

Full Governing Body Meeting
MINUTES
Wednesday 07 October 2020, 7.30pm via Microsoft Teams

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and are posted on the school website.

Attendees: Gregory Clements, Helene Goddings, Emma Hardy (Co-Chairman), Jane Harrap (New Co-opted Governor), Mel Isherwood (Co-Chairman), Andrew Stear (Headteacher), Helen Szczepanski

In attendance: Rachel Dunnage (Clerk); Lorraine Breen, School Business Manager (SBM)

Meeting is quorate 7/8

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	TOPIC	ACTIONS Who & when																				
1.	APOLOGIES: Dan Keat WELCOME: MI welcomed Mrs Jane Harrap, our new Co-opted Governor.																					
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors confirmed their annual review of and update to their general declaration of interests and declared no interests in specific agenda items at this meeting. Governors agreed that ASt will manage the chat conversation.																					
3.	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-2021 Governors confirmed the Statutory & Nominated Governors appointments. i. Co-Chairmen – Mel Isherwood and Emma Hardy ii. Vice-Chair – Note: <i>Governors agreed that this leadership role would be considered again after the parent governor election.</i> iii. Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher – MI iv. Safeguarding & Child Protection – MI v. Children Looked After (CLA) – MI <i>Note: Governors have agreed the following structure of three monitoring groups:</i> 1. Resources – Dan Keat (Lead) , Helene Goddings, Greg Clements 2. Teaching & Learning – Emma Hardy (Lead) , Jane Harrap, Helen Szczepanski 3. SEND & Safeguarding - Mel Isherwood (Lead) , MI to discuss addition of Jane Harrap post meeting <table><tr><th></th><th>Responsibility</th><th>Lead PROPOSED</th><th>Shadow PROPOSED</th></tr><tr><td>vi.</td><td>Vice Chair</td><td>VACANCY</td><td></td></tr><tr><td>vii.</td><td>Communication</td><td>E Hardy</td><td></td></tr><tr><td>viii.</td><td>Training and skills</td><td>Jane Harrap</td><td></td></tr><tr><td>ix.</td><td>Performance Management</td><td>M Isherwood</td><td></td></tr></table>		Responsibility	Lead PROPOSED	Shadow PROPOSED	vi.	Vice Chair	VACANCY		vii.	Communication	E Hardy		viii.	Training and skills	Jane Harrap		ix.	Performance Management	M Isherwood		
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4.	EMERGENCY PROCEDURES (Statutory) Governors confirmed the emergency contact information for the school to be provided to Surrey County Council (Schools Support Service) will remain the same.																					
5.	GOVERNORS’ DETAILS: contact information and publication of data a. Contact Information for Governors																					

	<p>Governors verified their contact details are correct and confirm information may be circulated amongst all governors, the school, Strictly Education 4S, Cognus and the National Governance Association.</p> <p>b. National Governors' Database (Get Information About Schools - GIAS) All maintained school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change. Governors are not, however, required by law to provide the additional personal information requested. Governors to confirm whether or not they are happy for their date of birth and nationality to be stored on GIAS along with the rest of their contact information. Governors to let RD know directly if they do not want details shared with GIAS.</p>	<p>All Govs 28 Oct</p>
6.	<p>PROCEDURAL MATTERS</p> <p>a. Agree Terms of Reference & delegation Governors considered the updated Terms of Reference & delegation for the Governing Body, which includes the Alternative Participation & Voting Arrangements and the Code of Conduct. They noted that the Alternative Participation & Voting Arrangements retain the arrangements put in place during the Covid-19 pandemic. Governors agreed the Terms of Reference without modification and maintain delegation to the Headteacher at £5k variance to budget.</p> <p>b. Open or Closed Meetings Governors agreed that meetings will remain closed to the public.</p> <p>c. Professional Negligence Statement Governors agreed to record the professional negligence statement: <i>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Best practice would be to record this on each set of minutes.</i></p> <p>d. Confidentiality Statement Governors agreed to respect the confidence of those items of business which the governing body decides are confidential. Governors will record the following statement on their minutes and other governing body papers: <i>Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.</i></p> <p>e. Standing agenda items for the year. Governors agreed there were no particular areas that should be standing agenda items this year.</p> <p>f. Confirm how minutes are available to governors and to the public. Governors agreed to continue with the current system: receive minutes via email and the Governors online resources system. Paper copies will be available to the public once they have been agreed by the Full Governing Body (FGB) with PDF versions posted on the Governance page of the school website by the office.</p>	
7.	<p>COMMITTEES (Statutory)</p> <p>a. Headteacher's Appraisal Panel Governors agreed membership as MI and EH along with Michael Youlton as independent appraiser. MY is now carrying out Data Healthchecks across all GLP schools.</p> <p>b. Pay Committee Governors agreed membership as Finance team plus MI.</p> <p>c. Governor Panel Governors agreed membership as 3 suitable governors who have not previously been involved in the case to be considered.</p>	
8.	<p>FINANCE AND SCHOOL BUDGET 2019-2020</p> <p>a. Financial Monitoring Reports (FMR) Governors reviewed the latest monthly FMR. They noted the main point of interest as the Covid funding that leaders must use on curriculum catch-up. The School Business Manager</p>	

	<p>(SBM) highlighted:</p> <ul style="list-style-type: none"> • Some additional funding for Education, Health and Care Plan (EHCP) children. • Covid funding is coming in in 3 tranches. Leaders will have to report separately on how we use this funding rather as we do for Pupil Premium spend. • There is little difference since July's FMR. <p>Governors noted:</p> <ul style="list-style-type: none"> • That the school challenged the caterers invoice and in the end only paid the necessary costs. • Football and boogie pumps plus a fitness club are coming in after school and in the evenings. These lettings can be problematic and we are not accepting any private bookings for the autumn term. <p>b. Revised Budget Plan 2020-2021 Governors noted that there is no need to submit a revised budget plan</p> <p>c. Schools Financial Value Standard (SFVS) Governors agreed that the Finance working group will review the SFVS in time for the 17 March FGB.</p>	<p>Finance group 03 March 2021</p>
9.	<p>SCHOOL FUND ACCOUNT (<i>statutory</i>) The SBM has sent the School Fund Account to the Chairman which MI will sign. There were no recommendations made by the independent reviewer in their report.</p>	<p>M Isherwood 14 Oct</p>
10.	<p>BUSINESS CRITICAL DECISIONS</p> <p>a. <i>Governors considered which key decisions need to be made during this time to support school leaders.</i> Governors confirmed receipt of the school's risk assessment and noted that the assessment has been revised yet again to reflect the modifications made to lunchtime process; the most up-to-date version is published on the school website. Governors wished to formally record their thanks to the senior leaders for putting together such a thorough document.</p> <p>Governors noted that the high risks and our responses to them have not yet had to be tested. The Headteacher explained that school has a direct line to Public Health England which the school has been able to use with ease. AS reported that the Health and Safety executive called the school and quizzed the Headteacher about the covid security measures and they were happy with the responses. There have been a small number of schools locally who have had to close bubbles due to positive Covid cases.</p> <p>Governors acknowledged the on-going challenge to support parents', children's and staff members' well-being. The informal checking-in connections are helpful as is the performance management process.</p> <p>The Co-Chairman emphasised that during Performance Management, governors must bear in mind that whilst staff may not have achieved their original objectives they have achieved other, amazing things they would never normally have been expected to do.</p> <p>b. <i>Chair to report on any emergency action taken</i> No emergency actions have been taken.</p>	
11.	<p>HEADTEACHER UPDATE The Co-Chairman thanked the Headteacher for his very comprehensive report, thanked HS for her Science, Technology, Engineering and Maths (STEM) update and to GC for the questions he sent prior to the meeting.</p> <p>Governors received an update on current arrangements for educational provision, including:</p> <p>a. <i>Re-opening of School to All Pupils</i> The school drop off process has been modified as it was a source of concern over insufficient social distancing. Parents have been asked to wear face masks whilst on site for drop off and pick up. School lunches have been more difficult than anticipated due to staffing issues both in school and with the caterers. Unfortunately, we had to move to packed lunches to manage the shortages but anticipate being able to revert to hot lunches around half-term. AS recorded his</p>	

	<p>huge thanks to all the staff who have stepped up to help out at lunchtimes.</p> <p>b. Update on Provision of Education for all children Generally the children are not as far behind as we anticipated, almost certainly because our online offer was in place early and was managed very effectively, with high parental engagement leading to positive children's engagement. The Education Endowment Foundation (EEF) has suggested that schools should focus on reading skills and leaders have invested in <i>Monster Phonics</i> to help with this. Most of the year groups are now back onto their normal curriculum (teachers had started on the previous year's summer term curriculum). Governors noted that senior leaders are not expecting the rise in attainment to increase again this year. Senior leaders explained that maintaining the same level as last year will in itself be a real challenge.</p> <p>c. Staffing Arrangements and Wellbeing We have recruited one of last year's successful <i>GET Teaching</i> students on a flexible basis to cover staff absences on a regular basis. We are planning to make well-being a high priority for staff as well as pupils. The reality is that everyone is finding life challenging.</p> <p>d. Pupil Performance Pupils do all seem to have settled well. We have still taken the decision to train an additional 2 Emotional Literacy Support Assistants (ELSAs), one for each year group, as a proactive step to make sure that any child in need can be supported as early as possible. We have over-staffed the Learning Support Assistants (LSAs) which allows us flexibility with support staff in particular to run additional catch-up sessions and provide cover when necessary.</p> <p>AS has been recording a video message for prospective parents; GC is happy to be the governor recorded. Parents will request access to the link to the video via email – the video won't be posted on the website. Following that we will invite prospective parents to a Zoom/Teams meeting with the Headteacher and finally invited along with a small group of other parents to meet in the school hall; EH will speak again at that meeting.</p> <p>Governors flagged up the additionally difficult mental health impact of another lockdown if it happens in the miserable winter months. The Headteacher agreed that this is precisely why leaders trained additional ELSAs, we also have our Special Educational Needs Coordinator (SENDCo) who can access professional support for families. The Headteacher emphasised the important role that staff have already played by taking responsibility for their class and supporting children and parents, regularly going beyond the call of duty. GC stressed the importance of children's physical well-being, the negative impact of obesity and the usefulness of encouraging parents to use exercise to combat anxiety. Governors noted that the school will be introducing PEDALS training and the Local Authority (LA) has given permission for parents to park in the public car park (opposite the shops) and park and stride. AS confirmed that the children will not be swimming but leaders are looking into other outdoor activities, such as climbing.</p> <p>AS reported that the school is ensuring diversity in the curriculum and is delighted to have Olympian, Derek Redmond, coming to talk to children about resilience and hopefully run an active session outside; AS shows the video of Derek's Olympic race each year as part of his resilience assembly.</p>	
12.	<p>IN-YEAR ADMISSIONS 2020-2021 & NEW ROUND ADMISSIONS 2022-23 (statutory)</p> <p>a. In-year Admissions 2020-2021 The Governing Body confirmed that it is aware of the in-year application form and guidance notes for schools for 2020-2021 issued by Surrey Admissions.</p> <p>b. In-Year Fair Access Protocols 2020-2021 Governors acknowledged that the Local Authority is required under the DfE School Admissions Code to have a Fair Access Protocol in place to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school, and all schools and academies are required to participate in this protocol.</p>	

	<p>c. New Round Admissions 2021-2022 AND 2022-2023</p> <p>Governors noted that admissions to all schools in 2021-2022 must be operated in accordance with Surrey's coordinated admissions scheme and the school's determined admission arrangements. Governors agreed that they did not wish to amend the admissions criteria for 2022-2023 and noted that the admissions arrangement must be determined by mid February 2021.</p>	
13.	<p>SCHOOL IMPROVEMENT PLAN (SIP)</p> <p>Governors considered the proposed priorities for this year and thanked senior leaders for this report. GC submitted questions before the meeting and they are summarised below:</p> <ul style="list-style-type: none"> Governors asked that achievements and progress pre-Covid be more fully specified. AS has added in some of the school's pre-Covid achievements but acknowledged that life before covid is slightly blurry; he will be asking the staff for their recollection of what to celebrate as well. Mental health and well-being is interwoven through all our work this year; AS will provide additional detail in the SIP. School targets are broadly in line with previous targets and achievements and take into consideration the period of missed school. Nationally there is an expectation that there will be a dip in outcomes for children, despite best efforts to reduce the potential impact. AS is expecting Milford's to be very close to previous positive outcomes; had there not been such significant disruption, they would be exceeding previous years. <p>Governors noted that the SIP is a jointly owned document between the school and governance. Governors and all staff input to the plan which is then posted on the website for all parents to review. Parents often feed in their comments via the November open-door session which the Headteacher holds for each year group.</p> <p>AS invited governors to send him any further comments on the SIP so that these can be incorporated before the plan goes back to staff and is then re-issued to governors and published on the school website.</p>	<p>All Gobs 28 Oct</p>
14.	<p>GOVERNOR MONITORING</p> <p>a. Individual</p> <p>Unfortunately the Resources team was not able to meet due to school work pressures. No other governors have conducted formal monitoring. EH conducted a Covid-safe walk around school and was impressed with the big improvement in standards of writing as they moved between year groups. EH will prepare a report for governors</p> <p>Governors committed to undertaking monitoring before the next FGB meeting.</p> <p>b. Monitoring Groups</p> <p>A: Each Lead will agree meeting dates with the relevant school leaders and their team and ensure the resulting monitoring report is sent to the Clerk 7 clear days before the next FGB meeting.</p> <p>i. Resources: Risk Assessment report (HS)</p> <p>Whilst the Resources were unable to meet, the Risk Assessment has been reviewed (see agenda item 10a. above).</p>	<p>All Gobs 03 Nov</p>
15.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory)</p> <p>All appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p>A: MI will write to LB thanking him for his commitment to the Governing Body and accepting his resignation with effect from the beginning of May.</p> <p>Carry forward.</p> <p>a. Two governors have been appointed since the last meeting.</p> <p>i. Mrs Melanie Isherwood has been reappointed for another term as Co-opted governor, with effect from 16.09.20 until 15.09.24 as agreed at the July FGB meeting.</p> <p>ii. Mrs Jane Harrap has been appointed as Co-opted governor with effect from 01.09.20</p>	

	<p>until 30.08.24 as agreed at the July FGB Meeting.</p> <p>b. One governor has resigned since the last meeting. HS has sadly taken the decision to resign her governorship due to work pressures; she fears that the effectiveness of her teaching and preparation could be compromised and does not wish to risk her children's progress. Governors thanked HS for her support for governance thus far and applauded her desire to put the children first. Governors will approach staff.</p> <p>c. The following governors' terms of office are due to expire within the next year:</p> <p>i. <i>Parent Governor, Emma Hardy, 30.11.20</i> See d. i. below. Governors to consider advertising this vacancy now so that the process is underway before EM's term of office ends.</p> <p>d. Vacancies Governors confirmed that they are still seeking suitable non-parent nominees who have Special Educational Needs (SEND), finance or premises skills/experience and/or are prepared to take on a leadership role. Governors noted that over the summer, EH has requested she be considered for the Co-opted rather than Local Authority role. The vacancy information below is been modified accordingly:</p> <p>i. <i>2x Co-opted Governor</i> A: RD To explore possible recruits through the various governance agencies over the summer holiday. Completed, but without any success so far. Governors agreed that they will co-opt Emma Hardy to one of these vacancies at the end of her term of office.</p> <p>ii. <i>1x Foundation Governor</i> As action above.</p> <p>iii. <i>1x Local Authority Governor</i> As action above.</p> <p>RD will investigate how to advertise the governor vacancies on Linked in.</p>	<p>R Dunnage 28 Oct</p>
16.	<p>POLICIES & DOCUMENTS <i>The school will provide the Clerk with the list of policies and documents to be reviewed this academic year.</i></p> <p>a. Policies Policies for governor review were stored in the relevant Sharepoint FGB meeting folder. The following policies were approved without modification:</p> <p>i. First Aid ii. Health & Safety iii. Safeguarding: Governors confirmed approval by email at the end of the summer term. iv. Special Educational Needs & Disabilities (SEND)</p> <p>b. Documents No documents were ready for review.</p>	
17.	<p>APPRAISAL ARRANGEMENTS</p> <p>a. Governors considered and agreed performance management and pay arrangements using discretion and taking pragmatic steps, to take account of the current circumstances, given that the performance management objectives of teachers and leaders are likely to have been impacted by the government's COVID-19 emergency measures, including school partial closures.</p> <p>b. Governors still need to set a date with the External Consultant for the Headteacher's Performance Management Review, in line with the school's pay policy (normally no later than 31st December).</p> <p>c. AS is conducting appraisal meetings in line with the school's pay policy and they will be complete by 31 October so that the Pay committee can make informed pay decisions on all teachers.</p>	

	<p>d. Governors will review the school's Performance Management and Pay policies, lesson observation protocol and stated procedures for determining appeals in light of the pandemic and on-going restrictions via email. Governors recognise and accept that a proportionate approach will need to be made with regard to the achievement of objectives that could not be completed due to the covid restrictions.</p> <p>e. AS confirmed that the anonymised summary of staff performance management will be ready for Pay committee review as usual.</p> <p>f. Governors noted that the DFE guidance states "schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of partial school closures, where this has impacted on the ability of the teacher to meet fully their objectives".</p>	
18.	<p>SAFEGUARDING UPDATE</p> <p>AS gave governors a safeguarding update. All staff and most governors have undertaken the Hay's safeguarding training which reflects the Sept 2020 updates to the '<i>Keeping Children Safe in Education</i>' statutory guidance for schools. They noted the changes:</p> <ul style="list-style-type: none"> i. which reflect changes in the law regarding <i>Upskirting</i> (taking a picture under a person's clothing – not necessarily a skirt – without them knowing) and the new compulsory <i>Relationships and Health Education</i>. ii. to include further guidance / external support e.g.: <ul style="list-style-type: none"> • Mental health specifically included as part of the definition of safeguarding and promoting the welfare of children. • Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) now explicitly included as forms of abuse • Change in terminology from 'honour-based violence' to 'honour-based abuse' to recognise non-violent forms of abuse. iii. which give further guidance on how schools should act in certain circumstances e.g. making clear that schools should proactively liaise with the LA safeguarding officer when managing a response to an allegation concerning a supply teacher and ensuring the employment agency is fully involved. <p>MI is carrying out a Safeguarding monitoring visit in the next weeks and will ensure that her report answers the specific questions posed on the agenda items. HG and MI explored areas that they can work together on in SEND and Safeguarding.</p> <p>MI's safeguarding report will be ready for the November FGB.</p>	<p>M Isherwood 09 Nov</p>
19.	<p>HEALTH & SAFETY</p> <p>a. Risk assessments and health and safety of staff, pupils and other individuals visiting school. Covered in 10. a. above.</p> <p>b. Health and safety incidents No health and safety incidents have occurred since the last meeting.</p>	
20.	<p>MINUTES OF PREVIOUS MEETING</p> <p>Governors agreed the minutes of the July FGB meeting as an accurate record. Co-Chairman will sign the minutes digitally. Clerk will ensure paper copies are signed and stored in the Governors' file at school once covid-security measures allow.</p> <p>All actions arising from the previous meetings are included in the agenda.</p>	
21.	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>A: RD to show governors how to access the online governance document storage so that they can update their own training as and when they complete it.</p> <p>GC has completed the safeguarding training. Governors can undertake any of the HAYs training, particularly the well-being packages for staff.</p>	
22.	<p>TO NOTE ANY PART 2 BUSINESS</p> <p>Governors confirmed no items to be considered Part 2 business and excluded from the public minutes.</p>	

23. DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS

Governors to confirm the dates of meetings for the year

a. FGB Dates:

Agenda setting	DATE	FOCUS
21 Sept	07 Oct	Governance regulations, ToR & Standing Orders, Assessment of learning gap
02 Nov	18 Nov	HT report; Draft budget <i>NB the Pay Committee should meet beforehand.</i>
18 Jan	03 Feb	Autumn term data analysis; SFVS
01 Mar	17 Mar	HT report; Finance update; Monitoring session
22 Mar	21 Apr	Spring term data analysis; Budget approval
21 Jun	07 Jul	HT report ; Summer term data analysis; GB business

b. Other key dates

c. Future Agenda items

Governors to agree any agenda items in addition to the usual FGB foci detailed above.

Meeting closed 9.10pm

Co-Chairman's signature: *Mel Isherwood*

Date: 17.11.2020