



IRON ACTON PRIMARY SCHOOL
 Minutes of the Meeting of the Full Governing Body
 18th May 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 zoom and only urgent items were included on the agenda. Other items due to be covered at this meeting will be carried forward and discussed at the next opportunity. <p>Apologies</p> <ul style="list-style-type: none"> All present - no apologies received. <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>Headteacher's update</p> <p>MR had some updates to his report</p> <p>At the time of report, the child with an EHCP wasn't attending school. They are now attending 2 mornings a week.</p> <p>Continuing education update – we are now printing paper copies for one PP family who don't have access to the internet.</p> <p>Children of Critical workers – we have offered child care to key worker children in half term.</p> <p>Further staff meetings have been held regarding the return to school on 1st June, and to discuss arrangements for the return.</p> <p>FSM arrangements – MR reassured all that HP has been working to make sure the vouchers are received by parents.</p> <p>MR also highlighted that the Budget does not include for an apprentice TA from September.</p> <p>Update on possibility of child with EHCP joining School in September - we are still waiting to hear whether or not they will take up the place.</p> <p>EB asked CD to share any comments on staff wellbeing – staff recently had an online meeting. Most staff seemed receptive to returning to school: staff have been in school, and social distancing has been achieved in classrooms. They are trying to be outside as much as possible. Regarding staff wellbeing, CD hasn't heard any negative comments.</p> <p>EB and MR have spoken each week. MR has discussed with staff the guidance on returning to school. He has asked staff to let him know if they aren't able to attend on 1st June – all staff have been very positive and MR is very grateful for their approach.</p> <p><i>Have we had any feedback from Parents and families? Will we have many who don't want to send their children on 1st June ? – no one has said definitely no, year 6 tends to be a positive response, and remainder have given a response of "undecided".</i></p> <p>EB asked AD to provide update on safeguarding. MR and AD have discussed the work that has gone on</p> |



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| | <p>including regular phone calls, work on vulnerable children, children of key workers. One situation has required a follow up. AD commends MR for the work that has gone on. <i>Is that child attending currently?</i> – no.</p> <p><i>When children do come back, what is in place for those who need emotional support and their reaction to lockdown? What are the problems likely to be and how can we support them?</i> – SG highlighted the South Glos “Recovery Curriculum” – this focuses on areas such as wellbeing, sense of self, sense of belonging, and is not focused on academic progress so there are some good pieces of work being shared. SG feels we are well placed to emphasise on wellbeing. This concept will be shared in September and as hopefully more children return.</p> |
| 4 | <p>Budget Review and approval</p> <p>The proposed budget, staffing structure and comparison with Hawkesbury Budget was made available to all Governors on basecamp. <i>SS had emailed to ask about the minimum funding guarantee which has decreased – why? And is our Finance Officer confident we will receive this funding over the next 3 years?</i> – if pupil numbers change, (particularly over 1.5% drop) the Minimum Funding guarantee should help to prevent fluctuations in budget. So our MF guarantee has decreased as our numbers have been relatively stable. The Finance Officer has it will be phased out, but when this will happen is uncertain. Therefore we need to be aware this funding may not continue.</p> <p><i>The funding under “High Needs Block” is new and decreases in the future – is this due to current yr 5 child leaving?</i> – yes. This relates to the EHCP for the child currently in year 5. The EHCP has been agreed but the funding won’t start until september. MR has queried this as we are already working with him and have a TA working with him.</p> <p><i>The overall figure for Supply Staff has reduced. Why?</i> this is because the SENCo cost used to be from this budget.</p> <p>Cleaning has increased from 6k to 12k – this was queried. This was an error and meant to be £9690. This increase is due to the new double Elliot which has more toilets. This will be updated.</p> <p>EB asked if there were any comments or queries on the staffing structure. EB flagged that there is no TA in reception. <i>Will this mean that the TA assigned to year 1 will actually be split between year 1 and reception, particularly at the start of the new school year?</i> – possibly yes, but there will also be less need in Golden Eagle class in sept so the TA assigned to that class will probably start the day in reception. MR will review the arrangements once we know more about the needs of the class, including whether or not the child with the EHCP will join us.</p> <p>MR highlighted that the 3rd year of the budget wasn’t balancing. As a result the SENCo hours were reduced. It is hoped that by next year, other factors will have changed and it is hoped the SENCo hours will return to their current set up.</p> <p>EB asked governors to confirm, by raising a hand if they were happy to approve the staffing structure and budget: unanimously agreed.</p> |
| 5 | <p>Federation Update –</p> <p>Some responses to the consultation document have been received. Bristol Diocese support it DfE have responded and require some amendments to the process – these are in hand and being dealt with by EB. Responses also received from one of the Churchwardens and Father Malcolm. EB passed on</p> |



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| | <p>thanks to Father Malcolm for his response. Governors also discussed the response from Hawkesbury Parish Council.</p> <p><i>Are we storing up a problem by doing the consultation at this time. Is it worth anticipating what may come back and are there any ways we can avoid this? – do we need a communication to say that we reminded people, acknowledging it is a difficult time?</i></p> <p>SS said that she had flagged this and agrees with AD, and feels a reminder is appropriate.</p> <p>MR did consider a text reminder, however it didn't feel appropriate to do it so soon after the letter regarding the return to school had been issued. It will feature in the newsletter this week.</p> <p>Can we send a text during half term? – yes, text can go tues or wed next week. Action MR.</p> <p>EB highlighted need to consider planning for the new GB. We need to consider the skills that we have going forward to make sure we get a strong Governing Body for the Federation.</p> <p>EB asked Governors to let her know if they intended to stand for election / make themselves available to join the new GB. Action ALL</p> <p>Will there be a new vote for elected positions? – yes. Parent and staff governors will need to be elected. We will aim for these to take place before July</p> <p>MR asked if the section for the newsletter could be written by governors? – yes, EB will prepare. Action EB.</p> |
| 6 | <p>After School Club proposal</p> <p>EB thanked CM for her proposal and asked governors to vote on their agreement to form an After School Club – governors voted unanimously yes.</p> <p>MR discussed the next steps – this includes whether or not we need a separate registration with Ofsted (MR to confirm with Ofsted) Action MR, and also staffing. Income and expenditure for an After School Club has been included in the budget. This is on the assumption that it is run by school.</p> <p>Recommendation is that it is run by the school, but there are also options to have it run by a parent committee or by a stand-alone company.</p> <p><i>Do we have the capability to run it in house? – I don't see why not.</i></p> <p><i>Obviously we would need to recruit. Are there any other barriers that would make it not viable? – no</i></p> <p>Governors unanimously agreed preferred option would be to run it in house.</p> <p>CM will prepare some T&C and share these on basecamp. Action CM. The appetite seems strong and CM feels it would be appropriate to ask parents to commit for a term. CM will also approach possible grant funders - MR will ask other HT if they know of any grants / financial support available. Action MR / CM.</p> <p>CM highlighted that there should be enough demand to cover costs in the longer term. We may only need to source a loan rather than a grant.</p> |
| 7 | <p>Policy Review and approval</p> <p>Finance Policy - EB highlighted that this Policy will need to substantially change in Sept and we will need to review it then. Governors agreed that they would continue to use the existing Policy until then.</p> <p>Educational Visits Policy – governors agreed that it seems appropriate to reference issues arising from the coronavirus outbreak, and the best way to do this seems to be to update the Risk Assessment. Action KB. Policy is ratified on the basis that the amendment is made.</p> <p>Stress and Wellbeing Policy – ratified.</p> <p>Lone working Policy – as per amendments to the Stress and Wellbeing policy, this should make reference to remote and online working. Action KB. Policy ratified on the basis that amendment is made.</p> <p>RE Policy – AD suggested that we need to include Religion and worldviews throughout the document. <i>Are we able to deliver this in the classroom? – yes definitely, we do already.</i> CD agreed. AD offered to advise on the content and amendments required. To be ratified at next meeting. Action AD / MR</p> <p>Virtual Meeting Policy – governors felt this should reference platform and security issues: this will be reviewed at next review meeting and the Policy reviewed in 6 months time. Policy ratified.</p> |



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| | Appraisal and Capability Policy – ratified. |
| 8 | Spend on carpets – decision ratified. EHCP application – decision ratified. |
| 9 | <p>AOB</p> <p>EB highlighted opening of school from 1st June – this was introduced in the letter that MR sent to parents which was shared with governors.</p> <p><i>There has been government and south glos guidance – was the letter based on the south glos guidance, or the government guidance?</i> – the letter was based on the most recent government guidance and south glos guidance.</p> <p><i>How do staff feel?</i> – CD responded that staff were positive at the staff meeting. MR and CD have discussed the Danish model of working in “bubbles” of 4 children.</p> <p><i>What costs are involved in providing PPE?</i> – PPE will only be used if staff or child displays symptoms. Costs will be logged separately on the finance system. Finance is available to cover expenses incurred in things such as opening over easter and PPE may be included.</p> <p>NGA – EB flagged the guidance that is coming through in addition to the information we continue to receive from Governor services – and asked governors to keep informed so that we can support school as best we can.</p> |
| 18 | <p>Date of Next Meeting</p> <ul style="list-style-type: none"> 6th July 2020(tbc) |

Meeting Closed 20.20

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

| WHO | ACTION | WHEN |
|---------|--|----------|
| MR | Issue text reminder about Federation consultation during half term | 30/05/20 |
| ALL | Discuss with EB future governing board roles | 03/06/20 |
| EB | Prepare section on Federation Consultation for newsletter | 21/05/20 |
| MR | Confirm if After School Club needs a separate OFSTED registration | 06/07/20 |
| CM | Prepare Terms and Conditions for After School Club and share on Basecamp | 06/07/20 |
| MR / CM | Investigate potential for grant funding for After School Club | 06/07/20 |
| KB | Amend Policies as detailed and pass copies to HP | 06/07/20 |
| AD / MR | Amendments to RE Policy: Policy to be ratified at next FGB | 06/07/20 |
| | From Previous Meetings: | |
| KB | E Safety Policy needs to be reviewed at Standards. | 09/03/20 |
| KB / HP | Health and Safety Report to be put on basecamp | 14/02/20 |
| MR | Contact Acton Aid regarding a grant to pay for the remainder of the new books that were purchased. | 23/03/20 |
| 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 |
| ALL | Any comments on the suggested name for the Federation? | ASAP |

Signed by Chair:



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| KB | Amend monitoring form to capture evidence for the SEF | 14/02/20 |
| 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 |