



IRON ACTON PRIMARY SCHOOL
 Minutes of the Meeting of the Full Governing Body
 6th July 2020

| NAME | Abrv. | STATUS | Present | NAME | Abrv. | STATUS | Present |
|------------------|-------|------------------------|---------|------------------|-------|-----------------------|---------|
| Ellie Blanch | EB | Parent Elected (Chair) | ✓ | Ben Clarke | BC | Co-opted | ✓ |
| Charlotte Murphy | CM | Parent Elected | ✓ | Jo Strange | JS | Ex-officio Foundation | ✓ |
| Cathy Detzler | CD | Staff | ✓ | Rob Taylor | RT | Co-opted (Vice chair) | ✓ |
| Adam Dinham | AD | LEA Appointment | ✓ | Deborah Marriage | DM | Co-opted | ✓ |
| Mike Riches | MR | Executive Headteacher | ✓ | Sarah Godsell | SG | Co-opted | ✓ |
| Sandra Sparkes | SS | Foundation | ✓ | Kate Bashford | KB | Clerk to Governors | ✓ |
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✓ = Attended, A = Absent with Apologies, X = absent no apology

Meeting Opened: 19.03

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| 1 | <p>Welcome</p> <ul style="list-style-type: none"> EB welcomed everyone to the meeting. Due to the Coronavirus situation, the meeting was held via Microsoft teams and only urgent items were included on the agenda. EB thanked Christine Wilson for joining the meeting to provide the SEND update. <p>Apologies</p> <ul style="list-style-type: none"> All present - no apologies received. RT will be a little late joining the meeting. <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate. |
| 2 | <p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> None declared. |
| 3 | <p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 18th May were agreed.</p> |
| 4 | <p>Matters arising</p> <p>RE Policy – this has been discussed by MR and AD. MR to send to KB. Action MR.</p> <p>Grant funding for After School Club – HP has looked into this but cannot find funding for this activity.</p> <p>Acton Aid Grant – money has been received.</p> <p>Other actions from the last meeting have been completed.</p> |
| 5 | <p>SEND report from Christine Wilson</p> <p>A copy of a report by CW had been made available on basecamp.</p> <p>CW highlighted we are part of the cluster team and we try to tap into that for resources and training. This gives us more training opportunities.</p> <p>Significant activities from this year include:</p> <ul style="list-style-type: none"> Securing an additional EHCP. This means we have 1:1 funding from the Local Authority. Another Needs Assessment is currently being prepared. In lock down we did a Risk Assessment particularly for our EHCP child, and recognised we needed to provide additional support for an EHCP child. We made sure that she wasn't placed at any additional risk from Covid 19. As school re-opened, we identified certain children who are more vulnerable education-wise. Approx 75% of those children have taken up the opportunity of support and the chance to come into school. Supporting teachers with provision maps and making sure they are really tight. <p>Looking forward:</p> <ul style="list-style-type: none"> We would like more workshops for parents. We want to create more opportunities for sharing training across the schools. <p><i>Do you see any more opportunities for working closer once we are federated. What are the plans going</i></p> |

Signed by Chair:



forward? – yes, I would like to get other professionals in going forward, especially Speech and Language to provide training. Christine can also provide training across the schools.

Regarding Speech and Language (S&L), how much parental engagement is there and what impact did that have? – parents can meet the S&L expert. Very good engagement from Parents who have been specifically targeted. We have already identified S&L needs for a child starting in September. And have continued S&L support for Parents during lock down.

Regarding the new intake – at one stage we approved as governors a child with an EHCP. That child isn't joining us but do other children have any other needs? – yes, that child is now going to a Specialist school. The Parent was very grateful for what we had put together. One child in particular will require S&L support, hence CW has contacted Lisa Barter (Speech and language specialist). As the children settle in, CW will discuss any needs or concerns with EYFS teachers.

Governors thanked Christine for an excellent report. EB offered the support of governors to Christine as her SENCo role continues.

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Headteacher's update

3 updates to the report that was on Teams.

1. An extra year one child is now attending school – we now have 12 year 1 children in school.
2. Recruitment – a decision has been made on the Assistant Head post to cover Maternity Leave:– Cathy Detzler and Christine Wilson will job share this role. Regarding the teacher element of the maternity leave, 3 candidates are to be interviewed on Wednesday.
3. Lunch Break supervisor – the one to one post has been filled.

Questions received via Basecamp:

Attendance - can we be reminded of current guidelines in respect of how attendance is currently being recorded? - I am guessing currently no unauthorised and what is the coding for those not coming in please – yes, there is no “unauthorised” attendance. If anyone chooses not to attend school, it is recorded as authorised.

Attendance - the attendance for Year 6 and Reception is great - what is/are reasons for the lower attendance in Year 1? We had 4 children from year 1 not attending. In one case, it is due to a family member shielding. The parents of the 3 other children have been contacted and encouraged to access school before the end of term – families have said they may come in – that included the child who came in today so it is hoped the phone calls will have a positive impact.

Staff well-being - it is possible listening to the 'experts' that there may be some long term problems for staff well-being as a result of Covid - are South Glos offering any listening/counselling long term to cover this eventuality. Also who/what support is in place to support HT in this respect?

Staff wellbeing – this seems very positive at the moment. Part of this is down to being able to focus on teaching, particularly in smaller classes. Staff are enjoying getting to know children better and focus on their needs.

The LA have published Staff Wellbeing newsletters which are shared with staff. These give strategies to staff for dealing with stress and improve wellbeing.

Next Tuesday there is a briefing for all staff on Teams to hear more from the Local Authority.

MR feels LA have been supportive of staff over recent months but this will be monitored closely going forward.

Have you had much feedback from parents? Are you under pressure from parents? – no, not at Iron Acton.

As a parent, has CM heard anything else? – no parents have been very complimentary about the approach MR has taken. Feedback has been very positive.

Are you feeling supported or battered [by parents]? – on the whole, things have been fine. I can't think of a difficult conversation with parents. MR wishes all children could come back in now so its frustrating



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but parents have been very understanding. The Home schooling situation has not been ideal at all but that is a nationwide issue.

Governors commented that it has been very clear that Iron Acton School wish all their children could return to school, and this isn't true at all schools - a very big thank you to MR. EB said the school had a lovely feel when she came in and it was nice to see how relaxed everyone was.

Are there any questions about the accompanying document regarding the new Curriculum?

What are staff feeling about the new curriculum? – excited about it. A different way of doing things. It makes sense, the questions are really good. Feedback at the training sessions was positive. It means we have good progression year on year, and don't overlap on the subjects. In the past we may have touched on similar things in different year groups.

MR likes the fact that it is Research based.

Staff absence –

MR has reviewed levels of teacher absence, exempting anything to do with Coronavirus.

Of 8 teachers, 3 have had at least 1 day off – from a minimum of 2 days to maximum of 4.

10 days lost in total to sickness, per teacher this is 1.25 days on average.

For the 7 TAs, 5 have had at least 1 day off, with 20 days lost in total. An additional 10 days was lost where a member of staff required a stay in hospital. 2 days was minimum absence, 7 days was the maximum. On average, this is 2.9 days per TA.

Budget –

Document has been posted on teams today showing spend to date – spend should be around 25%. MR highlighted some points:

- Training and salary values have been skewed as some amounts are to be claimed back from Hawkesbury.
- Service contracts are overspent as this includes some new fire extinguishers – this needs recoding and will therefore be brought back down.
- Electricity is very low – this is attributed to lock down.
- Water, sewage and environment – we had been billed twice so this will be corrected.
- Premises spend includes commitments hence these appear overspent but are actually not.
- Cleaning supplies and equipment – this is higher due to purchase of sanitiser etc, but this will be claimed back from the government.
- Operational leases – these are for the photocopier – it should be split across admin and teaching so will be re-coded.
- Computer equipment – this is high due to new interactive whiteboard which in time will come out of capital devolved.
- Admin supplies – this is slightly higher as medical supplies such as plasters have been bulk purchased to supply for the year ahead.

7

Annual Health and Safety Report

Based on last year's report. Was completed at the end of march.

100 accidents involving pupils, 2 accidents involving staff and 1 accident involving a delivery man.

The accident book is very good as it does show everything is reported – it seems very efficient.

Some children have knocked their head on the ceiling in Golden Eagles class, but have not been seriously hurt.

Do we want to do an appendix to the report to cover H&S during the lock down period? – governors agreed this would be useful. **Action CD.**

Are there any recurring issues that need addressing – no

RT joined the meeting.



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| 8 | <p>School fund audit and review of School Inventory – Documents relating to the School Fund and Review of the School Inventory had been shared on Basecamp. <i>School fund- how does this compare to previous years?</i> – it only gives a snapshot of where we are – The current balance of approx £3,000 is a little more than we would like to have in there, and this is because we haven't spent much over recent months. We would try to spend on whole school experiences. <i>Is it a good or bad thing that we have ended the year with less than we started?</i>– it is a good thing. We wouldn't want less than £1500 in there. It allows us to have some "rainy day" money.</p> |
| 9 | <p>Federation Update and Governor Self Evaluation EB explained work that has been taking place. Primarily this has involved trying to agree the IoG, with the involvement of both Bristol and Gloucester Dioceses. EB asked if governors had seen the IoG on basecamp and asked for comments. MR explained the development of the Ethos statement that appears in the IoG. Governors want school to have their own identity. We can continue to have our own school Ethos and embrace the work that was completed in this area earlier this year. Governors were asked to vote on whether they agreed to adopt the Instrument of Government for the Pinnacle Schools Federation: Unanimously agreed. Foundation Governors: unanimously agreed.</p> <p>Nominations were invited for the post of Parent Governors and Staff Governor. This closed on 1st July at 3pm. Parent Governors - 2 nominations were received for the 2 Parent Governors posts and therefore it was not necessary to hold an election: Iona Cooper is a parent of children attending Hawkesbury school, and Charlotte Murphy is a parent of children attending Iron Acton School.</p> <p>Staff governor – 2 nominations were received from Christine Wilson and Alec Bryant. The Federation has 1 elected Staff Governor, but the Steering Group were keen to ensure that both schools had staff representation. Therefore the Steering Group agreed that Christine Wilson would take the elected Staff Governor role, with the intention that Alec Bryant will be co-opted on the 1st September.</p> <p>Local Authority Governor – the Steering Group agreed that Sarah Godsell would be nominated as Local Authority Governor. This process is now underway with the Local Authority, and will be finalised by the Federated Board on 1st September. We will look to complete a Skills Audit and begin the process of confirming Foundation and Co-opted Governors.</p> <p>Governor Self-evaluation EB asked what governors feel works well? What do we do well? SS commented that providing good induction training is very important, along with mentoring. Ensuring we have an inclusive feel – we do this well. 1:1 – should this continue? – yes. It really helps with communication. As a gov body, everyone is enabled to put their point of view, without feeling "silly" and without the board being dominated – this makes it a much more effective governing body and we want this to continue. We want to ensure we are Collaborative, confident – whether you are old or new your contribution is welcomed. We are a "yes and" group, rather than a Yes, but..." group. This is really important from a school and parent point of view – we need to be able to take lots of diversity into account.</p> |



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| | <p>Another thing that works well allow committees to do their work which frees FGBs up to be effective. Commitment - Everyone does their bit well and that comes together well. <i>Going forward, can members of staff see more of the Governing body – could some members of staff come along to FGBs? – yes.</i> Things that have worked well for staff include the Subject Lead meetings. MR appreciates the support that he gets for activities such as interviews. <i>Is our meeting frequency right? – this will be decided in September but what do we think – do they work currently? – yes, it feels regular enough without over-burdening anyone.</i></p> |
| 10 | <p>After School Club update CM drafted T&Cs. HP has commented and registration forms have been sent out. Staff have been appointed. To date, we have 8 children registered filling 12 sessions. We are anticipating more. Anecdotally, parents seem pleased. <i>How we can process registration over the summer holidays? – this can be arranged via email. Action MR.</i> Further information about the school start will be issued at the end of August – a reminder about After School Club (ASC) registration will be included. <i>How does running After School Club fit with “bubbles” proposed in the Covid 19 guidance on schools returning in September?– guidance wants Breakfast Clubs and After School Clubs to be provided as normal. If we can, they will stay in their groups but if we can’t do this, it is ok. We will look to manage the risk e.g. we will have separate tables for eating if we can. We don’t want to lose the fun and positive feel of it all, as this will impact on the children. The people appointed to ASC already have some great ideas about how this can be achieved.</i> SG highlighted that the ASC group will become a separate bubble - we need to ensure good record keeping so that track and trace requirements can be met. SG highlighted jigsaw recovery activities – “Connect us” activities might be useful for the staff working there. <i>So children will be in multiple bubbles? – yes, this is possible.</i> In terms of finance, we need 40 sessions a week to break even. Hopefully we will get nearer to this before the end of term – in September, as the new reception children settle in, we anticipate that they may book further sessions. We also hope that having an ASC will be an attraction to next year’s intake. CM will provide an update to SG for the Governor newsletter – Action CM. <i>What happens if a case of coronavirus means that ASC has to close for 2 weeks? – Do we have insurance? – no we don’t have insurance.</i> There are wider consequences to note on that – for example although we haven’t been running Breakfast Club, we have still incurred costs. This question is being discussed by HT’s and will be raised with the LA.</p> |
| 11 | <p>Safeguarding Update – AD has discussed with MR. Regular phonecalls have been made home. This hasn’t raised any new concerns. However, it is recognised that there will be issues that will go undetected. However, as well as the Abuse and Neglect areas of Safeguarding, we need to be very aware of the risks presented to mental health and well-being. We need to note this and be very aware of it going forward, particularly in light of reduced capacity of Social Workers for example. We have positive feedback on how good it has been for the children who have come back to school. This is a great reflection on Mike and the teaching staff.</p> |
| 12 | <p>Policy Review and approval SEND - ratified Health and Safety – ratified – question from AD – governors will promote a sensible approach to H&S – what does sensible mean? – change to proportionate – Action KB. Freedom of Information - ratified</p> |



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| 13 | <p>AOB Social in The Lamb – EB gave thanks to SS and CD for all their hard work as Governors.</p> |
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Meeting Closed 20.29

Action Checklist – including actions carried forward from previous meeting(s).

| WHO | ACTION | WHEN |
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| MR / AD | Send RE Policy to KB | 17/07/20 |
| CD | Add appendix to H&S report to cover lockdown and partial opening of school | 17/07/20 |
| MR | Confirm arrangements for ASC bookings to be made during the Summer Holidays | 17/07/20 |
| CM | Provide update on ASC to SG | 10/07/20 |
| KB | Amend wording in H&S Policy | 10/07/20 |
| | From Previous Meetings: | |
| KB | E Safety Policy needs to be reviewed at Standards. | 09/03/20 |
| AD | Safeguarding Action Plan to be finalised. New proforma for Risk Assessment has been accessed. | 23/03/20 |
| CM | Confirm photograph guidance | 23/03/20 |
| CM | Contact governor services for any advice on the best way for Governors to review and input into the SEF. | 23/03/20 |
| AD/KB/SG | Review RSE Policy | 23/03/20 |