



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY MEETING

Held on Wednesday 20<sup>th</sup> January 2021 at 4.00 pm via Zoom

<b>Attendance</b>	
Amy Duncan (AD) Chair – item 5 onwards	Nicky Coates (NC) Associate
John Cross (JC)	Rachael Groves (RG) -item 4 onwards
Julie Drew (JD)	Stephanie Praetig (SP) Head Teacher
Liz Jackson (LJ) Vice Chair	Sue Cox (SC)
Margaret Goodwin (MG)	
<b>Also Present:</b> Donna Robinson (DR) Business Manager, Tina Jarvis (TJ) Clerk	

Attachments issued before the meeting are shown on page 6 of these minutes. Pre meeting questions and answers are shown on page 7 of these minutes.

<b>1</b>	<p><b><u>Apologies</u></b> Apologies were received from Andy Mayes (AM) who could not attend due to other commitments. Amy Duncan (AD) and Rachael Groves (RG) had both sent apologies that they would be late joining the meeting. All apologies were accepted.</p> <p>Chris Frisby and Sam Pickard were not present for the meeting. It was agreed this would be followed up by the Chair.</p> <p>As AD was late joining the meeting, LJ chaired the meeting.</p>	
<b>2</b>	<p><b><u>Pecuniary &amp; Business Interest Declarations including annual update</u></b> No declarations were made on items relating to this meeting.</p>	
<b>3</b>	<p><b><u>Minutes of Previous Meeting &amp; Matters Arising</u></b> The minutes of the meeting held on 19/11/2020 had been distributed prior to the meeting. A proposal to accept the minutes was put forwarded by MG and seconded by SC. The minutes were thereby agreed and will be delivered to the Chair for signing.</p> <p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"> <li>• Maths presentation – this action was to be covered at the next face to face meeting and was therefore carried forward.</li> <li>• Outstanding annual business interest declarations – these had not been returned and the relevant Governors were not present at the meeting. This will be referred to the Chair.</li> <li>• List of well being books – this has been updated and circulated. <b>Item closed.</b></li> <li>• Governor confirmations that they have read and understood the updated version of Keeping Children Safe in Education – NC had received a number of email confirmations and TJ had confirmed a number on Governor Hub. There were some gaps in responses which will be referred to the Chair.</li> <li>• Governor skills matrix – this had been issued for response by 18<sup>th</sup> January. There were still some outstanding responses and relevant Governors had been sent an email reminder. Governors were further reminded to reply to TJ as soon as possible.</li> <li>• Target setting and pupil survey – update to be covered under item 5. <b>Item closed.</b></li> <li>• Governor self evaluation – a working group consisting of AD, LJ, JD, SC and MG has been established to cover this area and staff wellbeing. MG has offered to take the lead</li> </ul>	<p>AD/CF /Sam P</p> <p>TJ/AD</p> <p>G'nors</p> <p>MG</p>

	<p>on this and the first meeting will be convened soon. The working group will report back to the FGB accordingly.</p> <ul style="list-style-type: none"> <li>Dates of future meetings – proposed dates had been circulated and will be covered under item 14. <b>Item closed.</b></li> </ul>	
<p><b>4</b></p>	<p><b><u>Business Manager’s Finance Report</u></b></p> <p>Copies of the following were available to Governors prior to the meeting; SBM report to FGB, Monitoring statement December 2020, All income by CFR December 2020, All expenditure by CFR December 2020, and Budget v actuals December 2020.</p> <p>DR ran through a summary of the current financial position. At the end of December expenditure and income should be at approximately 75%. Expenditure was actually at 77.9% and income at 81%. There had been pressure on some cost centres, in particular cleaning and building maintenance. In addition the new lockdown has impacted income from crew club, lettings and catering, which had not been considered in the last review.</p> <p>DR also advised that meetings with the Local Authority (LA) were ongoing about the insurance claim in respect of the mobile classroom. [Further discussions are recorded in the confidential annex to these minutes.]</p> <p>DR reported that the Government have decided they will take pupil data, for the allocation of the pupil premium grant, from the October 2020 census rather than the January 2021 census this year. As a result of differences in free school meal student numbers between these dates the School will receive approximately £6,000 less than expected in the April budget. This lagged funding will not be included in the budget until April 2022.</p> <p>Governors asked whether costs associated with the pre-school door and tree cutting could be reclaimed. DR confirmed they could not as they were the Schools responsibility.</p> <p>With the changing figures Governors asked how finances will be monitored up to year end. DR replied that from the end of January the spreadsheets would be under constant review.</p> <p>The Governors thanked DR for her update.</p>	
<p><b>5</b></p>	<p><b><u>Head Teachers Update</u></b></p> <p>A copy of the Head Teacher’s Update Report was sent to Governors prior to the meeting along with the target grid by year group.</p> <p>SP advised that after setting the targets the School had since gone into lockdown. A meeting had been held with the Leading Learning Professional (LLP) who advised the targets were useful to use as a basis of where pupils need to be at, but that they will need to be revisited at the end of term.</p> <p>SP advised that as part of staff visits taking parcels to pupils it had presented opportunities to spot safeguarding issues, which are being followed up accordingly.</p> <p>As part of the current lockdown the Government have asked parents to report any issues they have over the quality of education. A couple of parents have made reports to Ofsted in relation to home learning provision, praising the school.</p> <p>SP advised Governors that learning taking place in the classroom for pupils attending is mirrored in the home learning content to ensure no pupils are going off target. RG updated Governors on this working well where pupils may be in school for a few days then at home, as the same content is covered if in school or not.</p>	

SP had covered the approach with the LLP who said it was good, and the key was to keep it simple. In addition Ofsted have published a guide on what is working well in remote education. Teaching staff have been through this guide and marked themselves against it.

RG advised Governors that she was monitoring where students have not understood learning and has followed up with them by a phone/video call. The aim is to set up groups to go through issues. RG will be talking to other teaching staff to adopt this process.

SP reported that there are currently 59 children classed as either children of key workers or vulnerable. 41 were in School today (20<sup>th</sup> January) and the most who had attended was 43. The LA had deemed 11 children as vulnerable, 6 of these were coming into School.

Teaching staff have been identifying pupils who have not engaged in home learning. These are then followed up each week. From 216 pupils 13 have not engaged in home learning so far.

The Governors asked if non engagement was due to pupils not having access to laptops or broadband service. SP advised that teachers telephone parents to discuss and it appeared to be due to a number of reasons such as lack of equipment, self isolating and sickness. The school has delivered IT equipment to a few pupils.

Governors asked about pupils currently attending School and if there was any pattern in the age groups who were or were not attending when they were classed as key worker children or vulnerable. SP advised that years 3 and 4 had the most students coming in, but that those year groups were also the largest years anyway. In year 6 approximately ten out of fourteen eligible were coming in, and in years 1 and 2, eight to ten children were in school.

Governors asked if the school checks evidence that a parent is a key worker and SP confirmed where it was not known from prior lockdown then the school does check.

The Governors congratulated the school and staff for events which had been set up to involve children, such as on line assemblies and story telling, which were considered good social interaction.

SP advised Governors that a discussion had been held with the LLP about the action the school was taking in respect of disadvantaged children and that the LLP was happy with what the school was doing. SP had also spoken to the LLP about governors monitoring role. It was confirmed this does not need to stop but that monitoring needs to link back to the home learning taking place, and that virtual meetings can take place with staff to get the latest updates. Similarly SP updated the Governors that the LLP had suggested that for School Development Plan actions it would be good to pick out some key actions and see how they have been addressed in the home learning offering.

Governors asked if all staff and pupils had returned following the latest Covid cases and SP confirmed they had.

SP explained the recent cases had been notified by the parent to the school on a Friday evening, when the Government Covid line was closed. SP therefore had to contact them on Saturday and then staff went into school on the Saturday to notify parents. Public health advised the school that the isolation period was 10 days from when the child had had the test. Some parents had come back to the school to questions this, but the school confirmed it was the public health advice. SP identified that as test results can come back to parents into the evening, it was now becoming a 24 hour a day, 7 day a week role given the need to act quickly once a test result is known and notify all parents and staff.

	<p>SP advised Governors that lateral flow tests were due to arrive at school by Friday. This was voluntary for staff. If staff want to take part they can take tests away and do a test twice a week. SP is confirming the procedure for the school on what happens if a positive test is returned.</p> <p>Finally SP confirmed the pupil survey had been delayed due to lockdown.</p>	
<b>6</b>	<p><b><u>View from the Chair</u></b> At this point AD took over as Chair.</p> <p>AD reminded everyone that the skills audit needs to be completed and returned to TJ as soon as possible.</p> <p>AD thanked all school staff on behalf of the Governors for their work in these challenging and pressured times.</p> <p>AD confirmed she would remind the two Governors , who were not in attendance, about the missing declaration of interest forms and would follow up on any missing confirmations regarding reading Keeping Children Safe in Education.</p>	
<b>7</b>	<p><b><u>Policies to review and ratify</u></b> All policies had been made available to Governors before the meeting.</p> <p>Both the Collective worship policy and behaviour principles were agreed and accepted by the Governors.</p> <p>It was agreed that some revisions were needed to the Scheme of Delegation and this would be brought to the next meeting.</p>	AD
<b>8</b>	<p><b><u>Local Authority/DfE policies to be adopted.</u></b> The following policies were made available to the Governors before the meeting;</p> <p>Children Missing Education Education for Children with Medical Needs Induction for newly qualified teachers Capability Procedure.</p> <p>The Governors agreed to adopt the policies.</p>	
<b>9</b>	<p><b><u>SDP Update &amp; Monitoring Update</u></b> This had been covered earlier in the meeting. AD reminded Governors to book monitoring meetings (virtual).</p>	All
<b>10</b>	<p><b><u>Safeguarding Update</u></b> Covered under headteachers update.</p>	
<b>11</b>	<p><b><u>Training Update</u></b> LJ had attended the Local Authority safeguarding training. AD had attended training on pupil premium. SP and NC had undertaken Government Covid training.</p>	
<b>12</b>	<p><b><u>Curriculum update</u></b> This had been covered under previous discussions specifically around home learning.</p>	
<b>13</b>	<p><b><u>Impact</u></b> The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> <li>Received good update on home learning and how children are being monitored. Know that children not engaged with home learning are being contacted.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Aware that staff have benchmarked learning against Ofsted guide.</li> <li>• Know school is still on track to repay deficit and that unplanned expenses are being tracked.</li> <li>• Noted that staff wellbeing is going to be looked at via a working group.</li> <li>• Aware of staff work delivering parcels to students and how this helped identify possible safeguarding issues.</li> </ul> <p>Governors asked if staff needed any help delivering parcels or hampers, and whether the school needed any funds for the hampers. SP confirmed there were benefits to school staff making the deliveries, such as getting to know parents and identifying families needing more help, therefore at the moment staff would continue with this. SP confirmed the Government fund hampers where the pupil is eligible for free school meals. Also that the food bank had provided items to pass on.</p>	
<b>14</b>	<p><b>Any Other Business</b></p> <p>DR confirmed the Schools Financial Value Standard (SFVS) was due by the end of March. DR would contact JC and AD to set up a meeting.</p> <p>The list of amended meeting dates for the rest of the year had been circulated. No concerns were raised.</p> <p>TJ advised that some Governors had not been receiving NGA update emails. TJ cannot amend Governors communication preferences on NGA but Governors can go on and select email updates.</p> <p>AD will follow up with the two Governors absent without apologies.</p>	<p>DR/JC/ DR</p> <p>AD</p>
<b>Meeting Ended</b>		

### Action Points

170920/5	Maths Presentation – Carried forward	KT/BB	Next face to face meeting
191120/1	2 remaining Governor annual business interest declarations to be returned to Clerk. Chair to follow up.	CF/SamP/ AD	ASAP
191120/3	Governors to confirm that they have read and understood the updated version of Keeping Children Safe In. Gaps in confirmations will be referred to the Chair.	TJ/AD	ASAP
200121/1	Governors who have received a reminder to complete the skills matrix should complete them as soon as possible.	Relevant Governors	ASAP
200121/2	Governor evaluation working group to report back to next FGB.	MG	March FGB
200121/3	Scheme of delegation to be revised for discussion at the next meeting.	AD	March FGB
200121/4	Governors to book monitoring meetings	All	Update at next FGB
200121/5	DR/JC/AS to meet to discuss the SFVS and report back as necessary	DR/JC/AD	March FGB
200121/6	AD to follow up with absent Governors	AD	ASAP

### **Attachments for FGB 20/01/2021**

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

1.	3.0 Previous minutes and actions 19.11.2020
2.	4.0 SBM Report FGB 20 January 2021
3.	4.0a Monitoring Statement Dec 2020
4.	4.0b All expenditure by CFR Dec 2020
5.	4.0c All Income by CFR Dec 2020
6.	4.0d Budget v Actuals Dec 2020
7.	5.0 Headteacher Report 20 January 2021
8.	5.0a Target grid by year Jan 21
9.	7.1 Collective worship policy
10.	7.2 Behaviour Principles
11.	7.3 Scheme of Delegation
12.	8.1 Children Missing Education Guidance
13.	8.1a CME referral form
14.	8.1b CME exit form
15.	8.2 Education for children with medical needs
16.	8.3 NQT policy
17.	8.4 Capability procedure
18.	8.4a Capability procedure additional guidance
19.	14.0 Proposed dates of future meetings

**Pre-meeting questions FGB 20/01/2021**

Agenda item	Question	Response	Responder
4.0 SBM report	It would be good to have a statement either in the report or in the FGB meeting minutes to say we are on track to repay the deficit to the Isle of Wight Council - it looks like we are.	I will add a statement to future FGB reports. I can confirm we currently remain on track to repay the deficit by 4/22 albeit not with the surplus originally forecast. Clearly the latest lockdown has impacted on our projected income, yet again, for Crew Club, school dinners, lettings etc. These shortfalls will have an impact on the end of year balance at 31/3/21 and will need to be addressed in the April budget.	DR
4.0 SBM report	I think the Teachers Pay/Pension Grants are only paid once a year - it would be helpful to note that - to explain why we are already at 100% even though we are only 75% through the year.	Both grants are paid twice a year. For the period Apr – Aug funding was paid in June; for Sept – Mar the funding was paid in Nov. As per notification in mid term budget review, neither grant will be paid as a separate grant from April 2021, instead the funding will be included in delegated funding.	DR
4.0 SBM report	Page 1 - first row - I think 0% should be replaced with "N/A" [division by zero is not defined]	Amended.	DR
4.0 SBM report	There is a reference to "Windows 16" - should this be "Windows 10".	Amended.	DR
7.1 Collective Worship Policy	On page two, the first bullet on the first list looks like it should be part of the paragraph above	Policy amended.	SP
7.3 Scheme of Delegation	Page 9 - there is a reference to P&F terms of reference but this should be to the Curriculum Committee terms of reference.	To be addressed at the meeting	AD

**CONFIDENTIAL ANNEX**

Item 4 – Discussion confidential.

Signature\_\_\_\_\_ Position\_\_\_\_\_

Name\_\_\_\_\_ Date\_\_\_\_\_