



**Full Governing Body Meeting
9 July 2020 – 7.15 pm
Held remotely via MS Team
Minutes**

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mrs L Gawen, Mr J Mackley, Mr M Turner, Miss T Webster (Head)
Apologies: Mr G Huntley and Mr D Redington,
Absent:
In Attendance: Mrs S Tiramani (Clerk), Mrs H Romain

| No. | Item | Action |
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| 1. | Welcome and sign in and Apologies for Absence. Apologies for absence were received and approved from Mr D Redington and Mr G Huntley. | |
| 2. | Conflict of Interest No conflicts arose during the course of the meeting. | |
| 3. | Notification of Any Other Business None | |
| 4. | Approval of the Minutes of the previous meetings on 12 March 2020 and 16 May 2020. The Minutes of 12 March and 16 May 2020 were agreed as a true and accurate records. | Minutes approved |
| 5. | Matters Arising not on tonight’s agenda | |
| 5.1 | Minutes of meeting held on 12 March 2020 | |
| 5.2 | <i>Minute 5.3 – Governors to look at website and feed back any comments to TW</i> Ongoing | Ongoing |
| 5.3 | <i>Minute 5.5 – Governors to complete safeguarding training online if applicable.</i> Clerk to carry out a review of who has attended this training and let Governors know. Action: Clerk/All | Action: Clerk/All |
| 5.4 | <i>Minute 10.3 – Home School Agreement</i> Policy amended as agreed. | Actioned |
| 5.5 | <i>Minute 11.1 - SFVS to be submitted.</i> Actioned | Actioned |
| 5.6 | <i>Minute 12.12 – Chairs/VC’s/TW to meet to discuss strategic direction.</i> To remain on agenda for action when Covid-19 has eased. | Ongoing |
| 5.7 | <i>Minute 12.13 – Link Governors to document their role.</i> PC asked Governors to action this before the next meeting in | Action: All |

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| <p>5.8</p> <p>5.9</p> <p>5.10</p> | <p>September. Bullet points and timeline will be sufficient. Action: All</p> <p><i>Minute 12.15 - Parent Governor Vacancy</i> Vacancy to be advertised in September. Action: TW</p> <p>Minute 12.19 - Clerk to put Governor Work programme on GH. Clerk to action before September. Action: Clerk</p> <p><i>Minute 12.20 - Governor Visit Week</i> Superseded by events and didn't take place. Governors are looking forward to a visit next term if possible.</p> | <p>Action: TW</p> <p>Action: Clerk</p> <p>Ongoing</p> |
| <p>6.</p> <p>6.1</p> | <p>Headteacher's Report to Governors (including JARV feedback) The HT's Report had been circulated prior to the meeting.</p> <p>Governors noted the contents of the HT's Report which included an update on how the school would operate in September with regard to Covid-19. TW advised that plans were fluid in this respect and would be adapted as necessary come September.</p> <p>PC stated that the school had done a reasonable job of keeping parents informed and couldn't have done much more. The right balance had been struck all the way through and you can't please everyone. PC added that it was a difficult judgement call and he was 100% supportive of TW and the team.</p> <p>Some Governors stated that they felt distant from the school during lockdown.</p> <p>PC advised that he had kept in contact with TW but had not been into school. It was noted that the GB would normally be kept updated via School Improvement and Resources Committee meetings, but that these had not taken place. The GB could certainly have more short meetings to update Governors.</p> <p>Governors agreed that their main concern was that they wanted TW to feel supported.</p> <p>TW responded that it had been such a whirlwind of craziness that she didn't know whether it would have been helpful to have more contact. She knows that she can call on Governors for support if needed. All Headteachers have been in the same position of dealing with the unknown and the local PB Head's group have been in constant contact and have supported each other.</p> <p>TW added that there has not been a lot of time to have discussions with Governors and that she has made all decisions with the staff and PC has been involved to challenge. PC added that he didn't get involved in detail but emphasised to TW that he was available if there were issues.</p> <p>It was noted that AC has been helping TW with the ASC build</p> | |

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| <p>6.2</p> | <p>problems and has been supporting TW and PC. Updates on the project had been shared with Governors as soon as information was available.</p> <p>Governors agreed that they were happy with this approach going forward.</p> <p>PC added that hopefully things will get easier in September when there may be a possibility of face to face meetings.</p> <p>TW stated that the biggest challenge would be if there was a local lockdown. We need to improve how we are offering remote learning in order to be more effective. TW feels there would be a lot of pressure on parents if the school carried out remote ‘live learning’ and that providing lessons via video, which the children can re-watch as required is much better. TW will be doing a survey with parents, but feels everyone will have a different opinion.</p> <p>Performance Management TW reported that PM reviews had not taken place this term as it is not possible to judge on all of the targets under the current circumstances. All staff were on track to meet their targets in the Spring Term review and as such, TW asked Governors to approve that all staff passed their performance management based on this. One Governor stated that they believed the unions had agreed there would not be any performance management this term.</p> <p>Agreed Governors agreed that it should be stated that all staff passed their performance management for 2019/20.</p> | <p>Passing of PM agreed for all staff</p> |
| <p>7. 7.1 7.2</p> | <p>Attendance and Term Dates 2021/22 Ratification</p> <p>Attendance TW advised that there was no analysis of attendance data due to Covid-19 and that this will be picked up in September. Governors confirmed they were happy with this approach.</p> <p>Term Dates for 2021/22 TW advised that there had been a problem when she tried to obtain the dates from The Herts Grid for Learning. One inset day for next year is still to be set. One inset day had been included at the start of term. It was felt that if there had been two, the children would have come back on the Friday, which is not great.</p> | |
| <p>8. 8.1</p> | <p>Discussion and/or ratification of policies</p> <p>Behaviour for Learning Policy Policy ratified.</p> | <p>Policy ratified</p> |
| <p>9. 9.1</p> | <p>Premises</p> <p>Maintenance Plan Update The updated Maintenance Plan had been circulated prior to the meeting. TW confirmed that those items shown in yellow had been</p> | |

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| <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> | <p>started.</p> <p><i>Q This is a very useful update. Should Governors have a closer look at what is within it?</i></p> <p>TW suggested that this could be done at the first resources meeting of next term.</p> <p>Agreed</p> <p>Review of maintenance plan to be added to Agenda for next resources meeting.</p> <p>Agreed</p> <p>Full schedule of Governor meetings to resume in September, even if they have to be held remotely.</p> <p><i>After School Club build</i></p> <p>Governors had a lengthy discussion regarding the ASC build project following the chosen contractor going into liquidation just before works were due to commence.</p> <p>PC summarised that something did go wrong but Governors had considered and reflected on the situation. The decision to proceed had been taken collectively by the GB and they acted in good faith. Unfortunately, the timing had not been ideal.</p> <p><i>Q Do we have any recourse with the administrator? Is there anybody we can go to?</i></p> <p>AC advised that it doesn't look good. It is currently in the hands of the liquidator. If it was proved that the company took our money knowing that they were trading insolvently, then the directors could be pursued personally. The small claims court would not necessarily work as the company hasn't any money.</p> <p>PC advised he had received a letter from the liquidator and unfortunately a lot of things went wrong for the company. TW advised she had received another letter today and would be sending this through to PC/AC.</p> <p>TW added that she had spoken to County and they have added the school's loss to their Covid-19 claim.</p> <p>TW stated that the local newspaper took on the story however their reporting was not quite accurate. A parent has kindly set up a Go Fund Me page. 2 other people from local construction companies have contacted TW wanting to help. One is very keen to see if he can make the build happen with the money we have left. He has taken details of what we are looking for and will come back to TW. The other one has stated he wants to help either with financial help or with construction. Again, TW has sent him details.</p> <p>TW added that it has been lovely that people are willing and wanting to help. Both have stated that the school we did nothing wrong. We</p> | <p>Review of maintenance plan to be added to Agenda of next resources meeting</p> <p>Action: TW/Clerk</p> <p>Full meeting schedule to recommence from September</p> |
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| | <p>followed the right procedures and had to pay the deposit. This has been very reassuring as there has been a lot of negative feedback online. The response from the community on the whole has been very supportive. Although we would rather not be in this position, this is heart-warming.</p> <p>PC added that the school should wait and see what is offered, but would need to be mindful of procurement and financial regulations.</p> <p>TW advised that she had contacted the Weston Garfield, that had donated £10,000 for the build, as soon as she was aware of problems. They have asked for the money back for now, but have stated they will be happy to donate £20,000 once the project is up and running.</p> <p>Governors expressed their thanks to Weston Garfield and to everyone else for helping and there kind messages of support.</p> <p>PC confirmed that, looking forward, we have 2 different planning permissions; one for a brick building, and one for a prefab building. We are in a difficult position regarding which route to take and, although it may be more expensive, may have to go back to the traditional brick built route.</p> | |
| 10. | Letter to parents from Governors | |
| 10.1 | PC had circulated to Governors a letter to parents shortly before the meeting. Governors were asked to send any comments to PC by the end of the weekend in order that it can be put on the school website. Action: All | Comments to PC by 12/7/20 Action: All |
| 10.2 | PC will draft a Governors report and circulate to Governors for comments. Action: PC | Governors report to be drafted and circulated for comments. Action: PC |
| 11. | Dates of Governor meetings for 2020/21 | |
| | The dates of Governor meetings for next year were noted. | |
| 12. | Any Other Business | |
| 12.1 | <p><i>Draft letter from school to parents regarding how things will work in September</i></p> <p>Letter to be amended to clarify where parents should stand to pick up their children.</p> <p>Agreed</p> <p>Letter to parents agreed with the above amendment.</p> <p>The meeting ended at 8.12 pm.</p> | Letter to parents agreed with amendment |