



**CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
9th SEPTEMBER 2020**

The meeting opened at 18.00 hrs

Meeting of:	Full governing board		
Date and time:	9 th September 2020 6pm		
Present:	Polly McMeeking (PM) – Chair, Emma James (EJ) – Headteacher, Ian Preston (IP), Keith Buncl (KB), Jan Pugh (JP), Amanda Merricks (AM), Steve Challoner (SC), Jodie Poole (JPo).		
Apologies:	Matt Kirk, Hayley Burden.		
Absent:	Joanna Attwood, Jackie Griffiths.		
Others in attendance:	Yolande Biggs (YB) - Clerk		
<u>Quorum</u> :	7	Quorum met:	Yes

Agenda Item	Discussion	Action
1	Agenda item Apologies – see above	
2	Agenda item Welcome and Declaration of Interests. Actions Chair welcomed everyone. Governors have completed declarations online on GovernorHub platform.	
3	Agenda item Governor Self Evaluation. Katie Limm has resigned, creating a vacancy. Actions The vacancy has been advertised for a governor with financial skills. Interest has been shown. Associate Governors Hugh Richards and Julie Cooper. Governor's decided to continue to invite them to specific meetings.	
4	Agenda item Election of Chair and Vice-Chair Actions Meeting handed over to Clerk. Clerk received one nomination for Polly McMeeking. PM willing to stand but pointed out that her current term ends June 2021. PM will Chair until her term ends. Voted unanimously to serve for one year. Clerk handed meeting back to Chair. Succession training will be needed for someone to take over as Chair next year. Governors noted that normally this would be the Vice-Chair.	



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	<p>Jan Pugh resigned as Vice-Chair. There were no nominations. Following discussion, JPo agreed to give standing as Vice-Chair some consideration.</p>	
5	<p>Agenda item Safeguarding Actions All governors to update their GovernorHub profile to confirm that they have read 'Keeping Children Safe in Education'. Governors will attend a training review on 16th September 2020 at 5.30pm.</p>	
6	<p>Agenda item Governance Handbook 2020 Actions All Governors to update their GovernorHub profile to confirm that they have read code of conduct. All agreed.</p>	
7	<p>Agenda item Update regarding return to school September (EJ) Discussion and challenge Children have returned, everyone is positive and have settled well. Bubble groups are working well; staff appear to be happy. EJ is visiting each group and talking to the children. Focus is on wellbeing, back to basics, identifying the gaps and building relationships. EJ not aware of any anxieties. Q. What would happen if there was a positive case. Notify through track and trace. The bubble that the person was in would quarantine for 14 days, School would provide online education. EJ would notify Public Health England and follow their instructions. Governors repeated their thanks to all staff for working during the lockdown period. School has claimed £5K for additional COVID19 related expenditure. School to receive £80 per child for catch up funding. Q. Is the 'normal' curriculum being delivered. School is using a recovery curriculum. A Recovery curriculum framework has been devised, it's been shared internationally. Q. When with the recovery curriculum stop and return to the normal curriculum. Assessments are being carried out all of the time. Baseline assessment will be made October half term. The focus for after half term will be based on the results of those assessments. Q. Do the HT and DT feel adequately supported by Governors. Yes. Actions and deadlines School has joined the Maths hub and will be using the mastery approach.</p>	
8	<p>Agenda item Approve School Development Plan (SDP). Discussion and challenge EJ took governors through report, explaining priorities and focus. Many items have been rolled over from last year due to Lockdown.</p>	



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	<p>New priority. Wellbeing award. Pupil Parliament will be a part of the award. Cost of Award £1200 but in time this will become a USP for the school and has the potential to generate income of £18,000 per annum in 2 years' time. New focus. Gold standard curriculum.</p> <p>CPD. Every teacher a leader, develop subject leaders. This will be built into performance management.</p> <p>Decisions made SDP approved. Governors approved the investment, spending the money on the Wellbeing Award.</p>	
9	<p>Agenda item Review committees and link governor roles.</p> <p>Discussion and challenge Governors discussed which committees would benefit from their skills, membership will be unchanged.</p> <p>Actions and deadlines Committee members and link governors agreed. Teaching and Learning. Chair JP, AM, KB, HB, KL, IP Resources. MK, SC, JG, JPo. Resources committee to elect a Chair at their first meeting. New Safeguarding Governor. KB. HT Performance Management/Appraisal. PM, IP, SC (appeals JP) Link Governor for PPG, PSG and LAC</p>	PM
10	<p>Agenda item Approve GB scheme of delegation.</p> <p>Decisions made Approved</p>	
11	<p>Agenda item Policy Schedule</p> <p>Actions and deadlines Policies coming up for review. Agenda for next meeting. Accessibility Plan Data Protection EYFS Equality Medical Conditions Governor Allowances</p>	
12	<p>Agenda item Confirm Headteacher appraisal.</p> <p>Discussion and challenge</p> <p>Actions and deadlines Staff appraisals will start in November, later this year due to Lockdown. EJ to advise Governors of suitable dates.</p>	EJ



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13	<p>Agenda item Skills Audit.</p> <p>Discussion and challenge RAG rated report circulated and discussed. Weaknesses in Chairing and HR.</p> <p>Actions and deadlines Overall no concerns, it's likely that when one of the governors completes a skills audit, the strength of HR will rise.</p>	
14	<p>Agenda item GB development and training.</p> <p>Discussion and challenge Training available through NGA link. Governors encouraged to have a look at what is available.</p> <p>Actions and deadlines Governor with responsibility for training will signpost 3-4 courses for Governors to complete. Two governors will look into registering for free training Governor Space Program.</p>	IP PM JPo
15	<p>Meeting schedule for next year. Dates set for first committee meetings and FGB meetings for the year.</p> <p>Teaching & Learning 3.45pm 12th October 2020</p> <p>Resources committee 10 am 21st October 2020 via ZOOM</p> <p>FGB 5.30 for 6pm 2nd November 2020 in School & via ZOOM if required.</p> <p>FGB 5.30 for 6pm 27th January 2021 in School & via ZOOM if required.</p> <p>FGB 5.30 for 6pm 28th April 2021 in School & via ZOOM if required.</p> <p>FGB 5.30 for 6pm 30th June 2021 in School & via ZOOM if required.</p> <p>Seek clarification from NGA regarding the rule of 6 and how it relates to Governors.</p>	IP
	<p>Agenda item Confirmation of date/time of next FGB meeting.</p> <p>Monday 5.30 for 6pm 2nd November 2020 in School & via ZOOM if required.</p>	

The meeting closed at 20.10hrs
Yolande Biggs 2/10/2020