



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Monday 22nd March 2021 at 4.00 pm via Zoom

Attendance	
Amy Duncan (AD) Chair	Nicky Coates (NC) Associate
Andy Mayes (AM)	Rachael Groves (RG) - item 4 onwards
John Cross (JC) Chair P&F committee	Sam Pickard (SamP)
Julie Drew (JD)	Stephanie Praetig (SP) Head Teacher
Liz Jackson (LJ) Vice Chair	Sue Cox (SC)
Margaret Goodwin (MG)	
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</u> Rachael Groves (RG) had sent apologies that she would be late joining the meeting. This was accepted.</p>
2	<p><u>Pecuniary & Business Interests</u> No declarations were made on items relating to this meeting.</p>
3	<p><u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on 20/01/2021 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. • Outstanding annual business interest declarations – these had been returned and a summary was now included on the school website. Item closed. • Governor confirmations that they have read and understood the updated version of Keeping Children Safe in Education – Two responses are outstanding (SamP and AM) • Governor skills matrix – All forms had been returned and summarised. The outcome will be covered under agenda item 7. Item closed. • Governor self evaluation/Working Group report – this has been tabled as agenda item 7. Item closed. • Monitoring – Since the last meeting some visits had taken place. To be covered under items 6 and 10. Item closed. • SFVS – DR, AS and JC had met to review the SFVS. To be covered under item 4. Item Closed. • Absent Governors – This had been followed up by AD. SamP offered his apologies for not attending the last meeting. Item closed.
4	<p><u>Business Manager’s Finance Report</u> Copies of the following were available to Governors prior to the meeting; SBM report to FGB, Schools Financial Value Standard (SFVS), Benchmarking analysis report 19-20, Monitoring statement February 2021, All income by CFR February 2021, All expenditure by CFR February 2021, and Budget v actuals February 2021.</p>

SamP/
AM

	<p>DR advised Governors that since issuing her SBM report a couple of typing errors had been identified. These have been resolved and a revised report will be circulated.</p> <p>DR ran through a summary of the current financial position. At the end of February expenditure was at 94.3% and income at 97.4%. The year end forecast is not too different from November mid term review. The difference amounts to approximately £1,000 which is largely due to a fence repair bill. Forecast shows school is still on track to repay the deficit when it falls due.</p> <p>The budget for next year will be discussed at the Pay & Finance (P&F) committee meeting in May. [Further discussions are covered in the confidential annex to these minutes].</p> <p>No questions were raised on the SBM report.</p> <p>DR reminded Governors that the Schools Financial Value Standard (SFVS) helps maintained schools outline how they meet required standards. The return is done using an Excel tool and DR had meet with AD and JC to go through the return in detail.</p> <p>There were no questions or concerns raised and the SFVS return was ratified by Governors</p> <p>DR advised Governors that Staff Absence Insurance cover had been secured for a further year. Initially the School had looked at quotations received on the basis that they need planned operations cover but, since the SBM report had been drafted, the school is now aware that the operations cover is not needed so a cheaper policy (BEST Policy) was sourced for a cost of £2081 compared to the initial policy selected of £3355.</p> <p>Neither policy covered maternity/paternity leave, and the chosen policy does not cover planned operations, but it does cover sickness, stress and jury service. After looking at the cost it was considered the best option to provide cover.</p> <p>A question was asked regarding the decision not to cover maternity/paternity absence. DR advised that based on known maternity/paternity absence at this point, it was cheaper for the school to cover the cost than insure against it.</p> <p>DR outlined to Governors the annual benchmarking exercise for 19-20, which had been delayed due to data delays caused by Covid and lockdowns. The analysis included the national comparison as well as data for six local schools with a similar profile to Cowes Primary. Overall DR concluded the school compared well.</p> <p>A question was raised about comparison against schools in the local vicinity. DR outlined how the local schools had a different profile and therefore did not make a good direct comparison.</p> <p>The Governors thanked DR for her comprehensive reports and updates.</p>	
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.</p> <p>Governors asked about the general wellbeing of the children now they are back in school. SP advised that in general they were positive and that teachers were concentrating on learning behaviours. The school was realigning teaching to meet needs, for example doing more creative things in the afternoons to help children adjust to being in class for a full day.</p> <p>Teaching staff are to meet tomorrow to assess how children have settled in and to plan for next term.</p>	

	<p>A question was asked about year 6 pupils and any particular concerns they may be showing given they will be transitioning schools. SP confirmed no particular concerns had been identified, and that a number of this year group had been attending during lockdown.</p> <p>Governors asked about the return of after school clubs. SP advised that there had been no direct communication from Government that bubbles could be stopped. Until this is confirmed after school activities are on hold, as there is insufficient resource to cover these in class bubbles. In response to a question SP confirmed that this had no financial impact to the school as the clubs are not run for income.</p> <p>SP advised attendance was currently good, and JC confirmed he had attended some recent attendance meetings. SP told Governors that teachers mid-term reviews would start after Easter.</p> <p>Governors asked about indicative numbers for September. SP advised final indications had not yet been received, but that more definitive numbers should be available mid April.</p>	
6	<p><u>View from the Chair</u></p> <p>AD advised Governors that the Parent Governor vacancy had been re-advertised as no applications had been received in February. TJ confirmed that closing date was Wednesday (24th March). SP/DR/AD and TJ confirmed they had received no applications to date.</p> <p>SamP offered himself for appointment as Parent Governor if no applications were received by the closing date. SC advised that she had a friend with a child in school so should speak to them about the role and closing date.</p> <p>It was agreed that if no applications were received by the closing date then the option for SamP being appointed Parent Governor would be explored.</p> <p>AD advised that following the resignation of the Parent Governor there was a vacancy on the P&F committee and also as subject lead for Governor training and Health & Safety. AD said it was possible that visits for H&S could be done on a rota basis across Governors. Any volunteers are to contact AD.</p> <p>Governors were reminded to book in monitoring sessions, and this was particularly important for key subjects of maths and science (SamP). Feedback should take place before the May FGB.</p> <p>SP confirmed that as well as utilising online platforms meetings could take place in school subject to distancing and ventilation.</p> <p>AD thanked the members of the wellbeing and Governor skills working group.</p>	All
7	<p><u>Wellbeing & Governor Mark Working Group update</u></p> <p>A copy of the notes of the working group meeting held on 17th March had been made available to Governors prior to the meeting along with a report on the recent skills audit.</p> <p>MG provided an overview, that the Group was looking at 2 separate areas which had been split with LJ and SC considering staff wellbeing and MG and JD considering Governor skills, but with them all meeting to discuss outcomes.</p> <p>In terms of Governor skills it had been decided to utilise the NGA skills matrix responses initially, rather than explore the Governor Mark scheme. The group had reviewed the</p>	

	<p>anonymised results of the survey and key areas for immediate consideration were where the skill was deemed essential and the overall score is 1,2 or 3. MG reminded Governors that not all Governors need all skills and Governors bring different backgrounds and skills and come together to form the governing body.</p> <p>As part of the review of responses the working group had discussed Governor recruitment and induction. There was a feeling that, due to Covid, induction of more recently appointed Governors was curtailed. The Group suggested that a further review and update of the Governor recruitment and induction process may be beneficial.</p> <p>The working group asked Governors if they considered this a good idea, and Governors agreed it was.</p> <p>LJ advised that Ofsted recognises wellbeing as a key indicator for schools. Pupil wellbeing is for school staff to lead on, Governors focus on staff wellbeing. A copy of the previous staff survey (2019) had been obtained and reviewed by the working group.</p> <p>LJ asked SP to outline action taken in response to the survey. SP advised that she had met with AD and discussed the survey results. AD had also met with some members of staff. As a result some changes had been made. SP advised that as the survey was not anonymous it allowed follow up of issues with staff.</p> <p>AD advised that it had been identified there was an issue with one question, which was not understood by those taking the survey.</p> <p>SP advised that Ofsted undertook a staff survey in February 2020. Although the school does not get the responses any issues would be covered in the Ofsted briefing to staff and Governors.</p> <p>SP spoke about the balance between allowing staff to be anonymous to encourage responses and the ability of being able to subsequently follow up and address any issues.</p> <p>AD advised of discussions at the Chairs network where at some school survey responses go to Governors not headteachers.</p> <p>It was agreed LJ and SC would draft some suggested questions for the next staff survey along with suggestions for conducting the survey. These would be discussed with SP and AD initially.</p> <p>LJ asked how many staff were covered by the 2019 survey given there were 23 responses. SP advised it was in the region of 39 staff.</p> <p>LJ advised that a copy of the staff wellbeing policy from another school had been obtained and reviewed by the working group. The policy had been through consultation with the Unions, and it would be possible for Cowes Primary to adopt this policy if the Governors felt that was something they wished to consider. The other school had agreed to this.</p> <p>SP outlined that it was important any policy aligned with statements already in the health and safety policy and other documents. It was agreed the policy should be sent to SP and AD for review.</p> <p>SC thanked SP and DR for sending out her wellbeing Governor introduction email to staff. After Easter the hope was SC could visit the school on a regular basis to engage with staff.</p>	<p>LJ/SC</p> <p>LJ</p>
<p>8</p>	<p><u>Policies to review and ratify</u> Four policies (Scheme of Delegation, School Attendance, Exclusion of Pupils and Governor</p>	

	<p>visits) had been made available to Governors before the meeting. The first three policies were agreed and accepted by the Governors.</p> <p>The Governor visits policy was agreed by the Governors subject to the appendix being updated to show the 20-21 strategic goals.</p> <p>SP advised Governors that the Relationships, Sex & Health Education (RSHE) had been updated and issued for parent consultation. The latest policy is on the school website.</p> <p>SP advised the complaints policy had recently been tweaked. JC advised, as per the scheme of delegation, this policy needs FGB approval. Complaints policy to be brought to next FGB.</p>	AD/TJ
9	<p><u>Local Authority/DfE policies to be adopted.</u></p> <p>The following policies were made available to the Governors before the meeting;</p> <ul style="list-style-type: none"> • Disciplinary Policy, including code of conduct & grievance • Employment screening • Attendance Management Policy & procedure • Data Protection Policy • Teacher performance Management appraisal & capability. <p>The Governors agreed to adopt the policies.</p> <p>A question was asked about the need to adopt the policies if Governors cannot change them. SP confirmed they have to be formally adopted as the school have to follow them.</p>	TJ
10	<p><u>Monitoring Update</u></p> <p>MG gave thanks to Tom Pratt and Louise Stanton who had assisted with her recent monitoring visits. Reports had been circulated to Governors.</p> <p>Liz will report back soon to Governors on reading project that Rachael is working on.</p>	
11	<p><u>Governor Training Update</u></p> <p>MG is attending a webinar later this week on pupil and staff wellbeing.</p>	
12	<p><u>Impact</u></p> <p>The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> • Have heard how children have settled back to school, which has been positive and attendance is good. • Aware teachers are identifying any learning gaps. • Received excellent financial reports. Reports very comprehensive and Governors are aware of financial position. • Benchmarking report shows how the school compares. • SFVS completed. • Governors skills audit undertaken and areas for development identified. • Working on staff wellbeing which will impact over time. 	
13	<p><u>Any Other Business</u></p> <p>Reminder next P&F Committee meeting 10th May 1.30pm.</p>	
	Date of next meeting – Monday 24th May, 4pm	
<u>Meeting Ended 5.30pm</u>		

Action Points

170920/5	Maths Presentation – Carried forward	KT/BB	Next face to face meeting
191120/3	SamP & AM to confirm that they have read and understood the updated version of Keeping Children Safe In Education. Confirmation can be via email or Governor Hub but either way they must notify TJ.	SamP/AM	ASAP
220321/1	Any Governors wishing to become a member of the P&F committee or take the lead on Governor training or Health & Safety to advise Chair.	All/AD	ASAP
220321/2	Governors to book monitoring sessions and to feedback in advance of May FGB.	All	Prior to May FGB papers
220321/3	LJ and SC to draft some suggested questions for the next staff survey along with suggestions for conducting the survey.	LJ/SC	Prior to May FGB
220321/4	LJ to send acquired staff wellbeing policy to SP/AD.	LJ	ASAP
220321/5	AD to provide the 20-21 strategic goals for TJ to update Governor visits policy appendix.	AD	ASAP
220321/6	Complaints policy to be included on May agenda	TJ	May FGB

Attachments for FGB 22/03/2021

The following documents were added to the Governor Secure Website prior to the meeting;

1.	3.0 Previous minutes and actions 20.01.2021 (Full set of minutes CONFIDENTIAL)
2.	4.0 SBM report FGB 22 March 2021
3.	4.0a Schools financial value standard (Header Sheet – introduction & outcomes)
4.	4.0a1 Schools financial value standard checklist (Sheet 1 – checklist)
5.	4.0a2 Schools financial value standard (Sheet 2 – dashboard)
6.	4.0b Benchmarking analysis report for Governors 19-20
	4.0c Benchmarking data 19-20 File too large to upload. Sent out via email and copy held in school.
7.	4.0d Monitoring Statement Feb 2021
8.	4.0e All expenditure by CFR Feb 2021
9.	4.0f All Income by CFR Feb 2021
10.	4.0g Budget v Actuals Feb 2021
11.	5.0 Headteachers Report March 2021
12.	7.0 Governor skills audit report
13.	7.0a Notes of working group meeting 17.03.2021
14.	8.1 Scheme of delegation
15.	8.2 School Attendance Policy
16.	8.3 Exclusion of pupils policy
17.	8.4 Governor Visits and Monitoring Policy
18.	9.1 Disciplinary Policy
19.	9.1a Code of Conduct
20.	9.1b Capability Procedure
21.	9.2 Employment Screening
22.	9.3 Attendance Management Policy & Procedure
23.	9.4 Data Protection Policy
24.	9.5 Teacher Performance Management Appraisal & Capability
25.	10.0 Monitoring Summary 20/21

CONFIDENTIAL ANNEX

Item 4 –.Discussion confidential

Signature_____ Position_____

Name_____ Date_____