



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Monday 24th May 2021 at 4.00 pm via Teams

Attendance	
Amy Duncan (AD) Chair	Nicky Coates (NC) Associate
Andy Mayes (AM)	Rachael Groves (RG)
John Cross (JC) Chair P&F committee	Sam Pickard (SamP)
Liz Jackson (LJ) Vice Chair	Stephanie Praetig (SP) Head Teacher
Margaret Goodwin (MG)	Sue Cox (SC)
Mary Hillary (MH)	
Also Present: Donna Robinson (DR) Business Manager, Tina Jarvis (TJ) Clerk	

Attachments issued before the meeting are shown on page 6 of these minutes.	
1	<p><u>Apologies and welcome</u></p> <p>Julie Drew (JD) had sent apologies that she may not be able to join the meeting. This was accepted.</p> <p>The Governors welcomed Mary Hillary (MH), newly elected Parent Governor, to her first meeting and introductions were made.</p>
2	<p><u>Pecuniary & Business Interests</u></p> <p>MH advised Governors that she works for the Isle of Wight Council HR department. There was one Isle of Wight Council HR procedure due for review and adoption at the meeting (item 9.1).</p>
3	<p><u>Minutes of Previous Meeting & Matters Arising</u></p> <p>The minutes of the meeting held on 22/03/2021 had been distributed prior to the meeting. The minutes were agreed and will be delivered to the Chair for signing.</p> <p><u>Action Points</u></p> <ul style="list-style-type: none"> • Maths presentation – this action was to be covered at the next face to face meeting and was therefore carried forward. • Governor confirmations that they have read and understood the updated version of Keeping Children Safe in Education – one response had been received, one remains outstanding (SamP) • Vacancy on P&F committee – there had been no volunteers for the role. To be covered under item 6. • Health & Safety lead – AD advised MH had agreed to take on this subject. Item closed. • Monitoring sessions – a number had taken place since the last meeting. To be covered under items 6 & 10. Item closed. • Staff survey – questions had been drafted, reviewed and survey issued. Responses to be covered under item 7. Item closed. • Wellbeing policy – a policy from another school had been reviewed and issued to SP/AD for consideration. The need for any enhanced policy will be considered alongside responses to the staff survey. Item closed. • 2020/21 strategic goals – These had been received and will be distributed via the updated SDP, see item 11. The monitoring form and Governor visits policy will be updated. Item closed. • Complaints policy – this will be covered as agenda item 8.1. Item closed.

4	<p><u>Business Manager's Finance Report</u></p> <p>Copies of the following were available to Governors prior to the meeting; CONFIDENTIAL SBM report to FGB 24.05.2021, CFR April 2021, Monitoring statement March 2021, All expenditure by CFR March 2021, All income by CFR March 2021, and Budget v actuals March 2021.</p> <p>Since being issued a typing error had been identified on the SBM report page 4. (The budget November 2020 total income figure should read £1,138,130 as per the all income by CFR report.) No questions were raised on the SBM report.</p> <p>JC outlined that finances were finely balanced and after repaying the deficit the school was due to make a very small surplus in 2021/22. The consequences of not being able to repay the deficit were discussed.</p> <p>JC outlined that in general to improve the financial position the school either needed to increase revenue, which was largely by increasing pupil numbers, or reduce staff costs. JC confirmed that the P&F committee had reviewed the 2021/22 budget scenario in detail and recommended it to the FGB for ratification.</p> <p>A discussion took place around intake numbers for 2021/22 and the critical impact pupil numbers had on the budget.</p> <p>A question was asked about ways to ensure early years intake numbers are good. SP advised this year had been particularly difficult as school tours had not be allowed due to covid. SP was keen to hear from any governors with marketing experience who could help the school with marketing.</p> <p>The Governing Body agreed to recommend the 2021/22 budget to the Local Authority.</p> <p>JC advised Governors that the pre-school licence for 2021/22 had been reviewed by the P&F committee which recommended it to the FGB for ratification. JC advised that the licence covered two charging elements; space and utilities. The utilities charge had gone down slightly from previous years.</p> <p>The Governing Body approved the licence for issue to the directors of the pre-school.</p> <p>The Governors thanked DR for her comprehensive reports.</p>	All
5	<p><u>Head Teachers Update</u></p> <p>A copy of the Head Teacher's Update Report was sent to Governors prior to the meeting along with an overview of pupil progress.</p> <p>No questions had been received on the update report. AD thanked SP for the progress report which had been a very useful update for Governors.</p> <p>A question was asked about when after school clubs may be able to restart. SP advised that the government would not make any further announcements until after 21 June, but the current position was class bubbles could not be mixed for after school clubs so they could not take place as there were insufficient teachers to run clubs in each bubble.</p>	
6	<p><u>View from the Chair</u></p> <p>AD reiterated that the Parent Governor vacancy had now been filled, but that there remained a vacancy for a co-opted Governor. AD advised she would be the mentor for MH and would be</p>	

	<p>setting up an induction schedule.</p> <p>AD asked all Governors to consider if they wanted to fill the P&F committee vacancy. AD advised that if a volunteer was not forthcoming then one of the Governors would need to be appointed to the role.</p> <p>AD thanked JD for her recent Health and Safety monitoring visit and confirmed that MH will take on this monitoring role going forward.</p> <p>A summary of monitoring visit forms circulated since the last meeting was included within the meeting papers. SamP confirmed a maths visit had been recently undertaken and the associated form was currently out for agreement and a science visit was scheduled in the next week. MG advised that an early years visit was planned for after half term. AM confirmed a computing visit was due to take place shortly and LJ advised she was meeting SP on teaching. AD advised a safeguarding visit had been scheduled.</p> <p>AD asked that Governors circulate scheduled visit dates to all Governors in order that MH could shadow the visits, if available, as part of her induction. SC requested to also shadow some visits.</p> <p>A question was asked about monitoring foundation subjects as the curriculum committee had been suspended earlier in the year. AD advised that the key subjects were being monitored individually. SP advised that foundation monitoring was taking place in school in July and she would update Governors afterwards.</p> <p>AD confirmed there were no GDPR updates to bring to the attention of Governors.</p> <p>AD reminded Governors that her 4 year term ended in September. She recognised that this year had been a challenging year for all and advised that she was willing to continue as a Governor for a further term and was also willing to be Chair, if others Governors wanted her to. AD stressed that going forward all Governors needed to take personal responsibility for undertaking all elements of the role without chasing, in particular monitoring visits.</p> <p>Looking forward to the next school year a schedule of proposed meeting dates had been circulated. The intention was to have a mix of virtual and face to face meetings, subject to regulations allowing this. There was also a mix of meeting times proposed to ensure flexibility for all attendees. In order to increase team building the aim was for any face to face meetings to be preceded by the opportunity to meet with school staff and each other and have refreshments. The possibility of a social event was also discussed.</p> <p>AD was asked about her expectations of Governors around monitoring visits. AD advised that she expected Governors to schedule visits in line with required frequencies and to promptly report back via the visit forms. In addition the intention was to have a feedback session on a different monitoring subject at each FGB meeting.</p>	All
7	<p><u>Wellbeing & Governor Mark Working Group update</u></p> <p>SC advised that the staff survey had taken place since the last meeting. 36 staff had received the survey and there had been 24 responses. In summary everyone who had responded had</p>	

	<p>said they were happy to be a member of school staff.</p> <p>There was only one comment received. This was around communication and was not considered an area of concern by the working group. There had been some requests for face to face discussions. SC and AD will be scheduling these meetings with the members of staff. Once they have taken place a more formal report will be prepared for Governors. SC advised that she would be sending a follow up email to staff advising that she is available for feedback and comments.</p> <p>A paper had been circulated summarising the work undertaken by working group in reviewing current Governor recruitment and induction processes. No questions were raised on the paper or the proposals from the review.</p>	
8	<p><u>Policies to review and ratify</u> Four policies (complaints, crew club, intimate care policy and attendance policy) had been made available to Governors before the meeting.</p> <p>Some comments on the crew club policy had been received earlier today and a revised version of the policy circulated. SP asked if all comments could be received at least three days before the meeting to allow people time to respond.</p> <p>All four policies were agreed and accepted by the Governors.</p>	
9	<p><u>Local Authority/DfE policies to be adopted.</u> The latest Local Authority grievance policy (April 2021) had been circulated to Governors before the meeting. The Governors agreed to adopt the policy.</p>	
10	<p><u>Monitoring Update</u> SamP updated Governors on a recent Maths monitoring visit, which was held via Teams. In summary the visit had concluded there was a good continuous professional development plan for teachers. A gap analysis had been prepared for each student to allow teachers to focus on gaps resulting from covid. There were high integrity plans to help students catch up. Overall there is a clear strategy in place to identify gaps and deal with them but catch up will not be just in the current year.</p>	
11	<p><u>SDP update</u> AD had sent the latest plan to SP and TJ today. The latest version will be uploaded to the Governor secure site. Due to covid lockdown some items have been carried over from spring to summer term.</p>	
12	<p><u>Governor Training Update</u> MH has been booked on the next Governor induction session (July).</p>	
13	<p><u>Impact</u> The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> • 2021/22 budget has been agreed for recommendation to the Local Authority • The budget is balanced and the deficit can be repaid • Positive information was received from teachers about pupil progress • The staff wellbeing survey has been undertaken. 	
14	<p><u>Any Other Business</u> Reminder that the Governors report to parents is due in July. AD asked MH to draft an introduction on herself, AD asked SamP to do a write up on Maths and LJ/SC to do a write up on staff wellbeing. Contributions to AD as soon as possible.</p> <p>Governors agreed the mix of virtual and face to face meetings proposed for 2021/22 and no concerns were raised about proposed dates and times.</p>	<p>MH/ SamP/ LJ/SC/ AD</p>

	<p>MH has agreed to do the next parent survey, which needs to be completed by the end of term. AD asked whether SC and JD could help. AD will catch up with JD about this as she was not at the meeting.</p>	AD
	<p><u>Date of next meeting</u> The next meeting had been scheduled for Tuesday 20th July at 6pm. AD/SP advised this needed to be changed due to another scheduled school event at that time. AD proposed a revised date of 8th July at 4pm. This will be held in school if covid regulations allow, with refreshments from 3.30pm to include school staff.</p> <p>The revised date was agreed and LJ extended her apologies as she will be away that day. RG, in her role as staff Governor, was asked to extend the invite to school staff.</p> <p>AD concluded the meeting by extending her thanks to all school staff and Governors for their amazing work during lockdown.</p>	RG
<p><u>Meeting Ended 5.25pm</u></p>		

Action Points

170920/5	Maths Presentation – Carried forward	KT/BB	Next face to face meeting
191120/3	SamP to confirm he has read and understood the updated version of Keeping Children Safe In Education. Confirmation can be via email or Governor Hub but either way notify TJ.	SamP	ASAP
220321/1	Any Governors wishing to become a member of the P&F committee to advise Chair.	All/AD	ASAP
240521/1	TJ to upload the latest SDP (includes 2021/21 strategic goals) and amend the monitoring form and governor visits policy.	TJ	ASAP
240521/2	Any governors with marketing experience who can assist the school to advise SP and TJ.	All	ASAP
240521/3	Governors to circulate scheduled monitoring visit dates to all Governors to allow newer Governors to shadow on the visits.	All	Once visit scheduled.
240521/4	Contributions for the Governors report to parents to be sent to AD as soon as possible.	MH/ SamP/ SC/LJ	ASAP
240521/5	AD to speak to JD about assisting with the parent survey.	AD	ASAP
240521/6	RG to invite school staff to refreshments with Governors on 8 th July at 3.30pm (subject to covid regulations allowing it).	RG	ASAP

Attachments for FGB 24/05/2021

The following documents were available prior to the meeting;

1.	3.0 CONFIDENTIAL Previous minutes and actions 22.03.2021 (Draft)
2.	4.0 CONFIDENTIAL SBM report to FGB 24.05.2021
3.	4.0a CFR Report April 2021
4.	4.0b Monitoring Statement March 2021
5.	4.0c All expenditure by CFR March 2021
6.	4.0d All Income by CFR March 2021
7.	4.0e Budget v Actuals March 2021
8.	5.0 Headteachers Report May 2021
9.	5.0a Report to Governors on pupil progress overview May 2021
10.	7.0 Governor skills working group update May 2021
11.	8.1 Complaints policy March 2021
12.	8.2 Crew Club policy May 2021
13.	8.3 Intimate Care policy May 2021
14.	8.4 School Attendance policy April 2021 Final
15.	9.1 Isle of Wight Council Grievance resolution policy April 2021
16.	10.1 Governor visit forms since last meeting
17.	10.1a Monitoring Form Summary 2021/22
18.	14.2 Proposed meeting dates 2021 to 2022

Signature _____ Position _____

Name _____ Date _____