



**EDLESTON PRIMARY SCHOOL  
FULL GOVERNING BOARD MEETING  
PART ONE MINUTES OF MEETING HELD ON 16<sup>th</sup> SEPTEMBER 2021 AT 3:30PM  
VIA MICROSOFT TEAMS**

**Governors Present:**

Rachael Bagni (RB)	Head Teacher (HT)
Emma Humphries (EH)	Chair (Ch)
Len Simm (LS)	Vice Chair (VC)
Emmanuel Arowosafe (EA)	
Wendy Spry (WS)	
Talia Sykes (TS)	
Susan Worthington (SW)	

**Also Present:** Su Garbutt Observer

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**PART ONE: NON - CONFIDENTIAL BUSINESS**

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**1. WELCOME & APOLOGIES**

The Chair welcomed everyone to the meeting. There were no apologies to be received.

**2. AOB ITEMS**

Governors agreed to receive a Covid19 update under AOB.  
Two policies, Safeguarding and Child Protection and Health and Safety would also be discussed.

**3. CONFLICT OF INTEREST**

- i. There were no conflicts of interests to be declared.
- ii. Due to the ongoing coronavirus pandemic and the virtual nature of the meeting the clerk advised governors that annual declarations of interest could be made via Governor Hub.  
**ACTION: All governors to complete annual declarations on Governor Hub.**  
**ACTION: Clerk to provide the school with a record of declarations once complete.**
- iii. The school confirmed they updated the register of business interests on the school website and GIAS.

**4. BOARD MEMBERSHIP**

- i. There were no changes to the Board to be recorded.
- ii. Governors noted that there were currently 2 co-opted governor vacancies and 1 parent governor vacancy. A parent governor election would take place during the autumn term when possible due to the current increase in Covid19 cases in the area.
- iii. There were no terms of office due to expire during the Autumn 2021 term.
- iv. The school would continue to apply for criminal record checks for all new governors within 21 days of their appointment and this included a S128 check.

**5. ELECTION OF CHAIR OF GOVERNORS**

A nomination had been received for Emma Humphries who was elected as chair for a period of three years or until the Autumn 2024 meeting.

## ELECTION OF VICE CHAIR OF GOVERNORS

A nomination had been received for Len Simm who was elected as vice chair for a period of two years or until the Autumn 2023 meeting.

### 6. COMMITTEES & NOMINATED GOVERNORS

- i. Governors **agreed** the membership of committees for the 2021/22 academic year as per appendix A
- ii. Governors **agreed** the Chair of the committees as per appendix A.
- iii. Governors **agreed** the terms of reference for the following standing committees:
  - Headteachers Performance Management Panel
  - Leadership and Management
  - Salary and Recruitment
  - Teaching and Learning
- iv. Governors **agreed** the terms of reference for the following ad hoc committees:
  - Appeals Committee
  - Pupil Exclusions Committee
  - Staff Grievance Committee
  - Complaints Committee
- v. Governors **agreed** the Headteachers Performance Management Panel as per Appendix A

Governors **agreed** the Link Governor roles as per Appendix B.

### 7. GOVERNORS CODE OF PRACTICE

Governors **agreed** the NGA Code of Practice. Due to the virtual nature of the meeting all governors would provide an electronic signature of Governor Hub.

**ACTION: All governors to agree the Code of Practice on Governor Hub.**

**ACTION: Clerk to provide the school with a record of agreement once completed.**

### 8. GOVERNANCE DEVELOPMENT

- i. The majority of Board Members had completed the Skills Audit for 2021 and submitted them to the Headteacher. One member had been unable to complete the audit due to IT issues, but would speak to the Headteacher via telephone to update their audit.
- ii. The Headteacher had uploaded the 20 key questions for a Board from the NGA and all governors were advised to familiarise themselves with this document and use the questions during committee meetings and monitoring visits.
- iii. The Chair stated she had been discussing with the Headteacher how to continue developing as a Board to build on the work done with Shaping Governance. Governors agreed to choose a focus each term and this would be discussed at the FGB at the end of term. Governors agreed to focus on Diversity and Inclusion during the Autumn 2021 term. The focus would take the form of a presentation and discussion at the FGB meeting.

The Chair stated that Diversity and Inclusion fed into many areas including the governor vacancies to ensure the Board was a true representation of the children and families who came to the school.

Mr Arowosafe agreed to write a piece for the school blog as to why he wanted to become a school governor. The Chair was conscious that due to the government restrictions lots of

the pupils and parents may not know who the governors were, but they would be familiar with Mr Arowosafe as his children attended the school. **ACTION: EA**

All governors were asked to think of future topics and areas for development and feed these back to the Chair. **ACTION: ALL GOVERNORS**

- iv. The LA Governor Training programme had now been published and a copy was available on Governor Hub.
- v. Governors **agreed** that monitoring visits should be discussed with the Headteacher in advance, and she would advise if it was safe to conduct a face-to-face visit. If this was not possible, monitoring would continue as a TEAMS meeting between the governor and appropriate member of staff. The Chair stated it was important not to lose the link between the children and governors which used to be through face-to-face meeting with the school council. It was suggested that the meeting take place on TEAMS with pupils being asked to submit questions in advance.

## 9. BOARD DELEGATION PLANNER

Governors reviewed and **agreed** the Board Delegation Planner. Due to the virtual nature of the meeting the Chair would provide an electronic signature on Governor Hub. **ACTION: EH**

## 10. DIRECTORS REPORT

All Governors had received the Directors report and precis prior to the meeting.

The two standing committees would review relevant items in detail.

It was noted that there would be a Governors Forum on 30<sup>th</sup> September 2021 to which all governors were invited to attend.

## 11. MEETINGS

Governors **agreed** the meetings for the year as presented.

### AUTUMN TERM:

Agenda meeting	Thursday 16 <sup>th</sup> September 2021	3.00pm
Housekeeping FGB	Thursday 16 <sup>th</sup> September 2021	3.30pm
Leadership & Management	Friday 15 <sup>th</sup> October 2021	9.30am
Teaching & Learning	Thursday 21 <sup>st</sup> October 2021	3.30pm
Salary & Recruitment	Friday 5 <sup>th</sup> November 2021	9.30am
FGB	Thursday 25 <sup>th</sup> November 2021	3.30pm

### SPRING TERM:

Agenda meeting	Friday 7 <sup>th</sup> January 2022	9.30am
Leadership & Management	Friday 4 <sup>th</sup> March 2022	9.30am
Teaching & Learning	Thursday 17 <sup>th</sup> February 2022	3.30pm
FGB	Thursday 17 <sup>th</sup> March 2022	3.30pm

### SUMMER TERM:

Agenda meeting	Friday 6 <sup>th</sup> May 2022	9.30am
Leadership & Management	Friday 19 <sup>th</sup> May 2022	9.30am
Teaching & Learning	Friday 20 <sup>th</sup> May 2022	3.30pm
FGB	Thursday 23 <sup>rd</sup> June 2022	3.30pm

## 12. ANY OTHER BUSINESS

### Covid update

The Headteacher provided an update on Covid-19 within the school. There were currently 6 positive cases confirmed by PCR tests, 1 positive LFT test and 12 PCR tests awaiting results. The Headteacher had been liaising with Public Health who had confirmed the school was now in an outbreak situation.

The following advice had been received and would be implemented:

- Anyone with any symptoms of any sort would be asked to go for a PCR test and siblings would be sent home from school.
- Staff room distancing would recommence.
- Increased fogging around the school after the end of the day and increased ventilation of the school hall to reduce risk. Enhanced cleaning regimes would remain in practice.
- All face-to-face staff meetings would be cancelled, as would attendance at any external training

Public Health had stated that the school was doing everything it could to mitigate the outbreak. However, if any further pupils from the two years most affected tested positive then all pupils within those years would be asked to go for a PCR test.

### **Governor question: Are LTF tests available for primary pupils?**

*Response: (RB) No, and we cannot ask pupils to do them. Parents are encouraged to take a test twice a week, but this cannot be enforced. We have a number of families who have travelled abroad to see family members during the holidays and a large number of those who have tested positive are from this group.*

### **Governor question: Are there any contingency plans for staff to offer them more protection?**

*Response: (RB) We have always told staff to wear a mask if they wished to, but the majority chose not to. However, now staff are asked to wear a mask when moving around the school when not teaching. All staff are more vigilant about keeping their distance and are conducting conversations side by side rather than face to face.*

### Policies

Governors **agreed** the following policies:

- Health and Safety
- Safeguarding and Child Protection

### Wear Red to End Racism: 22<sup>nd</sup> October 2021

Governors **agreed** the school should take part in the Wear Red to End Racism day which would take place on 22<sup>nd</sup> October 2021. However, it was felt it would be better for the children to be able to purchase a badge to wear for a donation rather than have a non-uniform day as the badge could then be worn daily to reinforce the message, rather than one day wearing red.

The Chair would investigate sourcing badges. **ACTION: EH**

Governors thanked the headteacher and staff for all their hard work during the pandemic.

**There were no part 2 minutes recorded at this meeting.**

**Meeting closed at 4.25pm.**

Signed.....

Chair.....

Appendix A:  
**EDLESTON COMMITTEE STRUCTURE 2021/2022**

**FGB**

Emma Humphries (Chair)  
Len Simm (Vice Chair)  
Rachael Bagni (Head)  
Emmanuel Arowosafe  
Wendy Spry  
Talia Sykes  
Susan Worthington

**LEADERSHIP & MANAGEMENT COMMITTEE**

Len Simm (Chair)  
Emmanuel Arowosafe  
Emma Humphries  
Rachael Bagni  
Sue Worthington

**TEACHING & LEARNING COMMITTEE**

Susan Worthington (Chair)  
Len Simm (Vice Chair)  
Rachael Bagni (Head)  
Emma Humphries  
Wendy Spry  
Talia Sykes

**SALARY & RECRUITMENT COMMITTEE**

Len Simm (Chair)  
Emma Humphries  
Talia Sykes  
*Rachael Bagni to attend the meeting to present*

**HEADTEACHERS PERFORMANCE MANAGEMENT PANEL**

Len Simm  
Susan Worthington  
Emma Humphries  
Ian Coulson

**APPEALS PANEL**

Len Simm (Chair)  
2 other eligible governors will be appointed as required

**PUPIL EXCLUSIONS**

Len Simm (Chair)  
2 other eligible governors will be appointed as required

**STAFF DISCIPLINE**

Emma Humphries (Chair)  
2 other eligible governors will be appointed as required

Appendix A:  
**EDLESTON LINK GOVERNOR ROLES 2021/2022**

Len Simm – Safeguarding/Behaviour & PHSE/Health & Safety/SEN

Sue Worthington – Teaching & Learning

Talia Sykes – Compliance/EYFS

Emma Humphries – Pupil Premium/Sports Grant/Pupil Premium/Covid19 Recovery grant/Governor training and mentoring

Emmanuel Arowosafe - Parent, Pupil and Staff voice/Finance

Wendy Spry - Enrichment