

MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF

GILLAMOOD C OF E PRIMARY SCHOOL

HELD AT 7.00 PM ON TUESDAY 4th May 2021

VIA ZOOM

Present:	
Andrea Hayes (AH)	Head Teacher
Jane Harper (JH)	LA Governor and Chair
Christopher Vowles (CV)	Parent Governor and Vice-Chair
Sara Paxton (SP)	Foundation Governor
Rev. Mark Brosnan (MB)	Foundation Governor
Victor Hall (VH)	Co-Opted Governor
Ann Glass (AG)	New Co-Opted Governor
Charlotte Pope (CP)	Staff Governor
Paul Normandale (PN)	Visitor (Prospective Governor)
Lorraine Hugill (LG)	Visitor (School Bursar)
Sarah Tyson (ST)	Clerk, NYCC

PART 'A' – PROCEDURAL

Item No.	Item:	Action
1.	<p>Welcome, Introductions and Opening Prayer:</p> <p>JH opened the meeting, welcomed everyone and thanked them for attending. JH welcomed AG and PN to the meeting and invited everyone to introduce themselves.</p> <p>MB led the governing body in prayer.</p> <p>JH proposed that after the preliminary formalities in Part A were concluded the meeting move to straight to Agenda item 20 in Part C so that LH could be asked questions and then leave the meeting. Everyone agreed upon this course of action.</p>	
2.	<p>Apologies for absence and to determine whether any absences should be consented to:</p> <p>No apologies for absence had been received from Sally Brown. It was recorded that her absence was not accepted.</p>	
3.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary in any agenda item:</p> <p>None declared.</p>	
4.	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection:</p> <p>To be notified as meeting progressed.</p>	

5.	<p>Notification of urgent other business previously notified to the Chair:</p> <p>No urgent business notified.</p>	
6.	<p>To approve as a correct record the minutes of the meeting held on 2nd February 2021:</p> <p>The minutes of the meeting held on 2nd February 2021 had been circulated in advance of the meeting.</p> <p><u>RESOLVED</u> that these be approved as a correct record and signed by the Chair, when next in school.</p>	JH
7.	<p>To consider matters arising from the minutes for which there is no separate agenda item:</p> <p>JH enquired re Minute 11 about interventions now that all the pupils have returned to school. AH confirmed that there are now a number of interventions taking place with vulnerable and SEN children.</p> <p>There were no other matters arising from the Minutes.</p>	
8.	<p>Governing Body Membership/Vacancies:</p> <p>JH said that Nicola Jones had resigned as a governor since the last FGB meeting. She formally thanked Nicola for her support of the school over the years as a parent governor, especially for her work as Vice-Chair.</p> <p>8.1 Election of a New Vice-Chair: The Clerk called for nominations for Vice-Chair. CV was nominated by JH, seconded AH.</p> <p><u>RESOLVED</u> that CV be appointed as Vice-Chair.</p> <p>8.2 Appointment of a New Co-Opted Governor: Ann Glass agreed to join the board as a new Co-opted Governor starting from this meeting.</p> <p>Paul Normanby agreed to continue to attend FGB meetings as a visitor until there was a definite vacancy for another Co-opted Governor. He was advised by the Clerk that he did not have the right to vote on issues until he had been formally appointed. [JH will no longer be eligible to be a LA governor from September and she is not a parent at the school anymore].</p> <p>AG and PN to be given welcome packs and set up with Email addresses</p> <p>8.3 Reconstitution of the Governing Body JH explained that owing to the small size of the school it was difficult to recruit parent governors and three had proven to be excessive. She proposed an amendment to the constitution by reducing the quote of</p>	AH

	<p>parent governors by one, from three to two. This was seconded by AH and all governors voted in agreement.</p> <p>RESOLVED to reconstitute the governing body, as follows:</p> <p>The governing body shall consist of: -</p> <ol style="list-style-type: none"> a. Two parent governors b. One Local Authority governor c. One staff governor d. Head Teacher e. Four Co-opted governors f. Two Foundation Governors <p>The total number of governors shall be eleven.</p> <p>ST advised that once this meetings Minutes have been approved at the next meeting a copy of the relevant section will need to forwarded by AH to NYCC Legal Services to process a new Instrument of Governance with a seal and to the Diocese.</p>	AH
PART 'B' – SCHOOL IMPROVEMENT		
9.	<p>Report from the Head Teacher – to receive and ask questions: This had been sent out in advance of the meeting</p> <p>AH guided governors through her report and the pupil data. AH said she is proud of quality of remote learning that the school provided during lockdown. She acknowledged the support of three students who had helped. Google classrooms is continuing to be a useful platform for homework, communications with parents and for children who are off-school due to ill-health.</p> <p>One more pupil has joined Reception class since the last meeting. Five new pupils will be joining Reception in September. Everyone has been pleased to return to school after the Easter holidays and the children are now sitting at tables in groups as they did before, and not in rows (as they did to comply with Covid-19 regulations).</p> <p>Attendance has been excellent but dropped off a little since Easter. The school is trying to balance the catch-up / gap-plugging work required alongside offering the pupils the fun activities and school trips that they missed last year due to Covid. There is a focus on cementing core skills.</p> <p>Seven applications have been received for the maternity cover post for CP. VH agreed to sit on the interview panel on 11th May.</p> <p>The school website is in the process of being updated.</p> <p><i>Q: What is going to happen when the lease for the Chapel is up for renewal in August?</i></p> <p><i>A: It is not going to be renewed because we can't afford it but some money is ring-fenced just in case there are maintenance costs between now and then.</i></p>	VH

	There are concerns about the fact that the public exercise their dogs on the land the school rents where the children play and dog mess frequently needs cleaning up. AH is considering creating a campaign with the children to appeal for people to walk their dogs elsewhere.	
10.	<p>Pupil Data Update: A report had been shared before the meeting showing the recent results of pupil assessments (done 2 weeks after they returned to school on March 8th). The data revealed that nearly all children are not performing at expected levels. AH said she did not think was a reflection of the way they had been taught but more an effect of COVID and the mixed starting points of some pupils who join in the year.</p> <p>AH explained how the school was planning to address the issues with literacy by introducing a reading challenge and sponsored read. The staff have recognised that reading levels have suffered during the most recent lockdown and remote-learning since Christmas 2021. Teachers had used the recent training day to focus on teaching phonics and spelling and exercises that explore the origins of words.</p> <p>AH explained all pupils have been taking part in a daily 15 Minute Maths programme to practise the keys skills through regular practice. Staff had observed that if they taught a subject in September and did not refresh it until March, the children had forgotten it and needed to be taught the subject all over again!</p>	
11.	<p>SEN Update: There are currently 12 children on the vulnerable list and 18 children currently receiving extra support due to Covid. There are a lot of interventions currently taking place.</p>	
12.	<p>Pupil Premium: Nine pupils currently qualify for pupil premium. There is some funding remaining from 2020-21 so places on school visits can be subsidised. The rest of the funding has been used to cover the additional GTA hours.</p>	
13.	<p>Sports Premium: The funding can be carried over until the end of May and beyond if it is unspent.</p>	
14.	<p>Safeguarding Report There are no concerns about why children are absent, no bullying incidents or exclusions.</p>	
15.	<p>Review Vision Statement Monday 7th June is an inset day and AH suggested that staff and governors meet to discuss the vision statement in order to consider any refocusing of the Vision and Values in part due to COVID but also now the school has new leadership. CV sent apologies, but the other governors agreed to attend the meeting at 10.00 – 11.30 in person or via Zoom.</p>	ALL
16.	Policies for Review	AH

	The SEND policy that had been circulated before the meeting was adopted and will be uploaded to the school website.	
17.	<p>SIAMS SEF</p> <p>Since the last FGB meeting there have been two ethos committee meetings.</p> <p>Since they returned to school children have been going to church with Rev. Bridget. During lockdown there was a remote shared worship with the whole school. The big book is continued to be worked on by CP and SP (no longer on-line)</p> <p>The school is awaiting a SIAMS inspection in the Autumn but the governors agreed that they should not wait for the inspection to develop its action plan.</p>	
18.	<p>School Development Plan:</p> <p>The Whole School Action Plan as outlined in the headteacher's report was approved.</p>	
PART 'C' – RESOURCES		
19 and 20.	<p>Budget Update:</p> <p>LH referred to two budget reports that had shared with the governors before the meeting. LH explained how the sparsity funding (£46,000 assigned to small schools) had a huge impact on the school finances. It was hoped that this would continue in the future.</p> <p><i>Q: Does the budget include the Reckitt money or the Charity Shoot funding?</i></p> <p>A: No</p> <p><i>Q: Why does the budget show greater expenditure than projected income of £9,800?</i></p> <p>A: For the next year the school has budgeted for 3.3 FTE teachers and 39 pupils again so that in the mornings the Key Stage Two class can continue to be split rather than have all four year groups (years 3 - 6) together. This is affordable for the 2021-22 year. AH said that it is hoped that more pupils will join the school. If 4 more pupils @£4,000 / pupil join the school then the school will continue to be able to afford the current teaching commitment (3.3 FTE). AH explained to governors that her interim headship at another school boosted Gillamoor's income for this academic year and enabled the school to pay for the extra teaching hours. She is thinking about other ways the school can generate income until more pupils join the school</p> <p><i>Q: What about the rent for the chapel?</i></p> <p>A: The figure has been kept in the budget for this year. There may be maintenance costs and if this happens there will be ring-fenced funds for meet this expenditure.</p> <p>There were no other questions from the governors who approved the proposed start budget.</p>	
21.	<p>Health and Safety:</p> <p>The new risk assessment is on the website and has been commended by Wayne Thicket (NYCC HSE officer). The school's electrical equipment will be PAT tested after half-term.</p>	

22.	<p>Governor Training: JH requested that ST circulate forthcoming training opportunities provided by NYCC to all governors and urged everyone to sign up for the free training in June via the school office. JH explained to AG and PN that the School Bus is also a useful source of information and training opportunities for Governors. The school has subscribed to this and access details have been sent to Governors previously.</p>	ST
23.	<p>Appointment of Link Governors and Governors to Committees JH suggested a way forward for this school would be a hybrid of link governors and committees that adopt the structure and six key areas of priority in the school's Development Plan.</p> <p>JH proposed an even distribution of responsibility to governors across the various committees and invited their comment, in particular for people to let her know if they were unhappy with the role they had been designated. No objectives were received and ST was invited to update the organigram for the website.</p>	ST
24.	<p>Governor Monitoring Visits No visits had taken place since the last meeting. AH is preparing a schedule for governor monitoring visits and will send out requests for governors to sign up including dates they are available</p>	AH
25.	<p>To deal with any matters agreed for consideration under item 5 above:</p> <p>No items had been identified.</p>	
26.	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>The introduction of two new governors and the establishment of sub-committees, that have defined areas of responsibility, has provided structure and new energy and focus to the Board of Governors. Accordingly, the FGB will be better able to support the school and make decisions that have a positive impact on the welfare and progress of all the pupils going forwards.</p> <p>The governors are aware of the fact that recent assessments have demonstrated that most children's learning has slipped during the last 12 months as a result of Covid but that AH has initiated a strategy of activities and interventions designed to enable the pupils to catch-up by focussing on core skills.</p> <p>Despite the SIAMS inspection being postponed until the Autumn the governors have arranged to progress with developing the school's vision statement, school development plan and the FGB is committed to supporting AH and the staff to providing excellent social and educational development for all its pupils.</p>	
27.	<p>Proposed Schedule of FGB meetings for 2021-22:</p>	

	<p>10.00 – 11.30 am Monday 7th June – Meeting to discuss Vision Statement</p> <p>7.00 pm on Tuesday 6th July 2021</p> <p>7.00 pm on Tuesday 21st September 2021</p>	
	<p>The meeting closed at 9.05 pm.</p> <p>JH thanked all the governors for attending and wished CP continued good health during her pregnancy and imminent maternity leave.</p>	

Item No.	Action	Lead
8	Send out governor welcome packs and set up Emails for PN and AG	AH
9	Interview for staff maternity cover	VH
22	Send out governor training opportunities	ST
23	Link Governor information for website	ST
24	Governor visits dates and times	AH