sarah Jones (Cheswardine).

The GB was satisfied with the report.

9.2 **Review of KCSiE Safeguarding and Child Protection Policy (Appendix Booklet Items 7 and 9)**

A revised edition of Keeping Children Safe in Education came into effect from 1st September 2020. The GB confirmed that the guidance and associated policies had been read and a

safeguarding questionnaire has been issued to all governors via Microsoft Forms.

9.3 Appointment of Safeguarding Link Governor

The GB was reminded that this is not open to staff governors.

Rachel Richards was appointed as Safeguarding Link Governor with immediate effect and will attend Newly Appointed Safeguarding Link Governor training on 21st October 2020.

10. Cheswardine School Working Party (WP) update

The WP Chair summarised the ongoing development of a strategy to increase pupil number on role at Cheswardine Primary School. The GB discussed options to accommodate COVID-19 restrictions. The WP requested feedback from the Head to proceed with advertising plans and invited them to the next meeting. All information and marketing materials are available on SharePoint.

11. Information, Training and Development

The Clerk explained the Appendix Booklet by the LA, the GB confirmed that the booklet had been read and that the legislative changes had been noted. The GB were directed to the highlighted items:

1. *Disqualification Rules for being a School Governor*
2. *New Governor Induction Checklist*
3. *Delegation of Functions of the governing body to committees/review of committee terms of reference (Clerks' reference)*
4. **COVID-19: Full opening of schools - Key documents: Department for Education (DfE) and National Governance Association (NGA)**
5. *The appointment of designated Link Governors*
6. **Setting Targets and Evaluation: Assessment and Accountability**
7. *Policy Review*
8. **What should be included in the Safeguarding Report to Governors?**
9. **Revised Keeping Children Safe in Education guidance to come into force from 1st September 2020**
10. *Admissions Arrangements 2022/2023*
11. *Chairs and Clerks' Agenda Briefing – Autumn 2020*
12. *National Governance Association (NGA) – Access to support and CPD for Chairs and Clerks*
13. **LAC Link Governor for Looked After and previously Looked After Children**
14. **HR: Annual Salary Review – Autumn Term 2020/2021**
15. *Newly Qualified Teachers – 2020/2021*
16. *Local Admissions Forum (LAF) – update*
17. *Schools Forum – update*

12. Annual dates and times of governing body meetings

It was agreed that the meetings for the next twelve months would be held as follows (* venue subject to change depending on current DfE COVID-19 guidance)

Meeting	Date & Time
Full Governing Body	Thursday 19 th November 2020 7.00pm Microsoft Teams Thursday 18 th March 2021 7.00pm Hinstock School* Thursday 8 th July 2021 7.00pm Cheswardine School* Thursday 18 th November 2021 7.00pm Hinstock School*
Buildings, Health & Safety Committee	Tuesday 5 th November 2020 9.15am Microsoft Teams Tuesday 11 th May 2021 9.00am Cheswardine School* Tuesday 2 nd November 2021 9.00am Hinstock School*
Finance & General Personnel Committee	Thursday 22 nd October 2020 10.00am Microsoft Teams Thursday 11 th February 2021 10.00am Hinstock School* Thursday 10 th June 2021 10.00am Cheswardine School* Thursday 21 st October 2021 10.00am Hinstock School*
Curriculum & Standards Committee	Tuesday 3 rd November 2020 10.00am Microsoft Teams Thursday 25 th February 2021 10.00am Cheswardine School* Tuesday 22 nd June 2021 10.00am Hinstock School* Tuesday 14 th October 2021 10.00am Cheswardine School*
Salaries & Performance Management Committee	Wednesday 18 th November 2020 9.30am Microsoft Teams Wednesday 28 th April 2021 9.30am Cheswardine School* Wednesday 20 th October 2021 9.30am Hinstock School*

13. Any other urgent business

The following urgent business had been previously identified:

- 13.1 The GB were informed of updated guidance from the DfE. The information is available on SharePoint and via the DfE website:
- Revised Governors Handbook
 - Maintained Governance Role Descriptors 2020
- 13.2 The next Safer Schools meeting is scheduled for 19th October 2020 however confirmation is required due to COVID-19.

The Chair thanked everyone for their attendance, input and support.

Meeting closed at 8.45pm

Summary of actions/activities for Goldstone Federation FGB Summer Meeting 8th October 2020:

Agenda Item Number	Task	Responsibility / Timescale
7.3	Review and approve School Improvement Plans.	FGB 19 th November 2020
8.2	Distribute further Wellbeing information from LA. Implement Mental Health & Wellbeing Leads at both schools and set up links with Wellbeing Link Governor.	Clerk Staff Governors & Steph Cartwright 19 th November 2020
8.3	Finalise the Federation's Vision Statement and Strategy and incorporate into the SIP for approval at the next meeting.	Chair FGB 19 th November 2020
8.4	Update Risk Assessment with school crossing safety measures. Implement high visibility wear to staff who are present at peak times and offer to parents for pupil use. Contact Councillor Rob Gittins to ascertain stage of crossing upgrade.	Head 21 st October 2020 Head & Keith Wilson 21 st October 2020 Sarah Mellor & Phil Stanton
9.2	Complete Microsoft Forms Governor Safeguarding Questionnaire.	All governors 21 st October 2020
9.3	Attend Newly Appointed Safeguarding Link Governor training via UCS/CPD.	Rachael Richards 21 st October 2020 5.30pm
10.0	Share all Cheswardine Working Party information with Head and arrange date for next meeting.	Clerk 21 st October 2020
13.2	Confirm Safer Schools meeting.	Head 15 th October 2020

Chair:



Date: 19th November 2020