



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Wednesday 18 th November 2020		Time			7.00 pm
Potential Attendees	Initials	Position	End of Term of Office	Finance Comm	T&L Comm	Present (P) Apologies (Ap) Absent (A)
Mr Alun Dobson	HT	Headteacher	N/A	Yes	Yes	P
Dr Deepun Gosrani	DG	Parent Governor	15.05.22	No	Yes	Ap
Mrs Liz Quick	LQ	Co-opted Governor (Chair of Govs)	17.03.23	Yes	Yes	P
Mr Laurence Young	LY	Foundation Governor (Chair of Finance)	09.09.23	Yes	No	P
Mrs Rosy Phillips	RPh	Co-opted Governor	19.11.23	No	Yes	P
Mrs Hannah Burge	HB	Parent Governor	11.05.24	Yes	No	Ap
Mrs Caroline Tucker	CT	LEA Governor	11.05.24	Yes	No	P
Mr Tom Barfield	TB	Foundation Governor (Vice Chair of Govs)	22.09.24	No	Yes	P
Mrs Alison Cousins	AC	Parent Governor	20.10.24	No	Yes	P
Mrs Rosie Polak	RPo	Staff Governor	20.10.24	No	Yes	P
Vacancy	-	Parent Governor	-			

MINUTES

1.1 20/21	7.00	Apologies	DG & HB Is the meeting Quorate? Yes	
1.2 20/21	7.01	Conflicts of Interest	Does any governor need to declare any conflicts of interest in respect of items on the agenda for this meeting? None	
1.3 20/21	7.02	Governor Appointments	Recruitment of a Clerk to governors – in process 1 x Parent Governor Vacancy	
1.4 20/21	7.04	Minutes of last meeting and Matters Arising	<p>Minutes of 14th July were circulated prior to the meeting and agreed as a true and accurate record. Policy actions – see policies later in agenda</p> <p>Minutes of 23rd September – circulated prior to the meeting, agreed as a true and accurate record</p> <p>Actions & Matters Arising</p> <ul style="list-style-type: none"> LQ to pass on details to BLCT of TB our new foundation governor – LQ completed this. AD put a parent vacancy in the school newsletter LQ made contact with a potential new parent governor and asked her to apply. Dfe website to be updated, LQ forwarded changes to Jill in school office. LQ also completed the required H forms and sent to DCC for governor changes. LEA governor paperwork was requested by LQ from governor services and CT completed and it has now been returned to governor service waiting on confirmation. LQ has circulated the Governor skills audit for all governors to complete and return – ACTION: All governors to complete and return the skills audit asap LQ has circulated the Governors code of conduct for all to read – ACTION: All to read the Governors code of conduct and LQ to collect signatures to say understand and will follow. LQ has circulated the Governor's Register of Business Interests to all governors to be updated and returned – all have been completed. LQ has updated the school website with the Current 	<p>ALL</p> <p>ALL LQ</p>

			<p>Governors including their Register of Interests.</p> <ul style="list-style-type: none"> • LQ has updated the school website with attendance at governing body meetings. • Head Performance Review – ACTION: AD to contact Mark Juby to arrange times for virtual dates to complete with LQ/TB. • AD to confirm at the next meeting if all performance reviews have been complete – 2 teaching staff still to complete. ACTION: to confirm if all performance reviews have been complete at the next meeting. • Financial Recovery Plan to DCC – At the finance meeting more information was needed so the finance committee will meet again. ACTION: Put a plan together an extra meeting on Tuesday 1st December at 8.30am • AD to ensure budget monitor is circulate to all governors asap – ACTION: AD will circulate an updated budget monitor before our 1st December meeting. • Strategic Plan – ACTION: LQ to circulate the updated document <p>Minutes of 21st October – circulated prior to the meeting, agreed as a true and accurate record</p> <p>Actions & Matters Arising</p> <ul style="list-style-type: none"> • AD to complete a fire drill – done before half term, quite slow, but ensured that the bubble were keeping separate. • Ventilation v's Temperature: AD to update us at the next meeting with any further information. Clothing layers are required, storage heaters in class 3 & 4 are not working. As governing body know, the temperature regulations were removed in 2012. • Boundary Wall: AD to respond to Paula to confirm we have no issues with the tree being removed. AD did this and the tree was taken down, planning in to put buttresses against the wall to hold it back. Assuming they will still reduce height, but not final drawing or normal plans. Decision will be determined by 11th Jan. ACTION: Wall – follow progress • All governors to read KCSiE part 1 ACTION: All to read the KCSiE and LQ to collect signatures to say understand and will follow. • AD to investigate options of using Teams for Christmas performance broadcast. Days sorted, finessing times. Want to do a test. Spotlight (only me) or share – parents cameras muted and video off. Will try to record it and get the recording to people. On teams so not broadcast on internet. Use Zoom? Zoom not as secure as Teams. • AD teaching class 3 update – Just afternoons (in office in the morning). • AD to add some classroom information to the next newsletter for parents who have not visited the class to be aware of the environments. Having a change around in classrooms – lots primary schools gone back to block/group desks, which is acceptable. Seating positions children facing each other? Dawn Stabb and H&S, visited schools doing group seating and fine with it. Rows hard to keep staff distanced from children. • Staff having to self-isolate or be off due to dependants self-isolating - AD to give governors an update at our next meeting of if Dfe/HROne has clarified the policy. Dawn put it out accidentally as a 7.30am update, 1 day paid. Dawn notes formal isolation, wipe from mind. 3pm document with it completely missing. Fun limbo. Officially 1 day paid to look 	<p>AD</p> <p>AD</p> <p>FIN COMM</p> <p>AD</p> <p>LQ</p> <p>ALL</p> <p>ALL LQ</p>
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			General	
1.5 20/21	7.25	Head Teachers Report	<p>Alun circulated the Head Teachers Report. Since circulating AD has updated a couple of things in yellow.</p> <p>Safeguarding during Covid – we records to show safeguarding measures and care of isolated children during lockdown. Holding the weekly teams and recording the children in attendance.</p> <p>Currently we have 3 children isolating as contacts of a positive case. Are you asking for evidence of their test? Not allowed to formally ask for test results, all on a good will basis.</p> <p>Think Sheets, we have had 5 more, all KS2, 4 children affected and 3 families have been contacted. We have had good meetings with these families.</p> <p>We are having discussions with 2 additional families reference bullying accusation, we have daily diaries and thrive in place for these families.</p> <p>Has behaviour stayed the same, got worse or better during the pandemic? Not seen a massive problem with behaviours since the children have returned. These incidents mentioned above are not seen as Covid related.</p> <p>Quite a lot of premises stuff going on – new gate posts at the car park end of the school. Storage heaters new part on order is £500. Still waiting for money back for sewage plants from DCC.</p> <p>Meal numbers are ok</p> <p>Virtual sporting activities with Braunton are being discussed and set up.</p> <p>Music teachers are back in school for face to face teaching.</p> <p>Staffing – One admin staff member remains off work with sickness. Mark from Caen is covering the office on a Friday and so far has achieved all the deadlines in his 1 day a week.</p> <p>Temporary office cover on Mon/Wed for first 1.5 hours would be really helpful. Look at paying someone to be on payroll. Temporary decision till Xmas to support school.</p> <p>When is the Medigold assessment happening? Member of staff not responding.</p> <p>CT proposed, LY seconded and all agreed to recruiting some short term office support, it would be good if the individual has experience already of systems, simms etc. Suggest that if we have to look at permanent recruitment, review the post to see if it can take some of the day to day responsibility off AD. ACTION: AD to source temporary office support for Monday and Wednesdays.</p> <p>John Gibson visit ref SEND audit, 4 of Braunton Primary schools are participating. Corinne and AD had a lot of time with him yesterday. Viewed all rooms socially distanced. Few things start doing positive day. His draft report will be circulated once it is received.</p>	AD
1.6 20/21	8.00	Strategic Planning	Draft minutes of strategic Meeting on 23 rd September 2020 have been circulated.	

			Strategic Plan - review and update in Spring Term	
1.7 20/21	8.01	School Visits & SIP Monitoring	<p>Report on School Improvement Monitoring Visits:</p> <p>Any Reports on Visits to school? LQ – SCR – Have seen the SCR and discussed with Jill, all is looking good, just one staff Medical Questionnaire outstanding. CT – Building and H&S walk – CT has started the process with an onsite walk to orientate around school, only managed part of it due to darkness, happy to come back early in Jan to resume efforts. CT has been in contact with Paula McCree, who has sent CT links to asset management. Devon Management Partnership, do statutory checks legionella and asbestos. Want to be clear what we and what DCC are responsible for. Quite shocked in the condition of some of the building. We are going to need to cost some of the projects. Water in toilet. Things don't look great for parents. Will need to meet termly in the short term and maybe look at completing a staff survey about the teaching environment. This can be done, just need to put together the questions.</p> <p>What Visits should we plan for the Spring Term before the next FGB meeting Tough at present, we will need to wait and see a little bit how things are going. Review in new year and make a plan. SCR – LQ Building and H&S – CT Xmas Events – ALL - Anyone attending</p> <p>Maybe we can use teams to meet subject leaders for 15 mins, Governors can buddy up for the calls and look at the recovery curriculum. Complete in the new year for each teacher.</p> <ul style="list-style-type: none"> • English and Maths PSHE • Music, History Geography • PE <p>ACTION: LQ to contact the teaching staff and set up some times.</p>	LQ CT ALL
			Resources	
1.8 20/21	8.10	Finance	<p>Draft minutes from Finance Meeting on Tuesday 13th October 2020 have been circulated. Date of the next meeting is Tue 9th Feb 2021 at 1pm, with Pay Review Meeting prior at 12 noon.</p> <p>Mark will circulate the budget monitor before the end of year</p> <p>Funding Consultation vote, schools voted for all money due to schools to go to schools, all options are therefore gone. Therefore there won't be a transfer of funds from schools to Higher Needs Block.</p>	Fin Com
			Teaching and Learning	
1.9 20/21	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on Tuesday 13th October 2020 have been circulated. Date of next meeting is Tuesday 9th February 2021 at 7pm</p> <p>DG/AD Safeguarding Audit – appropriate time for call Monday or Friday – 27th Nov</p> <p>Phonics – all been complete for Yr 2, two children not achieved, they are not miles away. The results will be shared with parents and Babcock form returned with the results to DCC</p> <p>If a child is isolating, marked as a x on register, it doesn't count as an absence. If a child has a positive test result have to be recorded as an illness. Concerned might mean parents might not test children and just keep them off 14 days without affecting their absence record.</p>	T&L Com

		General Governance		
1.10 20/21	8.30	Braunton Learning Cooperative trust (BLCT)	<p>Update on Co-operative Trust AD circulated minutes from Trust meeting from 4th November 2020</p> <p>New development plan to be shared with governors. We are planning forward. Looking to hold virtual singing, performances and sport. Subject leaders/staff are back meeting.</p> <p>Governor meetings – starting up as well</p> <p>As discussed earlier SEND audit visit is now happening following it being postponed.</p> <p>Any CCSP activity? – managed one socially distanced meeting. Support process, some schools at edges of own communities. Another meeting of CCSP tomorrow at Marwood hall again.</p>	
1.11 20/21	8.35	Community Hall	<p>Not hiring the hall out currently, so only the school is using the hall.</p> <p>Windows across the top open slightly to aid circulation.</p> <p>Pete has stood down as treasurer and secretary.</p>	
1.12 20/21	8.40	Governor Training	No training completed at his time	
1.13 20/21	8.45	Policy review at Meeting	<p>New Policy Mental Health policy and strategy that Corinne worked on – approved. AD to add to website and LQ to add to the calendar to be reviewed every other year. Thanks to Corinne for her hard work on this new policy.</p> <p>To be done for this FGB meeting : Emergency Plan & Site Plan (2 documents) Site plan needs to be sent to the school (on SIP to review The Emergency Procedures Policy and the Business Continuity Plan (BCP)) - AD/LY Emergency Plan, is it backed up with staff training? Not done evacuation and to top end of field. Henry Barn, discussion with him. If Fire Alarm goes off. Does anyone know how to turn off? There is a procedure - issue paperwork again. ACTION: AD to issue fire alarm instructions again. Approved the updated version of Emergency Plan. ACTION: AD to provide LQ with the site plan The Emergency Procedures Policy and the Business Continuity Plan (BCP)) – to be reviewed in the Summer Term – AD/LY/LQ</p> <p>Accessibility – to be looked at by the Senco and brought to the next meeting AD/CL for next meeting</p> <p>Staff Handbook review – GM reviewed and updated – approved</p> <p>Security and Risk Assessment – LQ reviewed and felt this very short policy statement was superseded by risk assessments and other policies, so it was agreed to be removed.</p> <p>Online/E safety – AD/LY reviewed and ensured it was up to date – SW group for learning, alongside the covid risk assessment - approved</p> <p>Governor Allowances & Expenses Policy – TB reviewed and updated - approved</p> <p>Outdoor Education Visits Policy – DG reviewed and updated – very comprehensive, useful for staff to have access. Linked to evolve system. Changes to reference old sheet change date - approved</p>	<p>AD</p> <p>AD</p> <p>AD/LY /LQ</p> <p>AD/CL</p>

			<p>Whistle Blowing Policy – LQ - reviewed and updated - approved</p> <p>Sex and Relationships Policy – AD – lot more work to do, consultation looking at new curriculum. Taking quite a bit out. Less in it, not ready for this meeting, hopefully have for next meeting. ACTION: AD to complete for the next meeting.</p> <p>Redundancy Policy and Guidance Notes – LQ reviewed and updated - approved</p> <p>Travel Plan Policy – CT reviewed and updated - approved Have to be careful about getting children walking to school in this area. Car sharing is always our way.</p> <p>Review staff absence – Ongoing Long-Term Sickness and at present some covid related absence. ACTION: AD to provide staff absence figures at the next meeting.</p>	<p>AD</p> <p>AD</p>
1.14 20/21	8.50	Policies for Review at Next Meeting	<p>Security Policy and Risk Assessment (RA22) - RPh</p> <p>SEND Policy -TB</p> <p>Health & Safety Policy (final approval by FGB) - CT</p> <p>School Meal Debt Policy - LY</p>	<p>RPh</p> <p>TB</p> <p>CT</p> <p>LY</p>
1.15 20/21	8.55	Any Other Business	None	
1.16 20/21	8.56	Final Question	<p>What Strategic Discussions/Decisions from tonight's meeting has a direct impact on the children / improve the Teaching and Learning of Marwood school ?</p> <ul style="list-style-type: none"> • Covid set up safeguarding if have to self isolate • Building works discussions • Governor visits discussion to contact subject leaders to overview curriculum • Working cooperatively within BLCT/ consultations Babcock advisors/ CCSP 	ALL
1.17 20/21	8.58	Date of Next Meeting	<ul style="list-style-type: none"> • Tue 1st Dec 8.30am Finance Catch up • Covid Catch up Meeting - Wed 9th Dec 7pm • Finance – Tue 9th Feb 1pm (pay review prior at 12moon) • T&L – Tue 9th Feb 7pm • FGB – Wed 24th Mar 7pm <p>The Meeting ended at 8.48</p>	