



**EDLESTON PRIMARY SCHOOL FULL GOVERNING BOARD MEETING  
PART ONE MINUTES OF MEETING HELD ON 25<sup>th</sup> NOVEMBER 2021 AT 4:15PM**

<b>Governors Present:</b>	Emma Humphries	(EH)	Chair
	Len Simm	(LS)	Vice Chair
	Rachael Bagni	(RB)	Headteacher
	Emmanuel Arowosafe	(EA)	
	Wendy Spry	(WS)	(Arrived at 4:46pm)
<b>Also in attendance:</b>	Vicki Howard	(Clerk)	Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

Apologies were received and accepted from Talia Sykes and Susan Worthington.

There was one item of other business to consider:

- Benchmarking

**2. CONFLICT OF INTERESTS**

There were no potential pecuniary interests or conflicts of interest declared.

Most governors had completed the annual declarations, including any conflicts of interest, on governor hub. **Action:WS**

**3. PART ONE MINUTES AND MATTERS ARISING**

- a) The minutes of the previous board of governors meeting held on 24<sup>th</sup> June 2021 were agreed as a correct record. Due to the virtual nature of the meeting copies would be signed and retained by the school once face to face meetings resumed.
- b) Governors reviewed the action log and noted the following:
- Parent Governor election to be held in the Autumn term – **Action c/f**
  - Governors to seek Co-opted Governors and pass details to the Chair. An application had been received however an appointment had not yet been confirmed – **Action c/f**
  - The Kingswood visit had been moved to March 2022 therefore approval of the risk assessment was still pending. **Action c/f**
  - Annual declarations were nearly complete. The clerk would provide the school with a record of agreement once these had been completed by all governors. **Action c/f**
  - EA to write a piece for the blog on why he wished to be a school governor. **Action c/f**
  - Governors to think of future topics and areas for development. The board agreed to continue to discuss sexual harassment at the next meeting. **Action c/f**

All other actions had been completed.

#### 4. IMPACT STATEMENT

This item was moved to the end of the meeting.

#### 5. CHAIR'S ACTION

The Chair and/or Vice Chair had not made any decisions under the Chair's Power to Act on behalf of the board of governors since the last full governing body meeting.

#### 6. COVID-19 UPDATE

A Covid-19 update was included in the headteachers report and discussed under item 9.

#### 7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- a) Governors noted the minutes from the following committees:  
Teaching and Learning                      21<sup>st</sup> October 2021  
Leadership and Management                15<sup>th</sup> October 2021
- b) There were no other reports from committees
- c) There were no items from the committee meetings requiring approval.
- d) A SEND report and a Child Protection and Safeguarding report had been shared on governor hub prior to the meeting. Governors noted that while monitoring visits had not been possible due to the pandemic, LS continued to meet virtually with RB twice a week to review safeguarding and monitor welfare. LS had completed training on the new government guidelines surrounding sexual harassment.

**Governor question: Should we aim for LS to meet with the school parliament or a small group of children next term?**

**Response.** *The LA will be issuing more guidance regarding the pandemic at the end of November. Classes are not currently mixing therefore we do not have a school parliament at present. We do have two head girls as the boys did not want to stand for the role.*

**Governor question: Is it possible to use the covered walkway so we can begin the process and start talking to pupils. As a governor we want to be there to help and support pupils and staff and not being able to come into school is very frustrating.**

**Response.** *Yes, that would be a good idea.*

#### 8. FINANCIAL MATTERS

- a) The annual accounts of the Unofficial School Fund and the audit certificate were available on Governor Hub.
- b) The auditor of the Unofficial School Fund was confirmed as Helen Sarson.
- c) Budget v Actuals for the current year 2021-22 were available on Governor Hub. Years 1 and 2 showed a carry forward while Year 3 showed a deficit. Discussions were taking place with the LA regarding the roof. The cost of repairs would be £240,000 and the school were expected to contribute 10% towards the bill. New windows had recently been fitted and during this process asbestos had been found. This had increased the cost of the new windows significantly and the school were not in a position to contribute to the cost of a new roof.
- d) The budget was being monitored and discussed with the LA on a termly basis
- e) Work on the SFVS was ongoing. The SFVS would be ready for submission in March.
- f) The Manual of Internal Financial Procedures would be reviewed and approved before submission of the SFVS.

## 9. PART ONE HEADTEACHERS REPORT AND MATTERS ARISING

The Headteachers report had been uploaded to Governor Hub prior to the meeting for all governors to review.

Wendy Spry joined the meeting at 4.46pm.

**Governor question: *How have pupils coped with being back in school? Are they settled and engaged?***

**Response:** *They have settled in very well. A mental health nurse is visiting the school to support pupils and we are also completing lots of work on worries in PSHE. A meeting is taking place next week with the mental health team to discuss ongoing support for next term.*

**Governor comment: *There has not been a huge dip in attainment figures despite a large number of EAL pupil and the results are very positive. All credit to the staff for their ongoing hard work.***

The Y2 phonics assessments had been completed and 24 out of 30 pupils had passed. Attendance had dropped slightly to 92% but this could be explained by the recent Covid-19 outbreak within the school. Remote education was still being provided for self-isolating pupils. Advice had been sought from the LA and parents would not be invited to Christmas assemblies, however performances would be shared online. There had been no complaints. Pupil interviews had taken place to monitor retention of knowledge. A mental health grant had been approved and £1200 would be used to train a member of staff to become a senior mental health leader. Catch-up funding was being used to provide targeted interventions for pupil premium students.

**Governor comment: *Thank you to staff for their commitment to the school and for everything they are doing to support pupils.***

## 10. SCHOOL IMPROVEMENT PARTNER

The SIP, Ian Coulson, had forwarded updates from OFSTED to the school along with ideas on how to implement them and move the school forward. Staff were very grateful for the additional support and advice.

## 11. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

A skills audit had been completed and governors were aware of certain skills gaps that were being used to focus the search for new members of the board. Governors had also highlighted their own development needs and courses were being identified to ensure these needs were met.

## 12. SCHOOL POLICIES

Governors **approved** the following policies:

- Admissions Arrangements
- Data Protection Policy (GDPR)
- Child Protection Policy (revised to reflect updated statutory safeguarding guidance)
- Pay Policy for Teachers
- Pay Policy for Non-Teaching Staff
- Lettings Policy

- Behaviour Policy and Addendum
- Complaints Policy and Barring people
- Children with Health Needs Policy
- Remote Learning Policy
- Teacher's remote Learning Policy
- Foundation Stage Two/Reception Health and Safety Policy
- EYFS
- First Aid
- SEN and Disability Policy
- Staff Discipline, Conduct and Grievance
- Statement of Procedures for Allegations of Abuse against Staff
- Child Privacy Notice
- Charging and Remission
- Retention of Data
- IT Security {Policy
- Acceptable Use
- Storing and Retention
- Whistleblowing
- Annual SEND Statement
- Benchmarking

A website audit had been completed by the Chair who confirmed that all statutory policies had been published.

### 13. PLANNED RESIDENTIAL VISITS

The residential trip to Kingswood had been postponed until 28 March 2022 and would be discussed at the spring meeting. **Action:Governors**

### 3. MEETINGS

The dates and times of the remaining meetings to be held during the academic year 2021-22 were confirmed as:

<b>Spring</b>	
Agenda	Fri 7 Jan at 9:30am
T&L	Thurs 17 Feb at 3:30pm
L&M	Fri 4 Mar at 9:30am
FGB	Thurs 17 Mar at 3:30pm
<b>Summer</b>	
Agenda	Fri 6 May at 9:30am
T&L	Thurs 19 May at 3:30pm
L&M	Fri 20 Mat at 9:30am
FGB	Thurs 23 June at 3:30pm

### 4. ANY OTHER BUSINESS

Benchmarking had taken place and energy, educational supplies, premises, and teaching staff costs were all broadly in line with other schools. The school had been able to employ a greater

number of TA's than other, similar, schools and this had become a strength. Cover was always available for absence or CPD and supply staff were not needed. This also meant that there were greater levels of support within the classroom which was particularly important due to the number of EAL students. This had helped to narrow gaps created by the Covid-10 pandemic and boost pupil's confidence.

A book review competition had taken place. Entrants were rewarded with a book mark and books were given as prizes for the winning reviews. Lots of children had entered the competition and this had given governors the opportunity to view pupil's handwriting. Further competitions would take place as they linked with the school development plan to improve reading and writing.

#### **4. IMPACT STATEMENT**

Governors agreed that discussions held during the meeting had helped to move the school forward by:

- Ensuring the school remained open despite a recent outbreak of Covid-19.
- Monitoring the mental health of pupils and ensuring the correct support was in place.
- Reviewing the budget and ensuring that the budget v actuals and the three-year plan were on track.
- Reviewing the benchmarking to ensure this was broadly in line with other similar schools.

The meeting moved to part 2

**The meeting closed at 5:30pm**

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_