



**MINUTES OF THE FULL GOVERNING BODY VIRTUAL MEETING**  
**Monday, 13<sup>th</sup> July 2020 at 6.15pm**

**Participants:**

Lucy Ashby	Jane Nicholls
Uel Barclay	Lydia Palmer
Alison Bateman	David Petrie
Sara Bromfield	Colin Smith
Lynda Lockyer	Dan Wells
Joe Lowther	
Michèle Marcus (Chair)	Rebecca De' Ath (Clerk)
Francis Neal	
Apologies :	
Claude Scott	
Tanya Williams	

**“The Lord is good, a refuge in times of trouble. He cares for those who trust in him.” (Nahum 1:7)**

**1. PRAYER**

The Deputy Chair led the meeting in a prayer chosen to reflect today's Bible verse from Nahum 1:7.

**2. WELCOME TO ALL AND THANK YOU**

The Chair welcomed governors to this virtual meeting held via Google Meet – the last one for 2019-20. She thanked attendees for making it to the end of the year! She also wanted to thank the Holy Trinity community for its support in the school's re-opening – the “can-do” attitude of SLT, staff and parents was superb. The school had out-performed national and local statistics for the number of children returning to school.

The meeting was informed that a long-standing member – Claude Scott – was stepping down from the role at this point. He had been a governor at the school for 10 years, and sadly he was unable to attend virtual meetings as he did not have the technical support at home. The Chair read out his email where he sent his apologies for not being able to participate in this meeting, and in which he noted how much he had enjoyed his time at Holy Trinity, and seeing how dedicated the staff and governors were in striving to help pupils to be the best that they could be. He wished staff and governors the very best for the future. The Chair said that she had greatly valued his relentless support and ability to ask difficult questions, and his expertise had been invaluable when the school recruited a new Head teacher. She and governors were very sorry to see him leave, and wished to invite him to the next Governors' social event. **ACTION: Chair.**

The Clerk to the Governing Body was also leaving at the end of the term. This was unexpected and sudden; the Clerk was moving out of the area to Wiltshire. Governors thanked the Clerk for her work over the year. The Clerk replied that she had loved working with the governing body and school staff, and would be sorry to go. (Several applicants had expressed an interest in the post).

### 3. APOLOGIES FOR ABSENCE

Claude Scott was unable to attend due to technical difficulties. Tanya Williams was unable to attend for medical (surgery) reasons.

### 4. BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared.

### 5. MINUTES OF THE LAST MEETING (18<sup>th</sup> May 2020)

The minutes were approved as an accurate record.

### 6. MATTERS ARISING

The actions from the previous meeting had been completed. Of note:

- The school's Risk Assessment on re-opening was being updated for September and would be sent to governors for comments once the committee chairs had reviewed it. **ACTION: FGB Chair**
- The Budget for 2020-21 had been seen by all governors and had been approved.
- Colin Smith had reviewed the amended PE & Sports Premium Statement, and checked its accuracy. There was £6,210 to carry forward into next year. The document will be lodged on the school website. **ACTION: Deputy Head teacher**
- FGB Code of Conduct – now set up on Governorhub under individual "Profiles" (drill down to the "Declarations" tab) for governors to sign up to online in September.

### 7. HEAD TEACHER'S WRITTEN REPORT

The Head teacher explained how quickly events had moved on since she had written her Report.

#### **Staff and Pupils' Wellbeing**

All staff had now returned to school. A parent who was a Risk Assessor for returning to work had offered his services to reassure staff who were anxious about this. The Head teacher explained that the staff had been wonderful and had just wanted to be back with the children again. Governors who were also parents at the school gave their personal thanks to the staff for their efforts, and the Chair undertook to write a formal email thanking them all (as she does after each FGB).

Q: Will there be the same amount of physical exercise in the new school year? We have not been able to offer indoor exercise due to the limitations of social distancing in the Hall, however exercise outside can continue, as can outdoor activity between lessons. The school had ensured that activity at home continued via virtual sports days and other exercise tasks.

## **Learning/Assessment Update**

Governors reviewed the performance data for Reception class: outcomes for pupils had gone up since last year (even though the assessments were made in March), which is reflected in the higher Early Learning Goal figure, in part due to the number of children achieving the Writing ELG. Nearly all Reception pupils were back in school now, and staff were optimistic about how they would cope on return to Year 1 in September.

Q: Do you mean that children are not as behind as expected under Covid? We expect a huge range of outcomes. Some children will have done well at home; some will have had less parental support. The majority of pupils that have returned to school have not required as much PSHE input as expected.

The picture is less clear in terms of progress in Phonics. The year 1 cohort had some pupils with additional needs, and Phonics would be a focus for September.

Year 6 outcomes – the school was pleased with these outcomes. Most Year 6 pupils were back in school now, and those who remained mostly at home have accessed the learning really well. They take with them the positives of increased IT skills and organisational ability. While they were not able to have a Leavers party (postponed to September) and Production, they were able to spend a day at Thames Young Mariners and much fun was had by all. The school is also putting together a Leavers Assembly video showcasing their memorable moments at Holy Trinity.

Q: What diagnostics will the school be using to know what learning gaps to focus on for certain pupils in September so that they catch up, and how will you focus the spend of any national grant that the school will receive for this? Our focus will be firstly on mental health and wellbeing. Then teachers will conduct assessments to see where the children are at in their learning. This year's teachers will be having a very comprehensive handover with the teachers for next year, and will be sharing existing intervention plans (which are individually-determined). The school has been analysing pupils' performances as they go along, and are aware of the needs of many individuals already. Any national funding that the school receives may need to focus on Phonics and Reading.

## **Communication with Stakeholders**

Q: Does the school have a plan for communicating with stakeholders over the summer and into September, and does the school know which pupils might be leaving the school? A letter will go to parents tomorrow explaining how the school will operate in September. It will be copied to governors. This will be followed up by a more detailed letter from school Phase Leaders. The plan is to open the school to all pupils in September, unless there is a Covid spike or national guidance to the contrary. Some families are leaving the area; one is going to a private school; one is joining a sibling at another school; a few are going overseas; some are moving elsewhere in the UK.

The 60 places in Reception were filled, and there were only 2 unfilled afternoon placements at Nursery.

## **Staffing Structure for 2020-21**

Governors reviewed the staffing changes for the next academic year. They were informed that the two teachers new to Year 6 this year had worked really hard, and would be continuing with this year group next year. The Leadership team wished to record their thanks to the Teachers in question. A governor with a child in Year 6 echoed these sentiments: their child had done brilliantly during lockdown and had engaged really well with the online learning. Their child feels ready to move on to Secondary school.

Q: What are your thoughts on the fact that a number of classes have Teachers on a job-share arrangement? If you get the right combination of teachers who share a class, and

they sing from the same hymn sheet, have the same attitudes and beliefs and have complementing personalities, then the results can be amazing. We try to ensure that a class does not always have a history of teachers who job-share. Additionally, being able to accommodate staff in a job-share means that we will not lose our most loyal, experienced and dedicated staff. Indeed, with the right combination of job-sharers, the school actually receives more of their time than it could expect.

### **Pupils' and Parents' Questionnaires**

The results of these surveys had been circulated to governors. There were no additional comments.

Governors thanked the Head teacher for her thorough Report.

## **8. FEEDBACK FROM RECENT COMMITTEE MEETINGS**

Resources Committee Chair reported that governors had approved the final budget for 2020-21.

Teaching and Learning – the meeting noted that Sara Bromfield's had volunteered to become a Link Governor for the Forest School, and thanked her for her interest. Sara undertook to contact the Deputy Head teacher in September in terms of visits. **ACTION: Sara Bromfield**

Head teacher's Performance Management Appraisal - the Chair informed the meeting that the Panel had met to appraise the Head teacher's performance and that the meeting had been positive and went well.

The Pay Panel had met to review pay increases for several staff. A new member of the Pay Panel was needed to replace Claude Scott. Ideally they should be a member of the Resources committee and be familiar with budget matters. **ACTION: Members of Resources Committee**

## **9. WRITTEN REPORT ON SCIENCE**

Governors agreed that Mandie Lambert had provided them with a very thorough Report on the subject. The Deputy Head teacher added that Mandie had done an excellent job of reviewing the Science curriculum, ensuring that it was properly sequenced from Reception to year 6. The Chair will write to thank her for her report.

Mandie was leading the school through the Primary Science Quality Mark programme again next year. It was suggested that she might talk to governors about it next January, prior to completing the programme in February. **ACTION: Head teacher** to explore this suggestion for the FGB Spring 1 agenda.

## **10. GOVERNOR TRAINING**

The Clerk had compiled a list of the training undergone by governors over the last year, and had circulated it for comments. It was hoped that, next year, training events would be offered face-to-face; the school would resurrect the plan to ensure that governors received training on the new OFSTED framework from the School Improvement Partner (Jo Sullivan-Lyons.) The postponed Learning Walk for governors (particularly those in the Teaching & Learning Committee) would also be re-visited. The Chair thanked those governors who had completed online learning such as the Prevent and Safeguarding courses.

## 11. CHAIR'S VERBAL REPORT

### FGB Membership

Governors that wished to change their Link responsibilities, or the committee that they sat on, were asked to contact the Chair before the Autumn term starts. **ACTION: All governors**

### Governors' Annual Report

This had been completed and would go out to parents on Wednesday. A copy will be forwarded to governors, and it will be lodged on the school website. **ACTION: Deputy Head teacher**

### Kingfisher Parental Contribution Fund

Approximately £14k had been given to the school by parents since the scheme got underway last term. The Head teacher and Chair had written to parents to explain how the money was going to be spent (subscriptions for educational resources for the pupils during lockdown, and 46 new window blinds.) Governors discussed whether the PTA had asked parents to donate sums that they would have spent on cancelled PTA events to the Kingfisher Fund instead. Francis Neal offered to ask the Chair of the PTA if they would publicise this via Classlist before the end of term. **ACTION: Francis Neal**

### Governors' Visits to School

The Chair hoped that governors would be receiving training next year on OFSTED's expectations; governors' visits could be used to help Teachers practise articulating answers to OFSTED-type questions about the curriculum. The Deputy Head teacher offered to provide governors with a list of questions that they could pose. **ACTION: Deputy Head teacher**

### Review of Governorhub

This facility had been taken up by the school last September on a trial basis. The Chair and Head teacher felt that the system was very useful, easy to operate, and saved on paper. Due to the low annual cost (£150) they had decided to continue with Governorhub. The Clerk was thanked for her organisation of the content on the Hub.

### Review of Effectiveness of FGB Meetings

Until lockdown, governors had evaluated the effectiveness of each FGB meeting on paper after each event; this was not practical for the virtual meetings held since. A summary of feedback of the autumn and spring meetings had been compiled for governors to view; the scores were high, leading to the conclusion that these meetings were felt to be effective. The Chair thanked governors for their input on the questionnaires.

The Clerk had captured governors' attendance at meetings across the year. Average attendance was 84%, which was a good result. It was noted that over half the governors had 100% attendance. Once governors had checked the entries against their name, this chart would be lodged on the school website as per statutory requirements. **ACTION: Deputy Head teacher**

Governors had welcomed the opportunity to attend governance meetings from home via video-conferencing; this gave them flexibility and, and such meetings would be welcomed in the future. The meeting discussed the merits of a mix of virtual and face-to-face meetings – the latter of which would continue to be important so that governors could see the school in action, see the displays, see the notices, meet staff etc.

### Dates for Governor Meetings in 2020-21

A draft schedule of meetings for next year had been compiled by the Clerk. It would be finalised after the Clerk's replacement had been decided upon, and had confirmed their availability to attend the meetings.

## 12. POLICY REVIEW

**SEND Information Report** (2020 review)

**SEND Policy** (2020 review)

**PPG Strategy Statement: 2020-21**

The school's Inclusion Manager had welcomed governors' comments on these policies. The Chair felt that SEND Information Report in particular was useful and very clear. The meeting approved these policies.

### **Governors' Code of Conduct**

The Clerk had added this to the Declarations section on Governorhub, and would be asking governors in September to sign up online to having read the Code (amongst other documents).

## 13. ANY OTHER BUSINESS

- Governors asked about the school's use of the Pod. It is used for the Kingfisher Club in the mornings and afternoons for wraparound care. Lunchtime nurture groups will take place there, and SEN work is being timetabled for that room. Francis Neal was asked if he would be able to attend any future meetings with AfC, as he knew the history of the use of the Pod.
- School website - the Deputy Head teacher asked if any governors would like to learn how to update the school website (in terms of governance documents.) The Deputy Chair offered to help.
- Governors thanked the Chair for her leadership over the past year; the Head teacher thanked her too for her support, and also thanked governors for their work throughout 2019-20.

## 14. DATE OF NEXT MEETING – tbc

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.*

*The meeting closed at 19.59hrs  
Attendance was 87%*

Signed:

Date:

## SUMMARY OF ACTIONS

<b>Item 2.</b>	<u>Thank You to Claude Scott:</u> <b>Chair</b> to invite Claude to the next Governors' social event.
<b>Item 6.</b>	<u>Matters Arising (Updated Risk Assessment on Re-opening):</u> <b>Chair</b> to send RA to governors for comment once committee chairs have reviewed it.

	<p><u>PE &amp; Sport Premium Statement:</u>  <b>Deputy Head teacher</b> to upload this onto school website.</p>
<b>Item 8.</b>	<p><u>Pay Panel Member:</u>  <b>Resources members</b> to decide who will replace Claude on the Pay Panel. Please let FGB Chair know if you are interested.</p> <p><u>Forest School Link Member:</u>  <b>Sara Bromfield</b> to email Deputy Head teacher when preparing to visit school.</p>
<b>Item 9.</b>	<p><u>Science PSQM award:</u>  <b>Head teacher</b> to explore the suggestion that Mandie Lambert could update governors about Science and progress towards the PSQM at the Spring 1 FGB meeting.</p>
<b>Item 11.</b>	<p><u>FGB Membership:</u>  <b>Governors</b> wishing to change their Link responsibilities or committee should contact the Chair before the autumn term starts.</p> <p><u>Kingfisher Fund:</u>  <b>Francis Neal</b> to ask Chair to PTA to publicise to parents the opportunity to gift money they would have spent at cancelled PTA events to the Fund.</p> <p><u>Governors' Annual Report:</u>  <b>Deputy Head teacher</b> to put this on the school website.</p> <p><u>Visits to Subject Leaders:</u>  <b>Deputy Head teacher</b> to provide governors with a list of questions that they could ask subject leaders during their visits to school.</p> <p><u>Governors' Attendance Chart:</u>  <b>Deputy Head teacher</b> to upload onto the school website.</p>