



Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 15 September 2020 at 6.30pm through virtual governance arrangements

	Present:	Nicola Furlonger (Chair) Carly Birkett (Acting Headteacher) Alison D'Alton (SBM) Vanessa Lines (VL) Clare Robertson (CR) Louisa Rowlands (LR) Emma Sangster (ES) Michael Webber (MW)) Jo Winker (JW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE The Chair welcomed everyone to the meeting. The Clerk reported that she had received apologies from Andrew Pembroke (on holiday). These apologies were accepted. The Clerk confirmed that the meeting was quorate.		
2.	DECLARATION OF BUSINESS INTERESTS <i>The Chair reminded Governors to log onto GovernorHub to check/update and confirm their business interests if they had not already done so.</i> No declarations of interest were received in respect of any item on the Agenda. The Chair reminded Governors to declare any conflicts of interest if these arose during the meeting.		All
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 15 July 2020 <u>The minutes of the meeting held on 15 July 2020 were approved as an accurate record (to be signed by the Chair of Governors at a future date).</u> Action Points Governors reviewed progress against relevant outstanding actions: <ul style="list-style-type: none"> • <u>Health & Safety monitoring</u> – The Health & Safety Governor confirmed that monitoring had been completed and that no issues had been identified. He agreed to complete a report for the October FGB meeting. • <u>RSE policy</u> – The AHT confirmed that the school would complete parent consultation on the RSE Policy shortly and that she would bring the Policy to the next FGB meeting for approval. • <u>Safeguarding Training</u> -The Chair noted that all governors had attended the training session at the beginning of term. • <u>Website monitoring</u> – The Chair confirmed that she had completed a review of the website over the Summer and had discussed her findings with the AHT. She advised that a timeline for updating the website had been agreed. <p>It was confirmed that all other pertinent action items had been completed or were covered under other agenda items.</p>		MW CB
	Other Matters Arising There were no other matters arising from the minutes.		

4.	<p>ELECTION OF CHAIR [The Clerk took the Chair for this item of business]</p> <p>Standing Order for the Election of Chair <u>Governors agreed that the Chair should continue to be elected for a one year term of office through a self-nomination process.</u> A Governor questioned whether a secret ballot was necessary where only one nomination had been received, pointing out that in other organisations the nominee would be elected unopposed in those circumstances. The Clerk suggested that normally where there was a single nominee Governors would agree to appoint the nominee without a secret ballot, but that this option should be available if requested. <i>She agreed to revise the wording of the Standing Order to clarify this issue.</i></p> <p>Nominations for the role of Chair The Clerk reported that she had received one nomination in advance of the meeting from Nicola Furlonger, and asked whether any other governors wished to nominate themselves for the role of Chair. There were no further nominations.</p> <p>Election of Chair Nicola Furlonger 'left' the meeting whilst Governors discussed her re-election. The outgoing Vice Chair commented that Nicola Furlonger was a capable and dedicated Chair and remarked that this had been particularly evident over the unprecedented past academic year when face to face meetings had not been possible. Another Governor agreed that in her experience she was also pragmatic in her leadership of the GB. <u>Following this discussion Nicola Furlonger was appointed Chair of Governors for a one-year term of office.</u></p> <p>Nicola Furlonger 'returned' to the meeting and took the Chair.</p>	LH
5.	<p>ELECTION OF VICE CHAIR</p> <p>Standing Order for the Election of Vice Chair <u>Governors agreed that the Vice Chair should continue to be elected for a one year term of office through a self-nomination process and that the arrangements for a single nominee discussed above should also apply to the Vice Chair election.</u></p> <p>Nominations for the role of Vice Chair The Chair thanked the outgoing Vice Chair Michael Webber for his support and contribution to the Board in that role. The Clerk reported that she had not received any nominations in advance of the meeting. The Chair advised that she understood that Jo Winkler would be prepared to nominate herself for the Vice Chair role. Jo Winkler confirmed that this was the case.</p> <p>Election of Vice Chair Jo Winkler 'left' the meeting while Governors discussed her nomination. A Governor remarked that, whilst recognising her other commitments, Jo Winkler would not have put herself forward if she did not believe she would be able to fulfil the role. The Chair commented that she would have no reservations about electing Jo Winkler to the role of Vice Chair, recognising her ability to fulfil the role and her commitment to the School. Other governors praised her experience and challenge, which had been invaluable to the GB. A Governor pointed out that it would be important, when appointing new governors, to consider succession planning, and to take account of existing governors' workload and other commitments when reviewing monitoring responsibilities. The Chair confirmed that she would keep these issues under review and that the GB could consider appointing Co</p>	

	<p>Vice Chairs. The Clerk commented that these issues could also be discussed as part of the pending governance review.</p> <p><u>Following this discussion, Jo Winkler was elected Vice Chair of Governors for the current academic year.</u></p> <p>Jo Winkler 'returned' to the meeting and the Chair congratulated her on her election.</p>	
6.	<p>GOVERNOR CODE OF CONDUCT 2020-21 <u>The TEP Model Code of Conduct for 2020-21 was approved.</u></p> <p><i>The Clerk confirmed that she would circulate an online form for Governors to complete to confirm individually that they agreed to abide by the Code of Conduct as an alternative to signing and returning individual hard copies of the document.</i></p>	LH
7.	<p>INSTRUMENT OF GOVERNMENT/MEMBERSHIP REVIEW</p> <p>Review of Membership and Vacancies Governors noted the details, from GovernorHub of current GB membership and Terms of Office.</p> <p>Governors Details on GovernorHub <i>The Clerk reminded Governors to check that their details on GovernorHub were up to date and accurate and amend them if necessary.</i></p> <p>Recruitment to current Governor vacancies</p> <ul style="list-style-type: none"> • <u>Staff Governor</u> – <i>It was agreed that Staff governor elections should begin at the end of Term 1, so the new governor would be in post for the Term 2 FGB meeting.</i> The Chair confirmed that she would make herself available to any staff who were interested to explain the governor role and the work of the GB. <i>The Clerk agreed to send information on the election procedure (now updated for 2020-21) to the SBM.</i> A Governor commented that she and her fellow SEND governor had discussed the possibility of the SENCO/AHT having greater involvement with the GB at a recent monitoring visit. The Clerk remarked that it was not good practice for senior leaders to take on the Staff Governor role as this would be a conflict of interest in respect of the requirement for governors to hold school leaders to account. However she pointed out that the GB could amend the Standing Orders for Board Meetings to include the SENCO in the list of staff who might be invited to attend FGB meetings. <i>The Chair confirmed that she would discuss this further with the AHT, with a view to inviting the SENCO to attend FGB meetings where this was relevant to her role as SENCO/Acting DHT, commenting that it would be good for governors to hear from a range of staff at FGB meetings.</i> • <u>Co-opted Governors</u> – The Chair pointed out that there were now three co-opted governor vacancies and that one of the current Co-opted Governor's term of office would end in December 2020. <i>She confirmed that she would discuss this with the governor concerned before the end of her term of office.</i> The Chair also referred to the CV and personal statement from a potential Co-opted candidate, who had responded to the advert on Inspiring Governance, commenting that this applicant had relevant skills and experience, in terms of facilities management and procurement and would therefore be a good 'fit' for the Health & Safety Governor role. She also had experience of governance and chairing, which could prove valuable to the GB. A Governor noted that this candidate did not live very locally. However another Governor pointed out that it was likely that applicants who had applied through Inspiring Governance would have taken issues such as distance and travel time into account when deciding 	<p>All</p> <p>SB</p> <p>LH</p> <p>NF/CB</p> <p>NF</p>

	<p>whether to apply to a school. The Chair confirmed that she had had an initial discussion with the applicant and that distance would not be an issue for her. She had also confirmed that she had applied because she was interested in becoming governor and in education. In response to a question the Clerk confirmed that this applicant had responded to the advert that she had placed for Sussex Road on Inspiring Governance, rather than having been identified from the 'bank' of volunteers. The Chair commented that this was strong candidate and that she would like to have further discussion with her, potentially with the AHT to provided further background on the school and the GB with a view to bringing a recommendation back to the October FGB meeting. With regard to the other Co-opted vacancies, the Chair suggested that no further action should be taken until the governance review had been completed, in case the size of the Board reduced as a consequence of the review, although she confirmed that she would not wish to keep these posts vacant in the long term. A Governor advised that she was aware of another potential candidate (a clinical psychiatrist who worked with CAMHS), although she would not be in a position to take on a governor role for a year or so and might also potentially become a Sussex Road parent in future.</p>	NF
8.	<p>ANNUAL REVIEW OF GOVERNING BOARD – ORGANISATION AND STRUCTURE</p> <p>Update on Governance Review The Chair reminded Governors that MW had intended to carry out a governance review over the summer, but had not been able to do so due to other commitments. She therefore proposed commissioning an external review to obtain an independent view of the governance structure, effectiveness and membership. <u>This proposal was agreed.</u> The Clerk agreed to send governors a link to an online questionnaire, based on the NGA's '20 Questions for Governing Boards' to ask, the results of which could be shared as part of the external review.</p> <p>Circle Model Terms of Reference Governors noted that the GB might decide to amend its Governance model following the governance review, but agreed that the Circle Model Terms of Reference should be approved for the time being. <u>The Circle Model Terms of Reference for 2020-21 were therefore approved.</u></p> <p>Headteacher Performance Management Panel and External Advisor The Chair noted that a meeting had already been scheduled for the w/c 21/9/20 and suggested that the membership of the Panel should not be changed, even though it was now not in line with best practice following JW's election as Vice Chair. She also pointed out that on this occasion the focus for the Panel would be target setting, rather than performance review, due to the absence of the substantive HT on maternity leave. <u>It was therefore agreed that the HTPM Panel members would be Nicola Furlonger, Vanessa Lines and Jo Winkler. Governors also confirmed the appointment of Rosemary Fergusson as External Advisor.</u> The Clerk noted that it was not recommended that schools should use the same External Advisor for more than three years and suggested that the GB should therefore consider appointing a new Advisor for the 2021 HTPM process. She also suggested that, as the Chair and Vice Chair were both Members of the Panel, another Governor could be confirmed as a point of contact should the AHT have any concerns about the review process.</p> <p>Pay Panel The Chair noted that it was good practice for the Vice Chair to be a member of, and Chair, this Panel.</p>	LH

	<p><u>The Panel membership was therefore confirmed as Andrew Pembroke, Michael Webber and Jo Winkler.</u></p> <p>DfE Identified/KCC required Monitoring Roles <u>The following appointments were agreed:</u></p> <ul style="list-style-type: none"> • <u>Safeguarding – Michael Webber</u> • <u>SEND – Andrew Pembroke and Emma Sangster</u> • <u>Health & Safety – Michael Webber and Louisa Reynolds (to be reviewed following appointment of new governors/outcome of governance review)</u> • <u>Finance – Nicola Furlonger and Michael Webber</u> <p>The Clerk pointed out that there had been a number of changes relating to the Finance Governors' responsibilities in the Model Terms of Reference.</p>	
9.	<p>GOVERNOR MONITORING</p> <p>Governor Visits Monitoring Policy for the Circle Model 2020-21 <u>The Governor Visits Monitoring Policy was approved, subject to the inclusion of the School's Request to Visit Form as an Appendix.</u></p> <p>The Chair noted that it was now a statutory requirement for Governors to prepare a written report for consideration at the Board meeting following the monitoring visit.</p> <p>Monitoring Schedule for 2020-21 The Chair noted that the schedule had not yet been drafted, as the focus of visits would depend on the approved Strategic Plan priorities. <i>However, it was agreed that Governors would contact the School to set dates for 'virtual' Term 1/Term 2 monitoring, with the focus of the visits being agreed once the Strategic Development Plan had been approved at the October meeting.</i> The Safeguarding governor pointed out that he would need to visit the school to review the Single Central Record, as he believed that reviewing downloaded data would be a GDPR breach. He therefore agreed to arrange a suitable time with the SBM, outside school hours. In response to a question the SBM confirmed that the Risk Assessment would cover this visit and set out the precautions that would need to be taken.</p> <p>Role Descriptors <u>The Role Descriptors for Governor monitoring were agreed.</u></p> <p>Delegated Monitoring Roles <u>Delegated monitoring roles were confirmed as:</u></p> <ul style="list-style-type: none"> • <u>Leadership and Management – Nicola Fulonger and Jo Winkler</u> • <u>Quality of Education – Vanessa Lines, Claire Robertson, Jo Winkler</u> • <u>Behaviour and Attitudes – Andrew Pembroke and Louisa Rowlands</u> • <u>Personal Development – Emma Sangster and Louisa Rowlands</u> • <u>EYFS – Nicola Furlonger and Vanessa Lines</u> • <u>Governor Training and Development – Louisa Rowlands</u> <p><u>It was agreed that Pupil Premium and Covid-19 Catch-Up grant monitoring would be carried out by the Leadership and Management monitoring pair.</u></p> <p>In response to a question, the AHT advised that the school should receive £35,000 in Covid-19 catch up grant funding, paid in three instalments.</p>	All

10.	<p>POLICIES</p> <p>Child Protection Policy The Chair confirmed that she had made a number of textual changes to the draft document on Sharepoint. <u>The Child Protection Policy was approved.</u></p> <p>Behaviour Policy The AHT confirmed that the Policy had been amended to reflect the new regimes and procedures in place for the full return to school. <u>The Behaviour Policy was approved.</u></p> <p>Finance Policy <u>The updated Finance Policy was approved.</u></p>	
11.	<p>SAFEGUARDING</p> <p>Governor Safeguarding Training The Chair confirmed that all Governors had attended the Safeguarding Training session held on 2/9/20. A Governor asked whether Governors would now be able to have individual CPOMS log-ins to be able to report any concerns. It was confirmed that emails had been sent out to Governors previously, but that only one Governor had responded. <i>The AHT agreed to resend the emails if necessary.</i></p> <p>Staff and Volunteer confirmation regarding KCSIE 2020 Part 1 <i>The Safeguarding Governor advised that he would review the evidence of these confirmations as part of this next monitoring visit.</i></p> <p>Governor Declaration on GovernorHub <i>The Clerk reminded Governors to complete the declaration on GovernorHub if they had not already done so.</i></p>	<p>CB</p> <p>MW</p> <p>All</p>
12.	<p>STRATEGIC PLAN (SP) Governors reviewed the draft Strategic Priorities for 2020-21.</p> <p>The AHT noted that Governors had reviewed progress against the 2019-20 Plan at the July FGB meeting, and confirmed that a number of actions that had been outstanding at the end of the previous academic year had been carried across to the 2020-21 Plan. She commented that although Priority 2 remained 'Deep Learners' the aim had been changed to 'to embed a coherent and progressive curriculum that promotes remembering and deep learning' as the School was not at a point to deliver 'a rich mastery curriculum', as set out in the 2019-20 Plan. The AHT also advised that the key Priority for the School would be its Covid-19 response and pointed out that the Strategic Plan would need to be a working document that would be amended to reflect changed circumstances, many of which would be outside the school's control.</p> <p>The AHT noted that the SLT had considered whether including Priority 3 (Outdoor Learning) would be too much in the current circumstances, but had concluded that it was important that this Priority was retained, not least as a response to issues arising as a result of Covid-19, and that some of the actions would be funded through Sports Premium Funding. A Governor agreed that Outdoor Learning provision would be important to support wellbeing. In response to a question, the AHT advised that she had not yet been able to arrange meetings with and training from OPEL and Pentagon Play, but intended to have arrangements in place before the end of Term 1.</p>	

A Governor asked if it would be realistic for the School to identify and address parents' mental health and wellbeing issues. The AHT confirmed that the school would signpost parents to outside agencies where this was felt to be necessary where families were known to be suffering with mental health issues. **A Governor agreed that it would be key to work with the families, as family circumstances would be the biggest influence on children's mental health. Another Governor recognised that the school could have a role where it already worked with parents, or where staff had concerns but felt that it would not be realistic to apply this action to the whole parent body.** The SBM pointed out that the school could not ignore the impact that parents' mental health had on their children's wellbeing. The Safeguarding governor noted that the school's safeguarding procedures would identify and 'pick up' families who needed some additional support.

A Governor noted that 'engagement with families' had been an action in the previous SP that had not been carried across and asked whether there was any quantifiable evidence of the success or impact of this action in 2019/20. The AHT reminded Governors that the actions that the School had taken had been discussed in the review of the SP at the July meeting. She confirmed that parental engagement remained a focus for the School, but commented that this was more difficult due to the Covid restrictions which prevented informal conversations taking place (for example in the playground at the beginning/end of the school day) and that engagement now needed to be more formal, although the School was still offering 'meet the teacher' and Open Zoom sessions. She added that actions to engage parents also fell within Priority 2 (Deep Learners).

A Governor commented that there was no specific mention of SEND/PPG children within Priority 1, and asked if the School had decided that these children did not need to be a particular area of focus. The AHT confirmed that the detailed SP that would be brought to the next meeting for approval would include actions and targets relating to specific groups, including SEND and PPG children, who would always be an area of focus for the School. However, she pointed out that the School had not yet carried out any formal assessments to identify gaps and did not have any preconceptions in respect of those children who would need additional support as a result of the lockdown. She added that there had already been some surprises with regard to the children who appeared to have been most affected by being out of school. **A Governor asked whether at this point it had been possible to assess the size of knowledge gaps following lockdown.** The AHT confirmed that she had talked with teachers, and that the situation in Year 6 and EYFS in particular was very positive. However, she believed that it would take more time for the full impact of the lockdown to become evident.

In response to a question, the AHT explained that her next step would be to take the draft plan to the wider SLT before sharing it with all staff, and that the SLT would then agree the final Plan.

A Governor asked for further information regarding the proposal to extend Continuous Provision into Year 2. The AHT explained that the 'Early Excellence' principles established in EYFS and Year 1 would also be applied in Year 1 during the current term (for example in the way that the classrooms were set up) although the children would follow the Year 2 curriculum, and that a more formal teaching and learning environment would be introduced incrementally across the year to prepare the children for the transition to KS2. She advised that two Early Excellence consultancy days had been booked to support and provide training for staff on this approach.

	<p>A Governor asked if members of the SLT would be given responsibility for different areas of the SP. The HT advised that certain areas might be allocated to specific members of staff, such as subject leaders, but the SLT would decide how other areas of the SP would be allocated.</p> <p>Governors agreed that the three key priorities identified in the summary document provided a good basis for the school to move forward into the new academic year.</p>	
13.	<p>RISK ASSESSMENT (RA) AND THE RETURN TO SCHOOL</p> <p>The Chair reminded Governors that the GB's role was not to approve the risk assessment but to satisfy themselves that it was appropriately robust.</p> <p>The AHT confirmed that the RA had been updated to take account of new DfE guidance released on 7/9/20, and that there had been some changes with regard to dismissing children at the end of the day, as it had not provide possible for siblings to remain safely on the school site (in terms of distancing) whilst waiting for another sibling's finish time, so that all children needed to come out with their class teacher. She also pointed out that parents needed to respect and comply with the new arrangements, in terms of waiting outside school and wearing masks. A Governor commented that it appeared that Years 3 and 4 would have longer school days than other year groups. The HT agreed that there was a 20-minute discrepancy between the length of time Years 3 and 4 were in school compared to Years 5 and 6 but confirmed that this only resulted in 10 minutes less teaching time and pointed out that the school had needed to take account of the larger number of children in the 'bulge' year group and the amount of space on the playground. She stressed that her priority was to keep the children safe, and that this was the best model that could be achieved, taking account of the DfE/KCC guidance. A Governor asked that the school kept an eye on the potential impact of this discrepancy with regard to progress, commenting that although it was only a small amount of time each day this would add up and could have an impact.</p> <p>A Governor noted that the current arrangements depended on parents' compliance and asked if generally parents were obeying the new 'rules'. The AHT commented that although some parents tried to break the rules, this was only a small minority, although she acknowledged that the area outside the school became crowded at the end of the school day. She suggested that parents needed to be responsible for 'self-policing' the arrangements outside the school site. A Governor commented that, in her experience, most parents were wearing masks while waiting outside school and added that the revised start and finish times avoided a clash with secondary schools and helped to reduce the general 'flow' around the local area.</p> <p>The Chair referred to a number of questions raised by Governors in advance of the meeting. With regard to staff awareness of the revised document, the AHT confirmed that staff had been briefed on the amended RA and that it was also on the website, adding that she would send Governors a link to the 'live' document. A Governor had asked if the Fire Drill had taken place. The AHT confirmed that it had and that the buildings had been fully evacuated in under five minutes. She advised that that drill had not included EYFS classes and that another would be held when EYFS children were attending full time.</p> <p>Another Governor had asked whether it would be possible to introduce any extra-curricular clubs. The AHT explained that it was difficult to find space after school, as Polkadots were now using both Halls to maintain bubbles, although it might be possible to start some lunchtime clubs. The SBM added that many clubs were run by external providers, who might not want to come onto the school site. Several Governors asked whether it would be possible to run sports clubs that could take place outside.</p>	

	<p>In response to a question raised in advance of the meeting regarding lunches, the AHT advised that, although the school aimed to reintroduce hot lunches in Term 2, it had been estimated that it would take two and a half hours to run a full lunchtime service.</p> <p>A Governor had questioned why some sections of the RA were still RAG-rated 'amber', where it appeared that they had been completed or were working well. The AHT explained that some elements of the RA were outside the school's control and that in those circumstances she would want not to RAG them as 'green'. For example, although the school would follow the relevant guidance if there was a Covid case, the risk could not be mitigated completely. With regard to the question regarding transition, particularly for SEND children the AHT confirmed that the return to school appeared to have gone smoothly and that the children seemed to have adjusted well to being back in class.</p> <p>The Chair thanked the DHT for her ongoing work on the RA, commenting that this was a live and evolving document.</p>	
14.	<p>FINANCE</p> <p>The SBM confirmed that there was nothing for the FGB to approve at this meeting.</p> <p>The SBM advised that currently any additional spending was balanced by savings achieved during lockdown but, as discussed previously she confirmed that the budget might need to be recast once the six-month financial monitoring information was available (end of September accounts) to take account of new spending patterns and changes to income, for example with regard to High Needs Funding. The AHT added that supply cover was one area where further provision might be needed. The SBM confirmed that an element of virement was likely to address this and other changes.</p>	
15.	<p>TEP MONTHLY GOVERNANCE BULLETIN</p> <p>The Clerk advised that TEP's September bulletin had not yet been published.</p>	
16.	<p>GOVERNOR TRAINING</p> <p>Impact of training in 2019/20</p> <p>The Training & Development Governor reported that there had been some individual learning through external training sessions, and that the whole GB had taken part on a session, provided by JW, on School Improvement Principles (held when the first planned Governor Day had been cancelled). She added that the rearranged Governor Day had provided many opportunities for on-site learning and that the SEND Governors had also taken part in training on Metacognition strategies.</p> <p>Expectations of training in 2020/21</p> <p>The Training & Development Governor confirmed that many online training courses were now available and listed on GovernorHub. JW advised that all TEP Governor training courses would be held virtually during Term 1 and 2 and that take-up had been very positive.</p> <p>Booking TEP Training</p> <p>Governors noted that they would need to book courses through GovernorHub in future.</p> <p>Training Opportunities for Terms 1 and 2</p> <p>The Training & Development Governor advised that online District Governor briefings would be taking place of the next few weeks. A Governor asked if there was any planned</p>	

	training on virtual monitoring. The Training & Development Governor advised that a training session on monitoring was scheduled for 14/10/20 and suggested that this was likely to cover virtual monitoring in the current circumstances. <i>She asked Governors to look at the published 'offer and to book onto any courses related to their agreed monitoring areas.</i>	All
17.	CHAIR'S ACTION AND CORRESPONDENCE The Chair confirmed that she had not taken any Chair's Actions since the last meeting and had not received or entered into any correspondence.	
18.	ANY OTHER URGENT BUSINESS 'Wellbeing for Education project JW advised that she was leading on this project for KCC, explaining that funding was available for all schools, through the LA, to support the wellbeing of pupils, staff and parents, particularly with regard to mental health, working with a range of external providers, and that school's would be invited to identify people to take part in related training. Monitoring Visits The AHT confirmed that she would be happy for monitoring dates to be set up in advance of the approval of the SP, so that dates could be put into governors' and members of staff's diaries. The Chair noted that governors might meet with members of staff other than the HT (for example subject/cohort leaders) depending on the focus of the visit, but pointed out that governors needed to be aware of the additional pressures that leaders were currently facing when arranging their 'visits'. There was no other urgent business.	
19.	CONFIDENTIALITY. It was agreed that the AHT's reference to staff cover should be reported in the confidential minutes if a member of staff referred to within the discussion could be clearly identified. [Post meeting note from Clerk – it was not necessary to provide this degree of detail in the drafted minutes]	
20.	DATE OF NEXT MEETING The date of the next meeting was confirmed as Thursday 22 October 2020 (to be held virtually)	
19.	IMPACT OF THE MEETING Governors agreed that this meeting had set the path for the rest of the year in respect of governance arrangements and the priorities of the SP. The meeting closed at 8.28pm	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
16.9.19 17.10.19 29.11.19 17.3.20	5 3 3 9	Governors to contact the Chair if they are aware of a potential governor with Safeguarding experience	End T2	All	On going
17.3.20 15.7.20	5 10	Future monitoring visits to review the use and impact of PE Funding	End T6	JW	To be taken forward
17.3.20 15.7.20 15.9.20	7 3, 11 3	A Health & Safety site visit to be arranged	End T6	AC/ADA	Visit completed. Report to be drafted for 22/10/20
17.3.20 11.5.20 15.9.20	9 3 7	A meeting to be arranged with a potential Co-opted Governor candidate	11.5.20	LH/MW/NF	In progress
17.3.20	9	PPG provision and spend to be discussed as part of L&M Monitoring	End T6	NF	To be taken forward
15.7.20 15.9.20	13 3	The RSE Policy to be submitted for approval at the September FGB meeting	End T1	CB/ADA	Deferred to October pending parent consultation
15.7.20 15.9.20	14 8	A Governance review to be undertaken	End T1	MW	External review to be commissioned
15.9.20	2	Governors to log onto GovernorHub to check/update and confirm their business interests if they had not already done so	22.10.20	All	
15.9.20	4	The Standing Order for the election of the Chair and Vice Chair to be amended with regard to voting	22.10.20	LH	
15.9.20	6	An online form to be circulated to replace the requirement for a signed copy of the Code of Conduct to be returned to the Clerk	22.10.20	LH	
15.9.20	7	Governors to check their details on GovernorHub and amend as necessary	22.10.20	All	
15.9.20	7	Staff governor elections to take place at the end of Term 1 and updated information on the process to be sent to the SBM	End T1 30.9.20	CB/ADA LH	
15.9.20	7	The Chair and AHT to discuss the SENCO/DHT's attendance at some future FGB meetings	End T1	NF/CB	
15.9.20	7	Discussions to take place with the relevant governor regarding a term of office ending in December 2020	22.10.20	NF/CR	

15.9.20	8	Governors to be sent a link to an online self-evaluation questionnaire in advance of the governance review	22.10.20	LH	
15.9.20	9	Governors to contact the school to arrange monitoring dates for Term 1/Term 2 monitoring	End T1	All	
15.9.20	11	Emails regarding governors' access to CPOMS to be resent	30.9.20	All	
15.9.20	11	Evidence of staff and volunteer confirmations regarding KCSIE Pt 1 to be reviewed at the next Safeguarding Monitoring visit	End T1	MW	
15.9.20	11	Governors to complete the declaration re KCSIE Part 2 on GovernorHub if they have not already done so	22.10.20	All	
15.9.20	16	Governors to review the TEP online training offer and book onto relevant courses	30.9.20	All	

APPROVED