



## Local Governing Body Minutes

### Part 1

<b>Meeting Title:</b>	<b>Local Governing Body Meeting - Virtual Meeting</b>		
<b>Meeting No:</b>	<b>2020/2021/02</b>		
<b>Date:</b>	<b>Thursday 12 November 2020</b>		
<b>Time:</b>	<b>1800 -1955</b>		
<b>Venue:</b>	<b>Hatch Ride School</b>		
<b>Attendees:</b>	Nick Bill Matt Divall Neil Fleck Gemma Hayward Olga Lysolvanova Andrew Southgate Jo Sparrowhawk Helen Thompson	Co-Opted Governor Co-Opted Governor Co-Opted Governor Parent Governor Co-Opted Governor Co-Opted Governor Headteacher Co-Opted Governor	Development Safeguarding Vice Chair and H & S Pupil Premium & GDPR SMSC & Sports Funding Business & Assets  Chair of Governors
<b>Invited</b>	Becky – GVO		
<b>Apologies</b>			
<b>Clerk to Meeting</b>	Pat Arthur		

1	<p><b>Welcome and Apologies</b></p> <p>The Chair invited all to the meeting and introduced Becky from GVO.</p>
2	<p><b>Declaration and Conflicts of Interest</b></p> <p>There were no additional declarations of interest over those already held on the Governor Register of Interests, with the exception that GH husband was now the Co-Chair of the After-School Club and NB was undertaking invigilating for Edgbarrow School</p>
3	<p><b>GVO Training</b></p> <p>Becky explained the Trust wanted all schools to use GVO, the systems allow for governance to be effective and inclusive and will assist in obtaining a positive mark from Ofsted in relation to Good Governance.</p> <p>GVO allows governors to comment on documents in advance of meetings and reduce the amount of time spent discussing items during the meeting.</p> <p>Becky showed governors how to access their own personal information and to add declaration of interests and complete skills audits.</p> <p>Papers for meetings can be obtained by clicking on the GVO diary and whilst these may be in different folders GVO collates all in one place.</p> <p>Governors would be able to comment on the HT report in advance and approve minutes and policies in advance of meetings.</p>

	<p>Governors can also indicate if they will be attending the meeting, the clerk updates and this produces a report at the end of the year ready for the document which needs to go on the website.</p> <p>Policies can be approved outside of meeting, and the clerk can send them once approved direct to the school website. Currently only the Trust policies have been added to GVO, discussions are taking place for the school policies, risk assessments and KCSIE to be added as well.</p> <p>MD asked if the GVO calendar can be synchronised to outlook. Becky said there is a tick box on personal profiles.</p> <p>MD asked if the comments have to be robust or can robust discussion be had in meetings. Quality of discussions cannot be replaced by technology, need to be aware of what is said on the screen.</p> <p>The Chair thanked Becky for the demonstration and thanked the clerk for her during the holidays in setting up the systems.</p>
4	<p><b>Governance</b></p> <p>a) Agree Returning officer for parent and staff governor elections going forward The Chair and Head asked governors to agree to the Clerk being the returning officer for all elections. The committee agreed.</p> <p>b) Agree dates for Parent and Staff Governors elections. The clerk to agree dates with the Head. <b>Action: Clerk to agree dates for elections with the head</b></p> <p>c) Shannon Hallows – Resignation The Chair said that SH had resigned due to pressures of work. She had thanked Shannon for her contribution to the governing body.</p> <p>d) Potential new Governors or agree how we recruit more governors The Clerk explained there were vacancies for 2 co-opted governors, 1 parent and 1 staff governor. The clerk explained the school made the decision in relation to the staff governor and with the parent governor, is a parent decision, unless there are no applicants then governors can appoint. The co-opted governor vacancies, the clerk suggested would be advertised on the DfE website (inspiring governance, the school and Trust website along with BFC governor services sites. Governors agreed the process suggested.</p> <p>e) Trust Skill Audits The Chair asked governors to complete the skills audits on GVO. The adverts for governors could not move forward until these had been completed. <b>Action: Governors to complete skills audits on GVO</b></p>
5	<p><b>Approval of Minutes (virtual) 10 September 2020</b> The minutes were approved virtually as a true record of the meeting. The clerk will annotate the minutes accordingly.</p>
6	<p><b>Matters Arising</b></p> <p>a) Page 1 item 3 – GH to contact Phil Marshall re compliance – <b>Action outstanding</b></p> <p>b) Page 2 item 4 – Clerk to investigate with GVO (NB note able to access GVO) -Action complete</p> <p>c) Page 2 item 6 – Clerk to agree dates for meeting with HT – <b>Action outstanding</b></p> <p>d) Page 2 item 7 – Governors to forward questions to Clerk (HT notes) -Action complete not questions from governors</p> <p>e) Page 3 item 7c -Governor to email Clerk they have read KCSIE part 1 regulations – <b>Action Outstanding</b></p>
7	<p><b>Reports and updates</b></p> <p>a) <b>Headteachers update covers item b and c</b> The Chair asked if there were any questions. Governors had not questions. The Head gave the highlights on the report.</p> <p>The Head said, another lockdown will be a challenging time for both parents and children’s wellbeing. The school will follow the same procedures as previously, the Risk Assessment has been updated and will be sent to governors once approved by the Trust.</p>

Parents resilience is in decline and some parents feel disconnected from the school. There has been an incident with a parent who has been spoken to by the school. The Parent Code of Conduct helped this situation.

The school is working towards an exciting December and trying to capture the joy of this month in new ways. The school is looking to ensure normality prevails where possible.

Staff Wellbeing is high on the agenda, at this time of year all staff are tired, which is not unique to the school.

The Head has conducted several (COVID) safe school tours, which were positively received. Some have been conducted over the phone, which take longer and are more strenuous.

Parent consultations have taken place by phone during the day and one evening, these are going well.

### **Staffing**

Miss Loveridge will be leaving on 20 November, Miss Loveridge is leaving to further her career, the school is proud of the skills and experience she has acquired to enable her to take this next step.

Miss Field in her role as HTLA will be joining the Reception Team and leading the class 1 day a week.

Mrs Pasha had joined in year 3 as maternity cover and is job sharing with Mrs Gibb.

### **Assessment**

The school can identify where more of the gaps are, but these are sporadic therefore, it is difficult to group them accordingly in places.

It is recognised that some children are behind by 22 months, there are not quick year fixes.

The head shared the Gap Analysis with governors and said that it is more prevalent for year 6 this year. The Gap Analysis reflects the feeling across the school.

MD asked if being behind by 22 months is down to COVID. The Head confirmed it was, and the Gap Analysis shows this. English and Writing are the subjects most affected; these are more difficult to create via remote learning. Maths is not quite so affected.

### **Safeguarding**

The Safeguarding meeting was cancelled due to staff shortages. MD said the meeting would take place before the end of term.

Behaviour has been added to CPOMS, teachers are using the tool a lot and it is good way of keeping up with that is going on in school.

Another category has been added for perimeter of school grounds following a potential safeguarding incident.

Following this incident all staff are now at the perimeter and the gates will now be locked on time.

MD asked if there was still a problem with people coming in and out the wrong entrance?

The Head said it was reasonable time to go out at that time.

MD said he had been sent a copy of a Section 175 Annual Audit request from Berkshire West. The Head said she was aware of the document and is the process of completing.

## GDPR

There has been one breach with a contractor, this had been dealt with and the Head is satisfied with the outcome.

## Admissions

The school has had one request for a deferred entry for September 2021. Deferred entry must be agreed by the Trust. The Trust are writing a new policy for deferred admissions.

## Attendance

The Head showed governors the following attendance summary

Session Attendance Summary (01 Sep 2020 - 06 Nov 2020) for Attendance

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
All	99.18%	98.58%	98.46%	97.99%	94.84%	98.09%	97.77%	97.80%
Male	98.65%	97.04%	99.31%	98.28%	99.30%	98.26%	97.61%	98.42%
Female	99.79%	99.34%	97.24%	97.71%	90.98%	97.82%	97.91%	97.19%
FSM	94.29%	97.56%	92.86%	0%	97.22%	0%	95.78%	95.38%
Not FSM	99.35%	98.62%	99.18%	97.99%	94.57%	98.09%	97.91%	97.93%
CLA or FSM	94.29%	97.56%	92.86%	0%	97.22%	0%	95.78%	95.38%
Not CLA or FSM	99.35%	98.62%	99.18%	97.99%	94.57%	98.09%	97.91%	97.93%
Pupil Premium	94.29%	97.56%	92.86%	100%	97.22%	100%	96.99%	96.45%
Not Pupil Premium	99.35%	98.62%	99.18%	97.91%	94.57%	98.02%	97.89%	97.90%
EAL	0%	0%	100%	93.05%	37.31%	99.15%	100%	89.43%
Not EAL	99.18%	98.58%	98.34%	98.98%	98.15%	97.98%	97.61%	98.37%
SEN	99.26%	100%	100%	0%	97.82%	98.81%	97.48%	98.50%
Not SEN	99.17%	98.43%	98.34%	97.99%	94.07%	97.97%	97.84%	97.71%
Traveller	0%	100%	0%	0%	91.67%	100%	85.92%	92.89%
Not Traveller	99.18%	98.53%	98.46%	97.99%	95.07%	98.02%	98.50%	97.95%

## General comments

AS, said it was fantastic that the school had been able to introduce school lunches, and asked how this was working.

The Head said the school had recruited a lunch time controller and Cushina had provided a person. Cushina are addressing the issues relating to portion size and food not being hot in the takeaway containers. The uptake is good. The numbers need to remain high to enable the school to keep the lunchtime controller after Christmas.

It is the same plan as previously discussed; the implementation was delayed.

The Chair said having worked with Senior leaders whilst the Head was away, they want everything to be perfect for the children, it is not always possible to provide a perfect solution, a way needs to be found to be happy with that.

The Chair said it was lovely to have the Head back.

### 7d) Updates from Education and Outcomes Meeting

GH said there were not significant updates. The world is crazy now, and the main emphasis is to support the school and each other.

The Chair said there was not Business and Assets Meeting as this became a Trust meeting. There have been 2 meetings, to discuss the school deficit. The Trust have asked the school to look at new scenarios which needs to go to the next meeting. This will be prior to Christmas and the Chair has asked if it could be minuted by the Clerk.

It is accepted that the deficit cannot be reduced within the year, however, there need to be a plan moving forward.

	<p>The Clerk asked for confirmation if the next Business and Assets meeting will take place. The Chair confirmed it would.</p> <p>MD asked if all the money being given by central Government, would any more money be available for schools.</p> <p>The Head said there might be for COVID.</p> <p>MD asked if the query regarding the top slice to the Trust had been resolved and was it value for money.</p> <p>AS and the Chair confirmed discussions had taken place and there was not case for complaint, in fact the school was receiving more services that pay for.</p> <p>The Head confirmed the school is getting value for money.</p>
8	<p><b>Policies</b></p> <p>The Clerk asked governors if they could please review the policies on GVO and either approve or make comments if not approving.</p> <p>Once this has been completed the clerk would complete the process and forward to the school's website via GVO .</p> <p>The link from the school to GVO would need to be set up by the school. The clerk agreed she would follow this up with the School.</p> <p style="text-align: right;"><b>Action: Governors to approve policies on GVO</b> <b>Action: Clerk for follow up with the school the link from website to GVO</b></p>
	The meeting closed @ 1955
	Date of next meeting Thursday 21 January 2020 at 1800 hours – Virtual Meeting

Signed:

Chair of Governors

Date: