

**Gresham Village School and Nursery**

**FULL GOVERNING BODY**

**Monday 21<sup>st</sup> September 2020 at 19:00**

**VIRTUAL MEETING**

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**Present**

Marijke Kirk – Chair	MK	Marc Goodliffe – Head	MG
Julia Drury	JD	Constance Tyce – Trustee	CT
Rosabelle Batt	RB		
Sarah MacDonald	SM	<b>Attending</b>	
Gillian Sampson	GS	Sarah Rankin – Clerk	SR
Jenifer McDonald	JM		
Alan Stevens	AS		
Chris Hunter	CH		

**ACTIONS challenges DECISIONS**

**1. WELCOME AND APOLOGIES**

	ACTIONS
RB opened the meeting in MK's absence. There were no apologies.	

**2. ELECTION OF OFFICERS**

	ACTIONS
Election of officers was completed when MK accessed the meeting at 7.15pm. The Chair was reelected for a further year following unanimous approval by Governors. RB and SM were approved as Vice Chairs for a further year.	
JD's term as Community Governor was formally extended by one year.	
JB volunteered to take on the responsibility for Workload and Wellbeing	
GS's term expires in October. Unanimous support was gained for a further four year term.	

**3. DECLARATIONS OF PECUNIARY INTEREST**

	ACTIONS
The Clerk explained that declarations can now be logged online on GovHub under the user's profile. This replaces the usual paper form. Clerk to circulate instructions on GovHub.	SR

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

#### 4. MINUTES OF THE MEETING 13<sup>TH</sup> JULY 2020 AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and deemed to be an accurate record of the meeting. Clerk to print for signature.	
<p><b>Matters Arising:</b></p> <p><b>Spring data:</b> MG will now circulate the current data</p> <p><b>Finance Committee:</b> CH and AS have kindly agreed to form a committee to assist MG with the monitoring of monthly accounts</p> <p><b>Staff workload survey:</b> This will be carried out before half term and a report circulated to Governors before Christmas.</p> <p><b>Risk Register:</b> The first meeting has taken place with CH and AS. A follow up meeting is required to complete the task.</p> <p><b>Report from Chris Allen:</b> This was circulated to Governors two days before the meeting. <b>Governors were frustrated that this report arrived so late. CT advised that Trustees had seen it on 13<sup>th</sup> August, MG received it at the end of term. Governors felt that the report should have been discussed at an extraordinary meeting, and that opportunities had been missed to implement some of the recommendations. Governors acknowledged however that it had been an exceptionally busy term and an unusual time for school leaders. Governors felt that the report should have been circulated to them immediately, but that this had clearly been overlooked.</b></p>	MG

#### 5. HEAD TEACHER'S REPORT - MG

	ACTIONS
<p>MG gave a verbal report to Governors. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Risk Assessment – this is reviewed regularly. The main issue has been the staggered start time. The aim is to make the school day as near normal as possible for the children.</li> <li>• Wellbeing of the children – this is considered paramount the focus of the first four weeks of term. Teachers are now also working on attitudes to learning. A close eye is being kept on the children.</li> <li>• Key assessments have taken place in nursery, Years 1 and 2 (phonics check) and Years 3, 4, 5 and 6 (writing assessment). Reading and calculations check also carried out for years 4, 5 and 6. The children are all in very different places.</li> </ul>	

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<p><b>Governors asked whether teachers have enough information at this stage to deliver a tailored curriculum.</b> MG confirmed that yes, but that further testing would be carried out in 6 weeks' time. An extra group has already been created, with 3 year 1 groups and 3 year 2.</p> <p><b>Governors asked whether delivery of the curriculum was behind due to testing.</b> MG confirmed that yes, but not by much. There is no lost ground in maths.</p> <ul style="list-style-type: none"> <li>• Next steps: recovery – focussed teaching and intervention groups.</li> <li>• Assemblies are taking place in bubbles, linked to PHSE</li> <li>• A parent survey should be carried out before half term.</li> <li>• There are quite a lot of children self-isolating. Teachers are in contact with families and providing work.</li> <li>• A 'Term on a Page' document will be circulated to parents this week, detailing exactly what children are learning week by week each term. This will enable parents to support their children at home. Governors agree this was an excellent idea.</li> <li>• Ten emergency testing kits have been supplied by the government and are being reserved for teaching staff. Staff absence is high and causing challenges – a sign of the times.</li> <li>• Budget has been approved, now it includes the Covid Recovery Fund. <b>GOVERNORS WERE ASKED TO INCLUDE BUDGET MONITORING IN THEIR PLAN</b></li> </ul> <p>Parent governors advised that the parents are very happy to be back and that children are showing resilience.</p> <p><b>Governors asked whether the subject lead for English had been chosen yet.</b></p> <p>MG reported that the new head at Antingham will be the subject lead for maths, and that MG will be the subject lead in English, both leads working across the two schools.</p> <p><b>Governors asked whether school had received useful guidance from the LA about absence due to Covid. Are parents aware of the symptoms which require self-isolation, given that this term will be plagued with the usual coughs, colds and sniffles?</b> MG reported that parents are being very sensible about things, and that they genuinely want the children back at school.</p>	
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## 6. CHAIR'S REPORT

	ACTIONS
<p>The content of Chris Allen's report was discussed. Governors were frustrated by the lack of communication over the visit. Governors were unaware of who Chris Allen is or what the objective of the visit was. Governors felt they should have been consulted and involved in the visit. Governors felt strongly that the relationship between the LGB and the Trust is difficult, and that this is echoed in Chris Allen's report. It was acknowledged that Ofsted will pick up on this.</p>	

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<b>Governors asked if Trustees could be invited to come to the school to monitor.</b> CT advised that Trustees are putting together a monitoring programme.	
<b>Deep Dive Day:</b> this should be organised following Rosemary Kett's visit	
<b>Monitoring:</b> GS reminded Governors to attend the valuable Make Monitoring Work training on Educator Solutions. Clerk to resend link. It was agreed that all monitoring needs to be strategic and linked to the SIDP. MG and GS will meet to discuss planning and will check with CT regarding Trust approved documentation.	SR  MG/GS
The SIDP will be circulated by October 1 <sup>st</sup>	MG

## 9. SAFEGUARDING

	ACTIONS
CH circulated the draft Safeguarding monitoring report to Governors prior to the meeting. The meeting was carried out on 7 <sup>th</sup> September with MG.  CH is very confident that MG and Julie are carrying out all safeguarding requirements to the letter and has no concerns. There were no questions from Governors. The Annual Review will be circulated shortly.  CH advised that the DfE document Keeping Children Safe in Education 2020-21 is required reading for Governors. Clerk to forward link on GovHub, where Governors must confirm that they have read the document.	CH  SR/All Govs

## 10. GDPR

	ACTIONS
CH reported that Julie has a very clear and systematic process in operation and that there is nothing to report. CH will check in again early in the new year.	

## 11. STAFF WORKLOAD AND WELLBEING

	ACTIONS
This is a Management Committee item. The workload and wellbeing survey feedback will be circulated when completed.	

**12. UPDATE FROM THE TRUST**

	ACTIONS
CT reported the following: <ul style="list-style-type: none"> <li>The Trust are setting up a monitoring programme</li> <li>The catering contract with Norse is under review.</li> </ul>	

**13. POLICIES**

	ACTIONS
The Trust Safeguarding policy is in the FGB folder. MG noted that the Covid Addendum only states SHS and StHS, but is also appropriate to the primaries. CT to take back to the Trust.	CT

**14. RISK REGISTER**

	ACTIONS
CH reported that a good meeting took place at Antingham on 10 <sup>th</sup> September with governors from Antingham and David Hicks providing training. CH, AS and MG will reconvene to complete the RR in order to bring it to the Management Meeting on 9 <sup>th</sup> November. CH reported that it was enjoyable and beneficial to meet with other governors from the Trust.	

**15. A.O.B.**

	ACTIONS
JD reported that AS has agreed to join CH to form a Finance Committee that will meet regularly with MG to monitor this year's budget.	
There were some issues tonight with connectivity via Webex. Some Governors could hear and be heard well, others were echoey. CT had issues connecting. Clerk to investigate.	SR

There being no further business, the meeting was closed at 21:15 by the Chair.

**Date of next meeting: 25<sup>th</sup> January 2021 at 19:00  
Gresham Village School and Nursery**