

## BRUNSWICK HOUSE PRIMARY SCHOOL

### MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 28 SEPTEMBER 2020

**Present:** Ellie Dunnet (Co-Chair in the Chair) John Bateson-Cooper (Co-Chair), Neil Andrews, Bryan Douglas, Nadia Pennell, David Stead, Tracey Stephens, Grace Vaughan, Faye Wilks, Wendy Skinner and Stephen Fenniche.

**Also, Present:** Clare Fullagar (Deputy Headteacher), Lucy Steward (Deputy Headteacher) and Geoff Mills (Clerk)

The meeting commenced at 4.00 PM

Agenda Item	Main Discussion	
	<b>The meeting was quorate.</b>	
<b>1.</b>	<b>Apologies</b> None	
<b>2.</b>	<b>Declaration of Business Interests</b> Mr John Bateson-Cooper made a general declaration in accordance with relevant policies and procedures as he sometimes undertakes electrical contract work within the school.	
<b>3.</b>	<b>Governor Appointments.</b>  (i) The Chair welcomed Tracey Stephens and Grace Vaughan to the meeting and reported that Adrian Moll had decided that due to other commitments he was unable at this time to take up the opportunity of becoming a school governor.  (ii) <b>Appointment of a Local Authority Governor – Nomination on behalf of the Full Governing Body.</b>  The Chair said that with the recruitment of two new governors the FGB was now in the position to put forward to KCC a nomination for a Local Authority Governor to serve on the Governing Body and Mrs Tracey Stephens, one of the two new governors to have recently joined the Board, had confirmed she was agreeable for her name being put forward. The Chair said she felt that with her experience of working in the field of Human Resources and as a past governor at another school, Mrs Stephens would be ideal in this role and she recommended to the FGB that her name be put forward. The Chair therefore proposed that Mrs Tracey Stephens be formally nominated to be the Local Authority representative on the FGB of Brunswick House Primary School. <b>Carried unanimously</b>  (iii) <b>Election of a Parent Governor</b>	

	<p>As Nadia Pennell’s term of office as a parent governor would end on 13 November 2020, the Chair recommended that Nadia should be invited to become a co-opted governor from that date and that elections should then take place for the ensuing vacancy on the FGB for a parent governor.</p> <p><b>Carried unanimously</b> <i>(this matter is linked to paragraph 6 (b) of the Minutes – Instrument of Government)</i></p>	
<b>4.</b>	<b>Minutes of the meeting held on 13 2020</b>	
	<p><b>(a)</b> Subject to the correction of a minor typographical error, the Minutes for the meeting held on 13 July 2020 were unanimously approved and signed by the Chair as a true record.</p>	
	<p><b>(b) Matters arising.</b></p> <p>(i) The Clerk would send governors a copy of the Code of Conduct and details on completing the Register of Business Interests.</p> <p>(ii) Keeping Children Safe in Education – any Governor who had not attended the course held on 2 September or needed any further clarification was asked to contact Clare Fullager.</p> <p>(iii) Pay Policy – this Policy was subject to some further updates and would now be reported to the meeting of the Finance and Resources Committee taking place on 8 October 2020 for approval.</p>	
<b>5.</b>	<p><b>Headteacher Update</b></p> <p>The Headteacher gave a wide- ranging update on several key issues which included a briefing on the most up to date COVID 19 guidance for schools. All pupils had returned to school as per the Risk Assessment under the structure of classroom ‘Bubbles’. The school also had in place several Covid related measures to ensure pupil and staff safety and these were proving to be highly effective. September had been all about providing pupils with a range of activities and opportunities that welcome them back to school and back to being learners again: a recovery curriculum .</p> <p>SLT and Phase meetings were being held remotely and meetings were held with the Office Manager and Premises Manager on a weekly and fortnightly basis. The school did not hold large group assemblies and visitors were not allowed into school unless it was for ‘school business’ and by appointment only.</p> <p>The Pay Committee had met on Friday 25<sup>th</sup> September to receive feedback and information on staff appraisals. Setting new targets before the end of this term would have a changed pupil achievement focus for all of staff in the absence of data and Term 6 assessments. Therefore the school would be looking primarily at the progress that children can be targeted to make as opposed to what percentage will be emerging/expected and exceeded in a new year group curriculum where they missed the last four months of the previous year’s one.</p> <p>The school had engaged two qualified and experienced teachers to provide catch up tutoring for pupils. The focus remained on reading, phonics, writing and maths.</p>	

The school hoped to resume contact with the 'Achievement for All' coach at the end of this term. The school currently had 86 pupils in receipt of the pupil premium, which was a rise of 17 compared to this time last year. Of the 86, 79 claimed free school meals, 7 were post looked after children and 1 was a child of a parent in the armed forces.

Parents would be provided with an Autumn term update, but that would have a greater focus on how well their child had settled back into school life and learning in their respective year group, as well as their emotional well-being, communication skills and ability to 'manage' friendships.

The school has appointed 6 reps so far, with offers this week of three more. The first 'getting to know you' remote meeting was scheduled for the 30<sup>th</sup> September at 2.15pm.

For the September 2021 Foundation Stage, the school would be offering a package of remote opportunities to introduce the school to prospective new parents in place of face to face group tours.

The Headteacher briefed Governors on several staffing matters. The recruitment of a Bursar remained ongoing and currently the school engaged a KCC finance officer to come into school once a week to process invoices, complete income and expenditure reports and check payroll.

With regard to Safeguarding, the school currently had four designated Safeguarding Leads and a comprehensive Child Protection training session was offered to all staff and governors on the 2<sup>nd</sup> September. All new starters had been provided with the Covid-19 Home – School agreement.

As to Health and Safety, a full internal and external inspection of the school had been carried out in the summer term and all actions had been completed with the exception of emergency lighting – this has been started and was being addressed in stages due to the very high cost. The school had had a fire safety visit and the report on that was awaited. Three actions that have already been implemented following feedback, were to remove the lost property cupboard from under the main staircase, to order perspex covered display boards for the top and bottom of the main staircase areas and to cover the history timeline display boards on the main staircase with fire retardant spray.

The school would be holding elections for the position of Head Girl and Head Boy during the first week of October remotely using Google Hangouts in classrooms next week. Two boys and 6 girls had put their names forward.

Katherine Wilson, External Headteacher Appraisal Consultant would be conducting the Headteacher's performance management.

Tracy Hailstone -Ahern, School Improvement Advisor, was due to meet with the school leadership team on 5<sup>th</sup> October 2020.

Pupil behaviour had been good since the school reopened. Staff were using the Leuven's well-being scales to measure the impact of the Recovery Curriculum on children's well-being. Information from these will be used to further guide any support the school needed to put into place for identified children. There had been one fixed term (0.5 day)

	<p>exclusion for a year one pupil. The Headteacher briefed the meeting on the circumstances around this matter and said the Co-Chairs would be kept updated.</p> <p><b>In answer to questions from Governors, it was confirmed the school had been provided with ten COVID testing kits. It was also confirmed KCC would contact the school if it became aware of any parent(s) who had had a positive Covid test. The school can use the Catch Up Fund to support pupils who needed help with their IT requirements.</b></p> <p><b>SEND</b></p> <p>Lucy Steward submitted a written report which provided Governors with a detailed review of SEND provision across the school. The report highlighted five children in EYFS were going to need high needs funding and support as soon as possible. Also, there has been a significant drop in income from High Needs Funding due to pupils leaving in Year 6. The school has taken pupils who had high level needs that were not readily apparent from the nursery/pre-school supporting paperwork. The Headteacher said this was causing difficulties and therefore KCC needs to take a stronger lead on this issue.</p> <p>HNF Budget – two year six HNF had moved to secondary school top up: £18,037.32 (£30,037.32). One new HNF application had been agreed adding £7,087.23 top up HNF (£13,087.23 in total) Three HNF amounts had been raised following HNF reviews since the last Governors report in June, adding an additional £3,561.13 to the SEND funding. More funding applications were to be made.</p> <p><b>Governors placed on record their thanks to the Headteacher and her two deputies for both the school and SEND updates.</b></p>	
6.	<p><b>Policies</b></p> <p><b>(a) Staff Code of Conduct - agreed</b></p> <p><b>(b) Instrument of Government</b></p> <p>The Chair said that with the FGB having successfully recruited two new Governors, the time was now right to review whether the Instrument of Government agreed with KCC in March 2013 was flexible enough to allow for the potential to recruit an additional co-opted Governor. At present, the FGB was allowed to have 7 co-opted Governors but if that number could be increased to 8 then the FGB would have the option of filling that vacancy with a Parent Governor whose term of office came to an end on 13 November 2020. That would in turn secure a position on the FGB for an experienced Governor, whose knowledge and understanding of the school would also be retained.</p> <p>The FGB then discussed whether a request should be made to extend the term of office for any of the governor categories. After discussion it was decided that 3 years was the right balance but that should also be extended to the term of office for the Staff Governor.</p> <p>The Chair then recommended that KCC be requested to favourably consider the following changes to the Instrument of Government</p> <ul style="list-style-type: none"> <li>(i) The number of places on the FGB allocated to co-opted governors be increased from 7 to 8.</li> <li>(ii) The term of office for the Staff Governor be increased from 2 to 3 years, and</li> </ul>	

	<p>(iii) It be requested that these changes be made as from 30 October 2020.</p> <p><b>Carried unanimously</b></p>	
7.	<p><b>Circle Model of Governance</b></p> <p>The FGB had previously been circulated with a copy of the KCC recommended Model Terms of Reference and Standing Orders for a Circle Model, together with the KCC recommended protocols and procedures for undertaking monitoring visits.</p> <p>The Chair said moving to a circle model of governance would reduce the number of governor meetings whilst at the same time, retaining the Finance and Resources Committee. The roles of the Strategy Committee and Learning and Development Committee would essentially be undertaken by the monitoring governors reporting to the FGB. Reducing the number of committee meetings would do away with unnecessary repetition and reduce the pressure on the Headteacher and her senior staff to attend meetings and produce reports.</p> <p><b>The Chair therefore recommended that the FGB agree in principle to adopting a Circle Model of Governance which includes the retention of the Finance and Resources Committee. Carried unanimously.</b></p> <p>In agreeing to the above the FGB recognised that going forward it would need to review the implementation of the models' Terms of Reference, in the light of the terms of reference allocated to the Finance and Resources Committee and the monitoring pairs.</p> <p>There would therefore be a further report to the meeting of the FGB taking place on 7 December 2020</p> <p><b>Membership of the Finance and Resources Committee</b> – this was agreed as follows:</p> <p>Ellie Dunnet, John Bateson-Cooper, Bryan Douglas, David Stead, Tracey Stephens, and Wendy Skinner</p>	
8.	<p><b>Governor Monitoring</b></p> <p>Governor Monitoring would be reviewed in terms of the Model Terms of Reference and existing responsibilities. The Chair asked Governors to let her know if they had any areas of particular interest. At the meeting Neal Andrews agreed to continue to monitor the curriculum and Grace Vaughan agreed to become one of the monitoring pair of governors for Safeguarding.</p>	
9.	<p><b>Meeting Dates 2020/201</b></p> <p>It was agreed the draft diary of dates would be reviewed by the Headteacher following which they would be agreed with the Co-Chairs and circulated to Governors.</p>	
10.	<p><b>Skills Matrix</b></p>	

	Ellie Dunnet said she would share with Governors the results of the Skills Matrix exercise. She also said she had completed an on-line Headteacher appraisal course.	
	<b>6.00 PM</b> Bryan Douglas left the meeting	
<b>11.</b>	<b>Staff Survey</b> It was agreed this would be undertaken during Term 2. Because of current circumstances the survey would be shorter than in previous years and focus around staff wellbeing.	
	<b>6.10 PM</b> Grace Vaughan left the meeting	
<b>12.</b>	<b>GDPR</b> There had been no GDPR breaches since the last meeting of the FGB.	
<b>13.</b>	<b>Staff Pay Panel</b> The Chair of the Staff Pay Panel said it had met virtually on 25 September 2020 and had agreed with the pay recommendations put forward by the Headteacher	
<b>14.</b>	<b>Any other Business</b> None	
<b>15.</b>	<b>Review of Meeting and Confidentiality</b> The Full Governing Body agreed that it had properly dealt with all items on the agenda for this meeting and there were no matters requiring a confidential minute.	
<b>16.</b>	<b>Date of Next Meeting</b>  <b>The next virtual meeting of the Full Governing Body is on Monday 7 December 2020 commencing at 4.00 PM.</b>	

The meeting ended at 6.30 PM

### ACTION POINTS

Agenda Item	ACTION	By whom
<b>Item 3</b>	<b>Appointment of a Local Authority Governor – Nomination on behalf of the Full Governing Body – Paperwork to be submitted to KCC.</b> <b>Election of a Parent Governor – the election process to be commenced in mid- November.</b> <b>Nadia Pennell to become a co-opted Governor of the FGM from 13 November 2020.</b>	<b>Clerk</b>  <b>School/Clerk</b>  <b>Clerk</b>

Item 4 (b)	<b>Minutes – Matters Arising</b> <b>(i) The Clerk to send governors a copy of the Code of Conduct and details on completing the Register of Business Interests.</b> <b>(ii) Keeping Children Safe in Education – any Governor who had not attended the course held on 2 September or needed any further clarification was asked to contact Clare Fullager.</b> <b>(iii) Pay Policy – this Policy was subject to some further updates and would be reported to the meeting of the Finance and Resources Committee taking place on 8 October 2020 for final approval.</b>	Clerk  All  HT
Item 6 (b)	<b>Instrument of Government - KCC to be requested to favourably consider the following changes to the Instrument of Government</b> <ul style="list-style-type: none"> <li>• <b>The number of places on the FGB allocated to co-opted governors be increased from 7 to 8.</b></li> <li>• <b>The term of office for the Staff Governor be increased from 2 to 3 years, and</b></li> <li>• <b>It be requested that these changes be made as from 30 October 2020.</b></li> </ul>	Clerk
Item 7	<b>Circle Model of Governance – In agreeing to the principle of adopting a Circle Model of Governance which includes the retention of the Finance and Resources Committee, the FGB recognised that going forward it would need to review the implementation of the models’ Terms of Reference in the light of the terms of reference allocated to the Finance and Resources Committee and the monitoring pairs. There would therefore be a further report to the meeting of the FGB taking place on 7 December 2020.</b>	Co-Chairs/HT /Clerk
Item 8.	<b>Governor Monitoring would be reviewed in terms of the Model Terms of Reference and existing responsibilities. Governors are to let the Chair know if they had any areas of particular interest.</b>	All
Item 9	<b>Meeting Dates 2020/201 - the draft diary of dates would be reviewed by the Headteacher following which they would be agreed with the Co-Chairs and circulated to Governors.</b>	HT/Co-Chairs
Item 10.	<b>Skills Matrix -Ellie Dunnet to share with Governors the results of the Skills Matrix exercise.</b>	ED
Item 11.	<b>Staff Survey - agreed this would be undertaken during Term 2. Because of current circumstances the survey would be shorter than in previous years and focus on staff wellbeing.</b>	Faye Wilks

**UN Convention on the Rights of the Child.**

Article 3 - The best interests of the child must be a top priority in all actions concerning children’

Signed .....  ..... Chair

Date: .....