

## Jesse Gray Primary School Governing Body

### Minutes of the second autumn term virtual governing body meeting held via Zoom on Monday 29<sup>th</sup> November 2021 at 5.30pm

---

Membership (A denoted absence)	Mr C Walker, Chair Mrs K Ghattaora, Vice Chair Mrs L Carey Mrs R Chana Ms K Davies Mrs C Gilmore Mrs K Harris-Whittle Mrs L Hopkins Mrs V Lloyd Mr S Mars Mrs R Patel Mr C Belton, Head
In Attendance	Mr D Harvey, clerk to the governing body Mrs L Viggars (item 2) Mr D Ellis (item 2)

#### PRELIMINARIES

Note: The meeting took place in accordance with the Virtual Meetings Policy. Governors confirmed they were in a confidential space.

**FGB2/21-22/01 WELCOME, APOLOGIES FOR ABSENCE AND INTRODUCTIONS (if required)**  
All governors were present.

**ACTION**

#### FGB2/21-22/02 PRESENTATIONS

Mrs Viggars and Mr Ellis delivered presentations on

- NCC data summary 2021;
- 2017, 2019 data recap for Ofsted familiarisation;
- Autumn 2021 Standards Report.

#### FGB2/21-22/03 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Mrs Harris-Whittle has a family member employed by the school. Mrs Patel is a governor at a local primary school and Trust Board member of a local MAT.

#### FGB2/21-22/04 MEMBERSHIP

##### Current membership

Evidence of the current membership of the governing body was available to view on Governorhub. The membership details were noted.

##### Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from

continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

#### **Vacancy update**

The clerk reported one co-opted governor vacancy.

The Headteacher said the school was in the process of arranging an election, have two candidates who have written a statement, governors had identified the skills gap is for a health and safety specialist.

#### **End of terms of office**

There were no end of terms of office to consider.

#### **GIAS update**

The clerk had checked the governance information on GIAS and reported the details were up to date.

#### **FGB2/20-21/05 MINUTES OF THE LAST MEETING**

Minutes of the full governing body meeting held on 4<sup>th</sup> October 2021, copies of which had been uploaded to Governorhub for review, were taken as read, confirmed and electronically signed by the Chair.

#### **Action points**

Ref	Action	Responsible	Outcome
07	Confirm decision process for which governors will review which policies.	Headteacher /Chair	To be completed following the meeting
14	Share autumn term training information on Governorhub.	Clerk	Completed

#### **Matters arising**

*-Confidential discussion-*

#### **FGB2/21-22/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING**

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

#### **FGB2/21-22/07 CORRESPONDENCE**

##### Chair

There were no correspondence to report.

##### Headteacher

There were no correspondence to report.

##### Clerk

There were no correspondence to report.

## SCHOOL PROGRESS

### FGB2/21-22/08 HEADTEACHERS REPORT, INCLUDING THE SIP AND SEF, TO GOVERNORS

Governors confirmed they received and questions were posted to the Headteacher, see appendix A for questions and Headteacher response.

The Headteacher said the SIP is being reviewed at the end of term and the outcomes will be shared at the next full governing body meeting.

Spring  
FGB

The Headteacher would circulate the SEF to governors, he said it had been reviewed against the Ofsted descriptors for good and outstanding schools.

### FGB2/21-22/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

*Ref: Governors Handbook 2017 (6.5 Staffing & performance management)*

*"Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support on the Headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher".*

The Chair informed the meeting the Headteacher appraisal had taken place at the beginning of November 2021 and the summary from the external advisor was very positive. The Headteacher targets for 2021-2022 were discussed and agreed. The Chair agreed to share the summary from the external advisor with the governing body.

Chair

#### Appointment of external advisor.

The governing body appointed Pat Fielding as external advisor for 2021-2022, it was noted, this would be Pat Fielding's final year as external advisor.

### FGB2/21-22/10 CONFIRM THE MEMBERS OF THE TEACHERS PAY COMMITTEE AND THE ARRANGEMENTS TO HEAR THE RECOMMENDATIONS OF THE HEADTEACHER

The Headteacher had presented his recommendations to the teachers pay committee. The committee reviewed the process and approved the recommendations.

### FGB2/21-22/11 POLICIES FOR REVIEW/APPROVAL

The Chair raised emailed questions about the policies to the Headteacher and he responded (see question and answers below).

#### Appraisal Policy

Section 11.3 indicates that anything the HT sees whilst visiting classrooms as part of their regular routine will not form part of the teacher's appraisal process. Does this mean that feedback from lesson observations is excluded from the appraisal process or is the reference to 'their regular routine' referring to less formal observations?

I think this is all about the separation of Headteacher and appraisal team lead, so there is not a conflict of interests. Our lesson observations are very specific in what they are looking for, for example, Headteacher ones could be looking at learning behaviour, things in the general teacher standards or things that are focused upon on the SIP. Appraisal observations are based upon the set targets the above is assumed as being covered through Headteacher observations, so should not really cross.

#### Attendance Policy

Page 2 refers to the aim of achieving at least 98% attendance for all children whilst page 7 talks about expecting attendance of at least 96%. Are those two targets consistent with each other? 98% is what we aim for, 96% and below is what we officially investigate/take action if needed.

The Headteacher agreed to review and clarify the numbers within the policy.

HT

#### Code of Conduct

The new detail on low level concerns in Appendix 1 sounds like it could be a relatively significant change, especially in relation to the reporting requirements. Is that the case and, if so, what are you doing to support staff with these changes?

I am not sure that this is really a change, more clarity on how anything like this is investigated by the LADO. I believe it is in their like it says for greater transparency. Staff will be aware of it as it cross references with Keeping Children Safe and Child Protection policy documentation.

The governing body approved the following policies;

- Pay Policy;
- Appraisal Policy;
- Disciplinary procedures Part 2;
- Code of Conduct;
- Attendance Policy;
- Recruitment and Selection Policy.

#### **GOVERNOR REPORTS**

##### **FGB2/21-22/12 GOVERNOR TRAINING AND DEVELOPMENT 2021-2022**

The clerk informed the meeting that the governor training was available to view and book directly on Governorhub and detailed on the front page of the Governors Report booklet. Key training dates were also highlighted, under subject matter, on the agenda.

Mrs Gilmore informed the meeting she attended the governor induction at the beginning of November 2021.

Mrs Chana said she is booked onto the governor induction training for spring term 2022.

The Chair noted governors use Whatsapp as a communication tool, new governors agreed to join the Whatsapp group.

##### **FGB2/21-22/13 REPORTS FROM GOVERNOR VISITS AND VIRTUAL MONITORING**

The governing body discussed the link roles for this academic year, the previous year governors were linked to year groups. The Headteacher agreed to re-allocate the year group links and circulate the information to governors.

HT

The governing body agreed the theme for visit was in pupil welfare and catch-up. It was noted an introductory meeting was beneficial for both governors and link teachers.

The Chair asked, once the updated links are circulated, could the governor section on the school website is updated to reflect this. The Head would update.

HT

#### **CONCLUDING ITEMS**

##### **FGB2/21-22/13 SAFEGUARDING AND CHILD PROTECTION**

The Headteacher said the safeguarding calendar is up to date and Mrs Davies joins myself and the Chair at our monthly meetings to discuss safeguarding.

The Headteacher would complete safer recruitment training refresh.

Governors heard Mrs Viggars has expressed an interest in becoming a designated safeguard lead.

The Headteacher said the safeguarding audit needs to be submitted to the LA by 22<sup>nd</sup> December. On 1<sup>st</sup> December a whole school safeguarding session is being held and wanted this to be captured prior to submission.

#### **FGB2/21-22/14 PUPIL AND STAFF WELLBEING**

The Headteacher said the school has two ELSA qualified TA's in school, unfortunately one of which is currently absent, however, the other TA has increased capacity compared to the previous year. The Headteacher explained there is a very robust plan in place and the TA's have set up in the old ICT room. The TA's are running friendship groups, which has been found to be beneficial to the pupils.

**Governors asked, are they able to hear from the student council to gather a 360 view of pupil wellbeing.** Mrs Lloyd said the sessions are virtual and a governor can attend, the Headteacher agreed to arrange. The Chair requested governors email any questions for the student council through to the Headteacher, Mrs Gilmore agreed to attend the student council session.

HT/  
Govs

#### **FGB2/21-22/15 HEALTH AND SAFETY UPDATE**

The Headteacher said parents had received a Covid update, including cancellation of the parents attendance at the nativities. He said the school are aiming to film the nativities in the last week of term and share these with parents.

Governors discussed the challenges the school faces with setting expectations relating to Covid. They noted guidance can change on a daily basis and getting the information out and communicating with parents needs to be managed carefully. The Chair said it is important we remember at the beginning of the pandemic the school was praised for its communication and forwarding of guidance.

Governors noted the risk assessment is up to date and follows guidance, however, there will be an amendment following a change relating to use of masks. The Headteacher said there are 47 pupils currently absent, 20 of those are Covid related. The Headteacher said the return of pupils is on rolling system and this is difficult to manage.

Discussion on localised outbreak plans and how the school is able to localise to Year groups, Public Health England would advise and support in this.

#### **FGB2/21-22/16 EQUALITIES INCIDENTS REPROTED SINCE THE LAST MEETING**

There were no equality incidents to report since the last meeting.

#### **FGB2/21-22/17 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT**

Noted throughout the meeting.

#### **FGB2/21-22/18 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

The Chair agreed to inspect the school records, in accordance with risk assessment guidance.

#### **FGB2/21-22/19 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were agreed:-

Spring 2022;

- FGB Standards – Headteacher to arrange date and circulate to governors;
- FGB Resources – Monday 21<sup>st</sup> March at 5.30pm.

### FGB2/21-22/20 CONFIDENTIALITY AND COMMUNICATION

It was agreed that one item be deemed confidential for the purpose of the minutes. Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 7.45pm

Signed by the Chair:

Date:

#### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
08	Update on the SIP as an agenda item for the spring term 2022 full governing body meeting.	Headteacher/FGB	
09	Share the summary from the external advisor with the governing body.	Chair	
11	Review and clarify the numbers within the attendance policy.	Headteacher	
13	Re-allocate the year group links and circulate the information to governors and update this information on the school website.	Headteacher	
14	Arrange for a governor to attend the virtual student council session and any questions for the council to be emailed to the Headteacher.	Headteacher/ Governors	

Governor Name	Autumn 2021		Spring 2022		Summer 2022	
	FGB Resources	FGB 29.11				
Mr C Walker, Chair	Y	Y				
Mrs K Ghattaora, Vice Chair	Y	Y				
Mrs L Carey	Y	Y				
Mrs R Chana	Y	Y				
Ms K Davies	Y	Y				
Mrs C Gilmore	Y	Y				
Mrs K Harris-Whittle	Y	Y				
Mrs L Hopkins	Y	Y				
Mrs V Lloyd	A	Y				
Mr S Mars	Y	Y				
Mrs R Patel	A	Y				
Mr C Belton, Head	Y	Y				

## **Appendix A – The Headteacher report – questions and responses.**

**Has the school revised its attendance target in the light of COVID and, if so, how do current attendance figures compare to this?**

The school is not currently working to an attendance target. Lucy Viggars has taken over as Attendance lead and attendance around Covid is being monitored for safeguarding and teaching and learning issues on a pupil by pupil basis rather than monitoring as a whole student population.

**Whilst the exclusion and handling incidents appear to involve a very small number of children, I don't recall the HT ever previously having to report such incidents. Are you confident that the incidents are isolated or has there been a change to the school's approach to reporting such incidents? Yes, they are reported differently since 2020 reflecting changes in staff training from NCC. One incident was isolated (new child) and the others involve one child that is now successfully accessing other services. The exclusions also all relate to these incidents of handling.**

**I note the recent reports in the national press of a school that has been fined by the Health & Safety Executive for inadequate sanitation and hygiene arrangements related to animals in school. Have staff received relevant training on how to ensure cleanliness in relation to the guinea pigs and school dog? Yes, both guinea pigs and the dog have full Risk Assessments (based upon the NCC templates) The guinea pigs and the associated cleaning have been factored in with the school cleaning team prior to their arrival. The school dog is currently being phased in as it is receiving external training (We actually have his certificates on file in the school! ) and his lead staff member has had a training consultation with Dogs Trust this month regarding specific support for dogs in school.**

**Did the school do anything to celebrate Miss Sophia Mehmood successfully completing her NQT year? It's a great achievement in such a challenging period. Yes, the school celebrated this formally as a staff on the Inset day in October**

**Are staff expected to give up their own time for inter-school competitions? If so, does this impact on the school's ability to arrange sporting events? Staff currently volunteer for this (including students) and enjoy it, no event has had to be cancelled through lack of support.**

**The idea of camping on the school field in a large bell tent must be very exciting! What sort of risk assessment does the school do before a new activity such as this for the first time? The school will do a full risk assessment on this, I have done this for many years at St Johns (and they still do) and have access to their risk assessment templates, these go as far as alerting the local Police to patrol around the site on the evening.**

