



**Full Governing Body Meeting  
11 March 2021 – 7.15 pm  
Held remotely via MS Teams  
Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr K Dobson, Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

**Apologies:**

**Absent:**

**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<b>Welcome and sign in and Apologies for Absence.</b> There were no apologies for absence. The Clerk reminded Governors of the need to ensure they were in a confidential environment and Governors confirmed they were.	
2.	<b>Notification of Any Other Business</b> Thank you to all staff.	
3.	<b>Conflict of Interest</b> No conflicts arose during the course of the meeting.	
4.	<b>Approval of the Minutes of the previous meeting on 3 December 2020.</b>  The Minutes (including Part II Minutes) of 3 December 2020 were agreed as a true and accurate record.	<b>Minutes approved</b>
5.	<b>Matters Arising not on tonight's agenda</b>	
5.1	<b>Minute 5.1 Governor Confirmations/Pecuniary Interests</b> The Clerk advised that there were no confirmations outstanding.	<b>Actioned</b>
5.2	<b>Minute 5.2 Safeguarding Training Completion - AC/GH/DB to complete.</b> Still outstanding for GH.	<b>Outstanding Action: GH</b>
5.3	<b>Minute 5.3 Link Governors to document their role</b> TW/JM have actioned this for the H&S role.	<b>Actioned</b>
5.4	<b>Minute 5.5 Policy review schedule</b> Ongoing. TW still working through. Remove from actions.	<b>Remove from actions</b>
5.5	<b>Minute 5.8 Governors' Report</b> Updated and now on website. Similar to those produced in previous years.	<b>Actioned</b>
5.6	<b>Minute 8.5 Staff presentation to Governors</b> Governors had talked possibly about staff presenting remotely at a FGB meeting. On TW's list and she will come back to Governors with the best way forward.	

	<p>PC added that it would be nice to get feedback from subject leaders and get some interaction between staff and Governors. Remove from actions.</p>	<b>Remove from actions</b>
<b>5.7</b>	<p><b><i>Minute 8.9 Governor resumes on website to be checked.</i></b> All on website now.</p>	<b>Actioned</b>
<b>5.8</b>	<p><b><i>Minute 10.1 List of link governors to be added to next agenda</i></b> On GovernorHub.</p>	<b>Actioned</b>
<b>5.9</b>	<p><b><i>Minute 12.1 ASC Build progress report to be shared with parents.</i></b> Actioned.</p>	<b>Actioned</b>
<b>5.10</b>	<p><b><i>Minute 13.2 Difficulties with training modules and pop ups - Clerk to raise issue with HfL</i></b> Advice from HfL circulated. PC confirmed that he was now able to complete training.</p>	<b>Actioned</b>
<b>5.11</b>	<p><b><i>Minute 13.4 In house training</i></b> Agenda item</p>	<b>Actioned</b>
<b>5.12</b>	<p><b><i>Minute 13.5 Governors to send details of training completed to the Clerk until GovernorHub reports correctly</i></b> The Clerk confirmed that this is still an issue and ask Governors to continue sending details of training completed to her.</p>	<b>Ongoing Action: All</b>
<b>6.</b>	<p><b>Headteacher's Report to Governors (including safeguarding and GDPR update)</b></p> <p>TW advised that no questions had been received from Governors on her report prior to the meeting.</p>	
<b>6.1</b>	<p>TW confirmed that there had been 29 applications for Nursery places, including quite a few siblings. The max allowed on role is 26 (based on full time hours) and therefore we will need to use our criteria for the first time to allocate places. Place may be available to more than 26, but it depends on the number of hours each child has asked for. There has been a big jump in applications since the previous year and this is good news.</p> <p>In Reception to Year 6, there are still vacant places that are awaiting allocation. There has been much more movement in leavers/joiners this year due to lockdown (moving to be nearer family, more space etc.). We had new children start on Monday and they have settled in well.</p>	
<b>6.2</b>	<p>All the children have settled well, and most are happy to be back. TW is working with a couple of families where their children are a little anxious. The focus this week is on settling them back in and assessments will take place next week to work on strengths and identify and fill gaps in learning.</p>	

6.3	Clubs have started that were paid for last term and take place in bubbles (outside clubs only). Tw feels the children need to be physically active as this has suffered during lockdown.	
6.4	<p><b><i>Contracts</i></b>  TW advised that she has circulated to Governors via GovernorHub details of three contracts she is looking to change:</p>	
6.5	<p><u>Photocopiers</u>  Two Ricoh copiers are due for renewal in June/July. When we replaced our printers with photocopiers, Sharp was the most competitively priced. TW has three companies for comparison and a cost saving could be made if we get them all from Sharp.</p>	
6.6	<p><u>Phone Contract</u>  This is being considered mainly due to needing a telephone in the new building. BT are replacing their lines with SIP lines, so ours will need replacing anyway so it makes sense to consider these when considering the new building. A cost saving could be made going forward.</p>	
6.7	<p><u>Asset Management System</u>  This is currently done manually by the Office Manager. TW would like to computerise to save time and to track assets for insurance purposes. TW has obtained details of three systems and these are on GH. TW likes the look of Parago, and this is used in other schools.</p> <p>TW confirmed that none of the above needed agreement straight away and therefore they can be reviewed at the next Resources Committee.</p>	
6.8	<p><b><i>Q. How are Cranborne getting on with UCall?</i></b>  A. They are quite happy with it. TW will have another chat with the HT.</p>	
6.9	<p>DR advised that he was aware of some leases being picked up by auditors and gave TW the name of a contact for further information.</p>	
6.10	<p>Governors agreed that these contracts fall under remit of the Headteacher, as it was an operational decision but that this was evidencing to Governors that the school was seeking value for money. TW stated that the Office Manager is brilliant at pulling contract information together and does an amazing job, with which Governors agreed.</p>	
6.11	<p><b><i>Q. With being oversubscribed for Reception places, is the appeals process penalising us?</i></b>  A. TW advised that the cost is capped at £750.</p>	
6.12	<p><b><i>Fire Drill</i></b>  TW advised that this will be done before the end of term and will be reported to Governors on GH.</p>	

<p>6.13</p> <p>6.14</p> <p>6.15</p> <p>6.16</p>	<p><b><i>Q. Governors stated that, in relation to Year 6 secondary place allocations, they were surprised that 2 pupils were going to Bishop’s Hatfield. Are we in the catchment area?</i></b>  A. The pupils concerned are siblings, however we have had 3 or 4 pupils go there over the last couple of years. It was noted that some of their places are allocated on a ‘random number’ basis. TW stated that the general feeling was that most got the school they wanted.</p> <p>Governors noted that there was new playground equipment in the Nursery area. TW advised that they wanted to develop the core strength of the children and the equipment was constructed by an ex-Early Years teacher. The children are very excited about it.</p> <p><b><i>Q How much did it cost?</i></b>  A. Around £6,000.</p> <p><b><i>School Journeys</i></b>  TW reported that there are normally year 4 and year 6 residential journeys. TW has spoken to PGL this week and is awaiting an announcement by the Government on Monday regarding education visits. Restrictions may be lifted on 17 May and year 6 are due to go on 23 May, which is quite soon after. TW is not sure if all parents will be happy for their children to attend and the limit of 30 people being together outside may be a problem when staff/instructor numbers are included. TW feels that if everyone can’t be together, the trip may not be as effective. She is looking to maybe move it to later in the year or doing lots of day activities instead. TW will also speak to year 6 parents about how they feel.</p> <p>Year 4/5 (year 4 last year had their trip cancelled) are not booked to go until 23 June and therefore this looks more likely to go ahead at Cuffley Camp. The camps are very separate, outdoor based and there is no mixing with others on site.</p>	
<p>7.</p>	<p><b>Safeguarding Report to Governors and Safeguarding Audit Report</b>  The above documents had been circulated prior to the meeting and had been prepared by TW/LG. LG confirmed that the SCR was in order and the Office Manager was as efficient as always.</p> <p><b><i>Q With regard to the Safeguarding Checklist, the Action Plan hasn’t been completed or RAG rated?</i></b>  A. TW stated that she believes we are green as everything is in place and reviewed. There are no particular actions apart from continuing to ensure training is renewed when lapsing. Nothing major needs doing.</p> <p>Governors confirmed that were all happy with the reports.</p>	
<p>8.</p>	<p><b>GDPR Update</b>  It was noted that this was contained within the HT’s report. The DPO and TW have not met as there have been no issues but will have a meeting on site when it is safe to do so.</p>	

<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p>	<p><b>To receive reports from Committees</b></p> <p><i>Resources including revised forecast</i> TW reported that much earlier budget setting is required and she has had an initial meeting this week with our HfL Adviser (who with?). At this stage, we are unsure of what the final carry forward will be. The budget will need finalising by May.</p> <p><b>Approval of financial competencies and schedule of financial delegation</b> Governors agreed that they were happy to approve both documents.</p> <p>AC stated that everybody attended the last Resources Committee meeting and all other items arising were covered elsewhere in this agenda.</p> <p><i>School Improvement</i> All Governors had attended the last School Improvement Committee meeting and there were no issues that needed consideration by the FGB.</p>	
<p><b>10.</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p>	<p><b>Agree and ratify policies</b></p> <p><i>Health &amp; Safety Policy (via Resources Committee)</i> Policy ratified</p> <p><i>Complaints Policy (via School Improvement Committee)</i> Policy ratified.</p> <p><i>Updated KCSIE</i> All Governors confirmed that they had read and understood the amendments to the KCSIE document. TW confirmed that all staff are aware.</p>	<p><b>Policy ratified</b></p> <p><b>Policy ratified</b></p>
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Governor Issues</b></p> <p><i>SFVS</i> AC advised that he is happy to prepare this on behalf of Governors with TW.</p> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>AC/TW to complete and then circulate to all Governors for any comments.</li> <li>Governors to formally approve the SFVS at their FGB budget meeting on 13 May 2021.</li> </ul> <p>PC thanked AC for taking this on.</p> <p><i>Wellbeing Governor</i> PC stated that Governors have discussed wellbeing quite a lot and asked whether Governors thought there should be a link Wellbeing Governor, as is the case in some other schools?</p> <p>TW stated that sometimes someone from outside can see things from a different perspective, and the last year had been particularly tough.</p>	<p>AC/TW to complete SFVS and circulate to Governors for approval at the FGB in May</p> <p><b>Action:</b> <b>AC/TW</b></p>

	<p>Governors discussed whether staff would feel confident enough to express things to Governors and that in some organisations this role is carried out by someone closer to the staff. Governors felt it would also be a role that could require more training. Governors also discussed pupil surveys and TW stated that these would be reinstated at a better time.</p> <p>PC stated that HfL does wellbeing training but that it may be more a case of a Governor monitoring, going in to talk to TW and then reporting back as we aren't experts.</p> <p><b>11.3</b> <i>Q Is there a wellbeing lead in school?</i> A. No. The Senco deals with mental health as part of her role, and one TA has done mental health training. TW added that wellbeing is everyone's responsibility as a team to look out for each other etc.</p> <p><b>11.4</b> <i>Q Could we have a wellbeing group consisting of some staff and a member of the FGB who meet occasionally?</i> A, TW agreed this could be a way forward.</p> <p><b>11.5</b> <i>Q. Could we ask staff what their feeling is on this?</i> A. Yes.</p> <p><b>11.6</b> DC stated that as a member of staff she feels that it would be a really good idea to have a support group and that it would be good to involve the Senco.</p> <p><b>11.7</b> <b>Agreed</b> TW to consider how a wellbeing group could work and determine what input is required from Governors.</p> <p><b>11.8</b> <b>Governor Conference</b> PC reminded Governors of the upcoming HfL/HASG Annual Governance Conference and to look out for the webinars available.</p> <p><b>11.9</b> <b>Governor Training</b> PC reminded Governors to carry out exclusions training online and any other relevant training. The Clerk informed Governors of the HfL 'GREAT' training programme from HfL and agreed to circulate details.</p> <p><b>11.10</b> In house training - Governors discussed and agreed to defer any group training for the time being and for Governors to concentrate on their own individual training online.</p> <p><b>11.11</b> <b>Succession planning</b> It was noted that LG's term of office was due to end in July and JM &amp; DB's in October.</p>	<p>TW to consider how a wellbeing group could work <b>Action: TW</b></p> <p>Clerk to circulate details of the HfL 'GREAT' training programme <b>Action: Clerk</b></p>
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<p><b>12.</b></p> <p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>12.3</b></p>	<p><b>To receive updates from link governors including visits and training</b></p> <p><b>Safeguarding</b> LG reported that she had been on training and would forward details to the Clerk.</p> <p><b>Health &amp; Safety</b> It was noted that JM had met with TW the previous week to go through policies and procedures. JM will visit again after Easter to meet the new Caretaker. JM is booked on H&amp;S training on 10 June.</p> <p><b>SEN</b> DB has been in email contact with Mrs Prior but has been unable to catch up in any greater detail. DB hopes to have an update from her by the end of this term and will hopefully have teams meeting with her next term.</p> <p><b>Educational Visits</b> There has been no action during lockdown however as soon as appropriate, CB will arrange a meeting with Mrs Romain.</p>	<p>LG to send details of training to the Clerk <b>Action: LG</b></p>
<p><b>13.</b></p> <p><b>13.1</b></p>	<p><b>After School Club Build Update</b></p> <p>PC advised that the new building is looking really good. And the windows are due to be delivered this week. There is an issue in relation to drainage as the sewer is too high. Consideration is being given as to how to address this issue and PC has a meeting on site tomorrow with TW where a course of action will be agreed. One option is a cesspit, although this is not an ideal solution. The only other issue that had needed considering was the addition of a patio area. PC added that the build has gone very well and is really pleased with the contractor. Hopefully the building will be completed by Easter.</p>	
<p><b>14.</b></p>	<p><b>Dates of future meetings for 2021</b></p> <ul style="list-style-type: none"> <li>• School Improvement Committee - 29 April 2021</li> <li>• FGB Budget discussion and ratification – 13 May 2021</li> <li>• Resources Committee – 17 June 2021</li> <li>• FGB – currently scheduled for 8 July 2021. TW asked Governors if this could be changed due to personal reasons.</li> </ul> <p><b>Agreed</b> 1 July 2021 agreed as possible date (subject to school journey), with a back-up date of Tuesday 6 July.</p>	
<p><b>15.</b></p> <p><b>15.1</b></p>	<p><b>Any Other Business</b></p> <p><b>Thank you to all staff</b> It was suggested that an email should be sent from Governors to each member of staff. TW stated that she thought staff would welcome that.</p>	<p>PC to draft thank you to staff and send to TW for circulation <b>Action: PC</b></p>

<p><b>15.2</b></p>	<p><b>Agreed</b>  PC to draft thank you to staff from Governors and to send to TW for circulation.</p> <p>LG asked TW whether she had seen a survey from UCL about parents' feelings in relation to returning to school. The school can enrol for parents to talk about their fears of going back to school. LG to resend</p> <p>The meeting ended at 8.31 pm.</p>	<p>LG to resend survey link to TW  <b>Action: LG</b></p>
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