



Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 22 October 2020 at 6.30pm through virtual governance arrangements

	Present:	Nicola Furlonger (Chair) Alison D'Alton (SBM) (Items 1-9) Vanessa Lines (VL) Andrew Pembroke (AP) Louisa Rowlands (LR) (Items 1-6) Emma Sangster (ES) Michael Webber (MW) Jo Winker (JW) (Vice Chair)	
	In attendance	Carly Birkett (Acting Headteacher) (AHT) (Items 1-9) Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE The Chair welcomed everyone to the meeting. The Clerk reported that she had received apologies from Clare Robertson (family commitments). These apologies were accepted. The Clerk confirmed that the meeting was quorate. The Chair remarked that this would have been Clare Robertson's last FGB meeting, as her current term of office would end before the next meeting and she had decided not to stand for re-election because she was finding it difficult to attend meetings due to childcare and family commitments and did not feel that she would be able to give the Governor role the time it needed. She asked that the minutes record Governors' thanks to CR for her contribution over the past four years.		
2.	DECLARATION OF BUSINESS INTERESTS JW declared an interest in Agenda Item 8, as an employee of The Education People. The Chair advised that, on advice given by the Clerk before the meeting, JW would be present for this item, but would take no part in the discussion or vote on the decision. <u>This approach was agreed.</u> No other declarations of interest were received in respect of any item on the Agenda.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 15 September 2020 <u>The minutes of the meeting held on 15 September 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>Co-opted Governor appointments</u> – The Chair reported that she had arranged an online meeting with a potential governor, but that they had failed to attend because they had forgotten that it had been arranged. She advised that the Clerk had sent her information about other volunteers from Inspiring Governance, and that, although she would be following up on these to explore whether these volunteers might be interested in joining the Sussex Road GB, she would not take any applications forward until the outcome of the governance review (to be discussed further under Item 8) was known. • <u>Impact of PE funding and PPG provision</u> – <i>It was agreed that these issues would be covered during Term 2 monitoring</i> 		Mon Govs

	<ul style="list-style-type: none"> • <u>Code of Conduct - The Chair asked Governors to complete the online declaration regarding the Code of Conduct if they had not already done so.</u> • <u>SENCO/DHT's attendance at GB Meetings – The Chair confirmed that she would be discussing this further with the Acting Headteacher.</u> <p>It was confirmed that all other actions had been completed or were covered under other agenda items.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	All NF
4.	<p>MEMBERSHIP</p> <p>Staff Governor Elections The Chair confirmed that Staff Governor elections would be held in Term 2.</p> <p>Parent Governor Elections The Chair confirmed that Parent Elections would take place during Term 2 but commented that there had been some discussion outside the meeting on arrangements to ensure that the process was Covid-safe and that the Clerk had taken advice from the AGO on how this could be achieved. She explained that the options were to set up an electronic voting system, or to run the usual paper-based system with additional precautions. The Clerk commented that in her experience it was difficult to set up an electronic voting system which would ensure there was no element of double-voting whilst enabling all parent to vote, and advised that the School would still need to offer a paper voting alternative for parents who could not access the online system. Governors suggested installing ballot boxes at the gate so that parents did not need to come into the school to deliver their ballot papers, and to delay the counting process for 72 hours from close of the voting period. The SBM noted that it would not be possible for the office staff to provide the usual degree of scrutiny to ensure that the double-envelope requirements were followed. However, she confirmed that she would be able to set up a system to match returned papers against a register (using admission numbers) to check that no multiple votes had been returned.</p> <p><u>Governors agreed that the Parents should use a paper voting system, following the methodology and implementing the precautions outlined above.</u></p> <p>[The Clerk's internet connection to the meeting failed at this point. The next section of the minutes was drafted using information provided to the Clerk by the Chair at the end of the meeting]</p> <p><u>It was agreed that potential staff and parent candidates should be offered the opportunity to meet with existing governors to find out more about the role. VL and AP agreed that they would be available to speak to candidates or attend information sessions. The Chair agreed to discuss the detailed arrangements for both election processes with the SBM at the beginning of Term 2.</u></p> <p>Co-opted Governor <u>It was agreed that action to recruit to the Co-opted Governor vacancies should be deferred until the Governance Review was complete, in case a reduction in the number of Co-opted places was recommended. However, the Chair confirmed that in the meantime she would contact the volunteers identified by the Clerk from Inspiring Governance.</u></p>	VL/AP NF NF

5. STRATEGIC PLAN/AHT'S REPORT

Costed Strategic Plan/Recovery Plan

Governors reviewed the draft Strategic Plan and the schedule of questions that had been raised by Governors before the meeting.

A Governor had asked whether the School had considered how the 2020-21 Plan fitted within a long-term vision for the school, looking at where the School would want to be in three to five years' time, and how this would be achieved. It is important that we do not lose sight of our longer term objectives. The AHT noted that, although a long term vision was important, the current focus was 'fire-fighting' the impact of Covid-19 and the on-going restrictions/changes in procedures. The long term vision requires detailed consideration with SLT and governors.

[The Clerk rejoined the meeting]

A Governor agreed that the priority for the School for the remainder of the academic year would be to analyse gaps, to put measures in place to bring progress on track and to overcome gaps created by home learning, and to then align these measures against a three-year plan. She suggested that progress would be achieved through strong teaching and leadership and that the likely timescales would be to identify gaps in Year 1 to get back on track by the end of Year 2 and to move forward to implement a longer term strategy in Year 3.

The AHT commented that feedback from the Ofsted visits had been that schools needed to be able to show what they were doing to identify and address gaps in learning due to school lockdown and accelerate progress. She confirmed that she would discuss three-year plan with the SLT but added that three years was an extremely long time in education, particularly in the current environment. This would be revisited in the next L&M monitoring visit.

A Governor noted that another area of focus for Ofsted would be how far away SEND children, particularly those with EHCPs, were from reaching progress targets, but she pointed out that this focus was a matter of course at Sussex Road, which was an extremely supportive school with well trained staff who regularly ran multiple interventions for SEND pupils.

The Chair reported that she had recently attended a Headstart Kent webinar about a 'whole school' approach to wellbeing through a toolkit approach. **She noted that wellbeing had been and continued to be at the centre of the Strategic Plan and at the forefront of the SLT's thinking, as evidenced from many of the FGB papers. She questioned the basis for the School's approach to wellbeing and whether there had been any consideration to undertaking a structured assessment of wellbeing across all areas to ensure a comprehensive strategy was in place in the longer term. She also asked whether the School had a wellbeing/mental health champion to support the roll-out of wellbeing measures.** The AHT confirmed that the wellbeing culture at Sussex Road was deep rooted and embedded. Initiatives were only introduced if they would have an impact and be effective, the number of staff meetings had been reduced and staff were able to take PPA time at home and were supported to access CPD. However she acknowledged that staff wellbeing had been impacted by the lack of interaction, for example by not being able to go into each other's classrooms or meet together, and that they missed the sense of community and mutual support. She confirmed that the SLT had discussed what more could be done to reduce workload and to bring back the positive culture. She also noted that the HT and SENCO had been working on this for a long time. The AHT confirmed that staff were signposted to external

agencies that could provide advice and support, and advised that the School would be training mental health mentors (two or three teachers, a TA and another member of staff). A Governor asked if these mentors would be for both staff and pupils. The AHT confirmed that they would primarily work with staff, but that the SENCO had also undertaken 'steps to wellbeing' training to support pupils' mental health.

One of the SEND Governors advised that the issue of wellbeing and mental health had been discussed with the SENCO during the most recent monitoring visit, the notes of which had been uploaded to Sharepoint. He advised that wellbeing was supported through TA interventions, and that TAs were currently supervising lunch breaks to give teachers back some time. **A Governor recognised that the current priority was to strip back and focus only on what was needed, but she questioned whether the School would achieve everything that was needed by doing this.** The AHT agreed that there were so many restrictions currently, including on space within the school, that some interventions had not been able to take place. She stressed that the focus needed to be on quality-first teaching, but she also confirmed that the SLT were looking at what they could do, for example to run interventions in place at lunchtimes, to give teachers a full hour's break and to support SEND and vulnerable children. The Vice Chair reminded Governors that the funded 'wellbeing for education' project was available for support mental health projects in partnership with a range of providers.

A Governor questioned the tools that were being used to comprehensively assess staff wellbeing and asked if it would be worthwhile for governors to run a staff survey to gather information on how staff were feeling. The AHT advised that the SENCO would be forming a working group as a first step to gauge how staff were feeling and suggested that a Governor could link to this group rather than sending out a separate survey. A Governor suggested that this would help to demonstrate that the GB was recognised the pressures that staff were facing. The AHT commented that staff would appreciate this recognition. The SBM remarked that a survey at this time was likely to make staff feel more vulnerable and potentially even threatened and that they were likely to be unwilling, or feel unable, to say how they were feeling and were more likely to open up to a group of people with whom they felt safe. A Governor expressed sympathy with this view, acknowledging that governors did not run the School and pointing out that it was for local management to run the school and listen to staff. If additional support was needed from governors, it would be for staff to raise this with the AHT and for the AHT to approach the GB. He would not wish to add another tier on top of what was already in place and felt that it would be for management to flag up where governors could help. A Governor suggested sending a video message to staff from the GB.

This proposal was agreed and it was agreed that ES would work with the Chair to take the proposal forward.

The L&M monitoring team will discuss staff wellbeing with the AHT / ADHT in Term 2 monitoring.

There were no specific changes proposed to the Strategic Plan . Governors noted that this was an evolving document which would be subject to change throughout the year.

The 2020-21 Strategic Plan was approved.

All monitoring teams were asked to progress plans for their monitoring activity over the coming year in response to the approved SP.

Acting Headteacher's Report

The AHT responded to questions raised in advance of the meeting

- **Casual vacancies** – **A Governor had asked why the School was currently below PAN in all year groups except EYFS.** The SBM explained that the School's PAN had traditionally been 380 pupils but that this had risen to 419 when the 'bulge' year group was created and pointed out that it was currently over

ES/NF

PAN with 420 pupils. She confirmed that there were currently one or two spaces where children had left the school (mostly because the family had moved out of the local area and parents had moved them to a more local school), and advised that she was currently offering places to families on the Waiting List. She explained that this could be a lengthy process as each family had to be contacted in rank order and given an opportunity to accept or decline the place before moving on to the next one. She advised that there were currently 40 families on the Waiting List, that the school remained very popular and that she was confident that all the vacancies would be filled with the exception of places in the 'bulge' year group. In this connection she pointed out that this was a challenging year group and that it had been felt that it would not be appropriate to fill the vacancies. She also commented that the School had received 80 first choice applications this year and had been a named school on 150 applications that therefore could have filled the two EYFS classes on first choices alone.

- **TA Turnover – A Governor had asked whether the turnover in TAs was high and whether the School had collected evidence of why staff had left to inform future practice** The SBM reported that she had reviewed movement amongst TAs over the past year and provided the reasons for resignations, which had in most cases been due to a change in personal circumstances. **A Governor noted this information as it applied to changes over the last year but questioned the longer-term picture, as it seemed as if the turnover was higher than average.** The SBM explained that some TAs at Sussex Road were employed on permanent contracts and others on temporary contracts to provide 1:1 support for a named child or children, with their salary covered by High Needs Funding. TAs in this second category would usually leave when a child left the school as the School aimed to recruit TAs with skills or experience that matched a child's individual needs. **A Governor asked whether the School carried out exit interviews.** The AHT advised that it did not do this currently. The SBM commented that in her experience staff were not always honest about their reasons for leaving.
- **Covid-19 Catch Up and gaps – Governors had asked whether the School had been able to establish baseline information and the timeline for completing this process, questioned the main concerns about the gaps that had been found and any trends across year groups/cohorts and what data could be shared with the FGB to help Governors consider the future impact of any planned measures.** The AHT reported that over the past few weeks 'soft' assessments had been carried out and that Years 2 and 5 had also sat mock SATS papers. Staff had undertaken CPD training on triangulation as it was essential that assessments were completely accurate to give a clear picture of the current position. She reported that the results of the assessments were very mixed and it had been clear that some children had been disengaged in home learning whereas others had made accelerated progress. **The HT confirmed that she would present data to the next FGB, which would include information about how many pupils were on track to meet their end of year targets.** She added that she had discussed this issue with the School Improvement Advisor who had recognised that there was no clear picture and suggested that it would take time to identify the gaps in each subject. A Governor remarked that although it would take time to gather full details, staff were with the children every day and could draw conclusions that would enable them to assess how much intervention would be needed. **A Governor questioned the targets that children would be assessed against, noting that the GB had not seen any data since the beginning of 2019/20, as lockdown had started just before the Term 3 data would have been presented.** The AHT explained that all children had targets based on FFT data and would be assessed against prior attainment data, ie EYFS data for KS1 and end of KS1 data for KS2, and that

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teachers would also review whether children were on track in terms of being at Expected or at Greater Depth. **A Governor asked how the GB could monitor whether Covid-19 catch up interventions had been successful if did not know where children had been at the point at which they returned to School in September.** The AHT pointed out that interventions would have been successful if children were back on track to meet their targets, irrespective of where they had been at the beginning of the year. She confirmed that she would use the templates used to monitor the impact of PPG funding to measure the progress made by those children whose assessments suggested that they were not yet back on track. A Governor remarked that the key issue was to identify where children were now and agree what the School would do for those who were not on track. **A Governor asked whether the interventions referred to in the SEND monitoring report related to all children or just to those with SEND.** The AHT advised that SEND children would continue to receive the differentiated provision that they had received before and during lockdown and confirmed that the Catch Up funding would be used for all children who had fallen behind. The School would also review the progress being made by children for whom it received PPG or SEND funding to make sure it obtained the best value for money and took a 'joined up' approach.

- **Home Learning provision** – **A Governor had asked how effective the home learning provision had been for children who were at home isolating, what the level of engagement had been and whether any changes had been made as a result.** The AHT advised that the provision plan for home learning was being followed, but that this was a working document. The School had been lucky in not having had any 'bubble' closures so far, but it needed to be flexible.
- **Feedback and marking** – **A Governor had noted that feedback and marking had been identified in the parent survey relating to remote learning and had asked how this was being taken forward as the policy did not currently specify what feedback would be given on work submitted by email. They had suggested that clarification would be useful to balance both staff workload and parent expectation.** The AHT commented that feedback was a complex issue, for example with regard to who was providing the feedback and the purpose for which it was being given. She recognised that parents might feel that there was no point in children completing work if it was not going to be looked at but pointed out that it was also necessary to consider the impact of providing feedback on teachers who were also teaching classes all day. She confirmed that where an individual child was absent, work sent home would be looked at and, if a child was isolating, feedback would be given when the teacher next spoke to the parent(s). In the event of another full lockdown Zoom would be used to provide feedback on a specified piece of work. **In response to a further question the AHT advised that there had been three cases where children were isolating and she confirmed that teachers had spoken to parents where it was evident that children had not completed sufficient work at home, giving advice on how to engage and support, although she recognised that it was difficult in some cases, particularly in disadvantaged families, to encourage parents to make sure that children completed the work that they had been set.** The AHT reported that the School would be collating a list of families who needed additional support and that these families would receive additional contact from a member of the SLT. One of the SEND governors advised that the monitoring pair had had a discussion with the SENCO about disengaged parents, and had noted that their disengagement might not be deliberate but that due to their own experiences, they saw education as an alien environment and might feel belittled or humiliated by engaging with the school. The AHT acknowledged that this was true in some cases, but that in others there was no expectation of children and no enforcement. A Governor noted that the

SESCO had confirmed that she would be looking at EEF research for further advice. The AHT acknowledged that there was no 'quick fix' to this issue.

- Attendance – A Governor noted that attendance figures were positive and congratulated the AHT on this achievement. The AHT confirmed that the children were pleased to be back. A Governor commented that feedback from parents at the gate confirmed that this was the case.
- Inset Day training 23/10/20 – A Governor had questioned the focus of this inset day. The AHT confirmed that the focus would be on the curriculum lined to deep learning and progression, and on skills for foundation subjects, with all subject leaders delivering a presentation to the staff team.
- Outdoor Learning – **A Governor had asked how the new climbing frame which would be funded by the SRSA would fit into the plans for the playground and outdoor learning priorities, questioning the timeframe for this work and whether it formed part of the wider playground development.**

The SBM advised that plans for the development of the Forest School, creation of an outdoor classroom and installation of the new climbing frame were part of the wider playground project and were currently out to tender and she confirmed that full proposals would be shared with Governors once tenders had been returned. She commented that initial discussions with contractors suggested that the cost would be lower than had first been thought and suggested that it might prove cheaper to use the School's existing contractor to undertake the groundworks and tender separately for the other elements of the project. She also confirmed that the rationale for the new climbing frame, which would be funded by the SRSA to provide enrichment for the children, was that the current installation was no longer fit for purpose. A Governor noted that this was a complicated project but asked if the SBM had a timescale for the work. The SBM advised that the intention was that the area would be cleared and flattened over the February term break, with installation taking place during term time, before Easter, but that this would be depend on ground conditions when the existing floor covering was lifted. She confirmed that the children would be involved in the design of this area, and hoped that all work would be completed before the end of the academic year. The Chair asked that the GB's thanks be passed on to the SRSA for this donation and also for funding the fleeces that had been given to all children and members of staff.

A Governor asked if there had been any changes to the Risk Assessment. The AHT advised that it had been amended to include ventilation within the building, to reflect the changing weather and the maintaining of data for the track and trace system.

A Governor noted that the pressure that the AHT and her team were facing from the response to Covid-19 had been evident from the HT's report and pointed out that Governors needed to be mindful of this during their monitoring visits. She suggested that when arranging monitoring, governors should ask the AHT or the member of staff that they would be meeting if there was anything that they should look at to help their understanding. A Governor referred to the training that she had attended on monitoring virtually and suggested that the monitoring teams should sketch out a plan for their monitoring for the forthcoming year to share it with the AHT, to enable all monitoring to be incorporated into a single standard plan so that staff knew when visits would be taking place and what would be covered. She also suggested that planning for monitoring visits should be carried out in partnership with staff to give them some ownership of the process. Another Governor pointed out that this would be particularly valuable for new Governors, as she felt that the existing monitoring groups already worked well with staff when planning and carrying out their monitoring visits.

	<p>SEND Governor Monitoring Report</p> <p>One of the monitoring pair noted that, during their recent monitoring, the SENCO had mentioned that one TA initially employed to provide 1:1 support had been reallocated to run an intervention for seven children. Although this intervention was having a high impact for those children, the monitoring pair had questioned whether, although recognising that this change had been made for the greater good, there would be a consequent detrimental impact for the child identified as needing 1:1 support. The AHT's response to the question is reported in the Confidential minutes as it could identify an individual child.</p> <p>The AHT commented that it was also difficult to bring external support into school as external agencies would not provide face to face appointments. She recognised that the lack of space and the logistics of the bubbles was difficult when considering support for individual children but pointed out that the SLT needed to have a whole school picture. She stressed that a great deal of thought had gone into changing existing support arrangements and setting up new ones.</p> <p>Safeguarding Governor Monitoring Report</p> <p>The Safeguarding Governor confirmed that normally he would have visited the School to check the SCR at this time of year but had not yet been able to do so and therefore had accepted the management assurance that everything was in place. He reminded Governors that he had reviewed the Annual Safeguarding report in July and would also have reviewed the School's self-assessment but that the HT had suggested that this review should be deferred to Term 1 or Term 2. He therefore confirmed that he would undertake this review at the beginning of Term 2 and added that he was not aware of current safeguarding issues.</p> <p>A Governor asked whether all staff had now completed the annual declaration relating to KCSIE. The SBM advised that she had created a new tab on the SCR to record the declarations relating to KCSIE, GDPR and the staff Code of Conduct and that most staff had now completed them.</p>	MW
6.	<p>FINANCE AND RESOURCES</p> <p>Six Month Financial Report</p> <p>Governors reviewed the six month financial monitoring statement, the note of the financial monitoring visit and the SBM's accompanying notes, noting that the monitoring team had also reviewed the Finance Policy, Benchmarking and the Financial Risk Register and had been given an update on progress with regard to SFVS actions.</p> <p>The SBM reported that the predicted rollover had increased since budget setting but pointed out that there was a great deal of uncertainty at present, for example in respect of Covid Catch Up funding and the need for additional staff cover. She advised that the School had been unsuccessful in its application for a refund of all additional Covid-related cost, as the criteria on which these refunds had been allocated had been narrower than KCC had originally indicated. She advised that since September she had purchased additional Covid-related resources and she was hopeful that at least some of this expenditure would be reimbursed.</p> <p>Governors noted that the projected Revenue Outturn was £71,948, a negative variance of £11,482 against the current budget estimate [NB. the revenue outturn estimate at budget setting was £70,027, so has increased by £1,921] and that the Capital budget would be fully spent.</p>	

	<p>Write-offs and Virements [The SBM left the meeting at this point whilst Governors discussed a staff-related virement]</p> <p><u>Governors discussed and approved a virement of £11,500 to facilitate a review of Admin/Clerical Team resourcing</u> (reported within the Confidential minutes).</p> <p>[The SBM returned to the meeting. LR left the meeting, which remained quorate]</p> <p>Contracts, tenders and expenditure above delegated limits The SBM confirmed that there were currently no contracts, tenders or expenditure requiring FGB approval.</p> <p>Benchmarking information Governors noted the benchmarking information circulated with the meeting papers without further comment.</p> <p>Premises/Maintenance update The SBM advised that she was seeking quotes to repair the playground surface, and felt that it was unlikely that the cost of this work would be funding by the LA. She confirmed that she would work through other items on the maintenance plan, as budgets permitted. She also advised that the School's preferred building contractor had now relocated and that she would be looking to identify a replacement.</p> <p>Health and Safety Update and Monitoring Governors noted the report from the Health & Safety Governor, who confirmed that he had nothing further to add and that no items of concern had been identified during his monitoring visit. The SBM advised that she was expecting a Health and Safety Audit from KCC shortly (an Audit visiting having been scheduled at the beginning of lockdown).</p>	
7.	<p>POLICIES</p> <p>Complaints Policy The Chair explained that the draft circulated with the meeting papers had been adapted from the Kent model document, and included a flow chart recommended by the School Improvement Advisor. <u>The Complaints Policy was approved.</u></p> <p>Charges and Remissions Policy <u>The Charges and Remissions Policy was approved.</u></p> <p>Pay Policy The SBM explained that she had not yet updated the Pay Policy to include the new teachers' pay scales, which would be added as an appendix. She reported that the amended pay scales were part of the process of moving to a minimum M1 salary of £30,000 by 2022, although she noted that schools were being recommended in future not to publish pay bands but to report only the minimum and maximum point of each salary scale. She confirmed that the School would be taking advice from SPS and would work through a consultation process but suggested that the increases would be needed across all pay scales to ensure appropriate differentials were maintained, which could have a significant impact for the budget.</p> <p>A Governor asked whether the recommended changes needed to be implemented this year. The SBM advised that planning needed to begin this year, noting that the options were to implement the increases gradually or defer the process until September 2021 and face significant increases then. <i>She confirmed that the School would take</i></p>	ADA

	<p>of the SEND governors commented that the toolkit was a massive document with implications that would need to be reviewed at different levels with appropriate training put in place, and which would create additional work for school staff.</p> <ul style="list-style-type: none"> • <u>District Governor briefing</u> – The Chair and ES advised that they had attended the recent District Governor briefing. <p>TEP Monthly Governor briefing The Chair noted that the October briefing, which had been published earlier in the week, had reviewed the STPDC recommendations and the implications for governance. She commented that it would be useful if a Governor reviewed the bulletin on a rota basis and pulled out one or two key points to share with the FGB, to ensure that the GB kept up to date with and were mindful of best practice. <i>This proposal was agreed. The Chair confirmed that she would prepare and circulate a rota for the current academic year.</i></p> <p>Exception report on GovernorHub declarations The Clerk reported that a few Governors had still not completed the two declarations on GovernorHub (relating to Business Interests and KCSIE 2020) or the online declaration regarding the Code of Conduct <i>and confirmed that she would contact them individually outside the meeting.</i></p> <p>A Governor advised that she had not been able to access the online self-evaluation form. <i>The Clerk agreed to send the governor a hard copy of the questionnaire.</i></p>	<p>NF</p> <p>LH</p> <p>LH</p>																				
9.	<p>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 that she had not previously shared with governors by email.</p>																					
10.	<p>ANY OTHER URGENT BUSINESS [The AHT and SBM left the meeting]</p> <p>Report from Pay Panel The Vice Chair, as Chair of the Pay Panel reported that Governors had reviewed and ratified the AHT's decisions regarding teachers' and support staff performance management outcomes and had approved her recommendations in respect of leadership pay. The Panel had been satisfied that the increases were affordable and accounted for within the budget and that due process had been followed. <i>It was agreed that notes from the Pay Panel meeting would be produced and brought to the next FGB meeting for information.</i></p> <p>[Post meeting note: Summary information provided as below:</p> <table border="1" data-bbox="191 1523 1385 1859"> <thead> <tr> <th>Role</th> <th>Month</th> <th>Year</th> <th>On cost</th> </tr> </thead> <tbody> <tr> <td>Teaching staff</td> <td>£4,694.57</td> <td>£56,334.84</td> <td>£75,113.12</td> </tr> <tr> <td>Support staff</td> <td>£1,831.34</td> <td>£21,976.08</td> <td>£26,335.28</td> </tr> <tr> <td>Top of support staff scale one off payments</td> <td></td> <td></td> <td>£2,119.82</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£28,455.1</td> </tr> </tbody> </table> <p><i>Pay progression was budgeted for all staff and £2,800 set aside to cover support staff receiving a higher than 'good' rating. Just over £1,100 of this allocation was not required.</i></p>	Role	Month	Year	On cost	Teaching staff	£4,694.57	£56,334.84	£75,113.12	Support staff	£1,831.34	£21,976.08	£26,335.28	Top of support staff scale one off payments			£2,119.82				£28,455.1	<p>MW</p>
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	<p><i>On costs are estimated as it has been necessary to strip out implications of changes of staff which would slow the figures. This does include Admin JD re grades</i></p> <p>HT Performance Management Panel The Chair reported on the HTPM Panel meeting (details recorded within the Confidential minutes)</p> <p>There was no other urgent business.</p>	
11.	<p>CONFIDENTIALITY. It was agreed that the reference to changes in the arrangements for SEND children (in Item 5) should be reported within the Confidential minutes as they could identify an individual child/member of staff together with the detailed discussion regarding the virement in respect of Admin/Clerical staff (Item 6).</p>	
12.	<p>DATE OF NEXT MEETING The date of the next meeting was confirmed as Tuesday 8 December 2020 (to be held virtually)</p>	
13.	<p>IMPACT OF THE MEETING Governors noted that the approved detailed Strategic Plan would inform governor monitoring priorities for the rest of the year and commented that the GB had made appropriate decisions regarding GB membership and self-evaluation.</p> <p>The meeting closed at 8.56pm</p>	

Signed.(Chair).....Date

APPROVED

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 22.10.20	5 10 3	Future monitoring visits to review the use and impact of PE Funding	End T6	JW	To be taken forward to T2 monitoring
17.3.20 11.5.20 15.9.20 22.10.20	9 3 7 4	A meeting to be arranged with a potential Co-opted Governor candidate	11.5.20	LH/MW/NF	Potential candidates to be contacted but no action taken pending gov review
17.3.20 22.10.20	9 3	PPG provision and spend to be discussed as part of L&M Monitoring	End T6	NF	To be taken forward to T2 monitoring
15.7.20 15.9.20 22.10.20	13 3 7	The RSE Policy to be submitted for approval at the September FGB meeting	End T1	CB/ADA	Deferred to T2 meeting pending parent consultation
15.7.20 15.9.20 22.10.20	14 8 8	A Governance review to be undertaken	End T1	NF	External review to be commissioned
15.9.20 22.10.20	6 8	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	Clerk to chase governors who have not yet completed this & other declarations
15.9.20 22.10.20	7 4	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	Deferred to T2
15.9.20 22.10.20	7 3	The Chair and AHT to discuss the SENCO/DHT's attendance at some future FGB meetings	End T1	NF/CB	On-going
15.9.20 22.10.20	8 8	Governors to be sent a link to an online self-evaluation questionnaire in advance of the governance review	22.10.20	LH	A hard copy of the form to be sent to VL. Governors who have not completed the questionnaire to be contacted
22.10.20	4	Information sessions to be arranged for potential staff and parent governors	8.12.20	VL/AP	In progress
22.10.20	5	Proposals for a governor video message for staff to be taken forward	8.12.20	ES/NF	Completed
22.10.20	5	Governors to receive a data update at the next meeting	8.12.20	CB	On agenda for 8/12/20
22.10.20	5	The Safeguarding self-evaluation to be reviewed at a monitoring visit	8.12.20	MW	In progress

22.10.20	5	Advice to be taken from SPS and a revised Pay Policy to be brought to T2 meeting	8.12.20	ADA	On agenda for 8/12/20
22.10.20	8	Governors to confirm availability for the Governance Review meeting	Beginning of T2	All	Completed
22.10.20	8	The content of an online Parent Survey to be agreed	8.12.20	All	Completed
22.10.20	8	A rota to be arranged for governors to report on the TEP Governance Bulletins	8.12.20	NF	Completed
22.10.20	10	Notes from the Pay Panel meeting to be drafted for the next meeting	8.12.20		Headline information included in minutes as post meeting note

APPROVED

Covid - 19. The minutes have been reviewed and are confirmed by the board on 8/12/20 to be an accurate record of the meeting and any decision making.