



The Governing Body

Minutes of the Full Governing Body held on the 1st October 2020 at 5.00pm

Governors present Mr David Daniels – Co-Chair, meeting chair and Foundation Governor
Mrs Claire Marsland – Headteacher

Mrs Alexia Loundras – Vice-Chair and Parent Governor
Mr Brent Milverton – Foundation Governor
Mrs Fiona Puleston – Co-Chair and Local Authority Governor

Attendees Mrs Rosemary Conway – Business Manager and Clerk to the Governing Body
Mr Hugh Haines - Observer

Apologies Reasons accepted for:
No reasons given for:

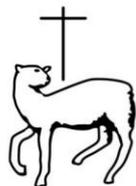
Key: **Decisions** **Challenge** **Actions**

Agenda Item	Discussion, decisions and actions	
	<p>The meeting was conducted remotely due to the ongoing COVID19 pandemic.</p> <p>Agenda items were addressed in the following order, to allow the Headteacher to be present for items 4 and 5; 1, 2, 3, 6, 4, 5</p> <p>The Headteacher joined the meeting at 1722, partway through item 6.</p>	
1	<p>Election of Chair and Vice-Chair</p> <p>Nominations were invited for the role of Chair.</p> <p>Mrs Loundras nominated Mrs Puleston and Mr Daniels to the roles of Co-Chair. This was seconded by Mr Milverton.</p> <p>Mrs Puleston and Mr Daniels left the meeting. Governors voted unanimously in favour.</p> <p>Mrs Puleston and Mr Daniels were duly elected as Co-Chair until the first meeting of the Governing Body in the 2021-22 academic year.</p>	



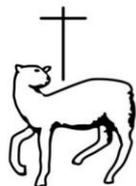
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	<p>Nominations were invited for the role of Vice-Chair.</p> <p>Mrs Puleston nominated Mrs Loundras to the role of Vice-Chair. This was seconded by Mr Daniels</p> <p>Mrs Loundras left the meeting. Governors voted unanimously in favour.</p> <p>Mrs Loundras was duly elected as Vice-Chair until the first meeting of the Governing Body in the 2021-22 academic year.</p>	
2	<p>Standing items</p> <p>Opening prayer Mr Daniels opened the meeting with a prayer.</p> <p>Declarations of interest Governors reviewed the register of interests and the following change was declared;</p> <ul style="list-style-type: none">• Mr Milverton no longer has a child at the school <p>Apologies Apologies were received and accepted from Mrs Marsland that she would join the meeting late.</p> <p>Governor Business The Clerk informed Governors that Mr Haines' application to become Foundation Governor was under consideration by the Diocese.</p> <p>The Clerk informed Governors that it would be possible to hold an election for the parent governor vacancy. Mr Haines suggested that the vacancy be advertised on the school Facebook page so current Governors could add comments about the nature of the role.</p> <p>Agree the minutes of the meeting held on 14th July The minutes were agreed as an accurate record, and duly approved.</p>	
3	<p>Annual Housekeeping</p> <p>Standing Orders Governors reviewed the Standing Orders and accepted the minor adjustments proposed by the Clerk.</p>	



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	<p>The Standing Orders were duly approved</p> <p>Review Scheme of Delegation Governors reviewed the Scheme of Delegation and accepted the minor adjustments proposed by the Clerk.</p> <p>The Scheme of Delegation was duly approved</p> <p>Review Governor Responsibilities Governors discussed areas of responsibility and agreed the following;</p> <ul style="list-style-type: none">• Mrs Loundras to continue as Safeguarding Governor.• Mrs Puleston to continue as Special Educational Needs and Disability (SEND) Governor.• Mr Milverton to continue as Health & Safety and SIAMs Governor. <p>Review Code of Conduct Governors agreed to continue to abide by the Code of Conduct adopted in September 2018.</p> <p>Review Skills Audit The Clerk stated that she had sent out copies of individuals' skills audit for review. Once they were returned, the central sheet would be updated and emailed to Governors.</p> <p>Governing Body Self Review of Effectiveness The Clerk advised Governors that they should carry out a self review of effectiveness once a year and directed them to the template document previously circulated. Governors discussed who should carry out the review.</p> <p>It was agreed that Mrs Loundras and Mr Daniels would carry out the self-review of effectiveness.</p>	
4	<p>Current Provision</p> <p>The Headteacher gave a verbal update on the current provision in school;</p> <p>Attendance and timetable</p> <ul style="list-style-type: none">• Attendance was positive at 94.76%. Year 3 currently had the best attendance and year 1 the worst. A Governor asked what the attendance level was taking out COVID-19 related absences. The Headteacher responded that she didn't have the figure to hand but knew that attendance was fine compared to the rest of the Local Authority.• There were 28 children absent due to COVID-19 symptoms or who were self-isolating due to contact with someone with symptoms. 21 children had had	



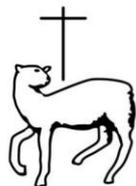
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tests for COVID-19, all of which had come back negative. 1 child was isolating due to contact with a confirmed positive case outside the school.

- The reception children were now in fulltime and a normal reception provision was in place, as far as possible. Soft toys and furnishings had been removed.
- Years 1 – 4 were seated in rows and year 1 were doing really well with this provision. Some children had responded better to this set up than a play based set up.
- The timetable maintained half hour blocks, with some adjustments within classes.
- The school was continuing with staggered arrivals and collections but timeslots would be reduced from 10 to 5 minutes from Monday 5th October. Reception timeslots would reduce from 15 to 10 minutes and parents would no longer come through the school. The Headteacher had spoken with some reception parents and they seemed happy with this change.
- Playtimes remained staggered with a year group out at a time and one class per playground.
- The Headteacher stated she was planning to return to a hot lunch provision after half term. The provision would start with reception and Free School Meal children, with year 1 and then 2 added over November. Reception would start to eat in the hall from Monday 5th October. The timetable would need adjustment to accommodate 3 lunch sittings in the hall.
- A Governor asked what the number on roll was. The Headteacher responded that she didn't have the number to hand.

Curriculum

- The term had started with a whole school topic based around Oliver Jeffers' 'Notes for living on planet earth'. There was then flexibility on topic for the rest of term with a focus on core literacy, numeracy and some fun. There would then be a recovery curriculum until January 2021.
- The English subject lead had worked closely with the Headteacher in developing the curriculum.
- The school had made a number of purchases to support delivery of the curriculum
 - Jigsaw PSHE scheme.
 - Oxford Owls e-book reading scheme for home reading.
 - SeeSaw to provide home learning in the event of children not being able to attend school.
 - PlayPod – training would start week commencing 5th October 2020.
- The Headteacher asked Governors for their views on a possible return to school uniform as there were some inappropriate clothes and shoes being worn. The Headteacher proposed to return to uniform but stating that children could bring an additional fleece / sweatshirt for cold weather. A



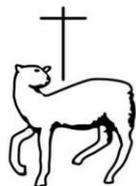
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Governor stated they thought it was a good idea to return to uniform but needed children to be warm enough. The Headteacher stated that she had raised the issue of open windows with the Local Authority. Their response was that windows was only one method of reducing risk and that other methods such as spacing and hand hygiene were also important. The Headteacher further stated that increased spacing was not possible due to the size of classrooms so windows did need to remain open.

Governors discussed when would be a good point to return to uniform. The Headteacher said that she wished to manage things for parents in terms of timescales and budgeting. A Governor pointed out that previous newsletters had stated that uniform would return after half term and that other schools were returning to uniform after half term. A Governor asked if there had been any complaints about cold as they were aware that complaints had been made at another local school. The Headteacher responded that there had not been any complaints.

Staffing and training

- Two members of staff in vulnerable groups continued to work from home.
- There had been one absence on compassionate grounds
- There had been one absence due to COVID-19 but that person had not contracted the virus in school and had not been in contact with anyone in school during the contagious period.
- There was one instance of longer term absence.
- The Headteacher was concerned around staffing levels and ensuring staff had appropriate breaks. Any absences were difficult to cover.
- The Headteacher prompted Governors that they would need to consider staffing from January 2021 very soon as there would be a number of changes including the new Deputy Head starting, a possible retirement and fixed term contracts due to expire at the end of December.
- The Clerk reminded Governors that the Month 6 financial report would be prepared soon and that Governors would need to consider the report at their next meeting.
- Governors agreed that Mrs Puleston should speak with the Headteacher about staffing options in more detail ahead of the next meeting of the Governing Body.
- Staff training going still going ahead, with most courses being delivered remotely. One member of staff attended mental health first aider training so there were now two mental health first aiders on the team. **The Safeguarding Governor asked if all staff had had safeguarding training.** The Headteacher responded that all had received training in September 2020 apart from one person who was absent.
- The Headteacher informed Governors that she was currently chairing the



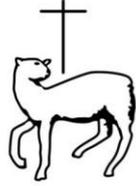
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	<p>Somerset Association of Principals and Headteachers (SAPH), which meant she was often ahead of the game in terms of Local Authority policy and information. She was also attending 'Extending Provision' briefings once a week, schools briefings twice a week, was a part of the SEND improvement board and the Headteacher focus group. Whilst not all of these were mandatory, they provided reassurance and useful tips and help.</p> <p>Health and Safety</p> <ul style="list-style-type: none">• Most teachers had done an evacuation practice without the alarm sounding but the alarms would need to be set off soon so children remember the sound.• The Local Authority had advised that doing an evacuation practice was more important than maintaining social distancing during the practice. The Headteacher stated she was planning to carry out an evacuation practice where teachers would be instructed to move off the muster point as soon as they had taken their register. Children would be walked around to the red side gate and back in to school that way, to simulate being taken to the school's place of safety at St John's church.	
5	<p>Policies</p> <p>The following policies were approved;</p> <ul style="list-style-type: none">• Safeguarding and Child Protection Policy <p>Home / School Agreement</p> <p>Governors discussed the home school agreement. The Headteacher and Mrs Puleston stated that they had not managed to review the agreement prior to the meeting. Changes would be required to reflect the new school vision and the ongoing pandemic. A Governor stated they would prefer the document to state 'will endeavour to...' rather than 'ensure...'. The Headteacher expressed concern that this would give leeway to those who are consistently in breach of the agreement, for example around lateness. Another Governor stated they felt it better not to give people a loophole.</p> <p>The Headteacher stated that the school would need to consider how the document was sent out and signed as there shouldn't be papers going in and out of school at the current time. Governors discussed using the school's electronic contact system to gain parental agreement. The Headteacher suggested getting children to sign the document in class, but would need to check the legal implications of getting children to sign without their parent present.</p> <p>Pay / Performance Management Policies</p> <p>The Clerk reminded Governors that the pay and performance management policies</p>	



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	<p>were Governor policies that would need completion before the next meeting. The Clerk informed Governors that they would be able to use Somerset model policies but they were not yet available.</p> <p>Governors agreed that Mrs Puleston would work on the policies.</p> <p>Mrs Puleston asked the Clerk to check the model Performance Management policy in case there were no changes to the previous year.</p> <p>Action: Check Performance Management model policy</p> <p>The Headteacher reminded Governors that the parent questionnaire had not been sent. Governors agreed it should go out as soon as possible and still be sent to the families who had just left the school.</p>	Clerk
6	<p>Saxonvale</p> <p>Mr Daniels gave a verbal update on the Saxonvale area in Frome.</p> <ul style="list-style-type: none">• A Governor and the Headteacher were invited to a meeting with the MayDay campaign, which was a rival campaign to the Acorn proposals. The MayDay proposal included a new school and Mr Haines and a Governor had visited the proposed site. The MayDay campaign wanted the Governing Body's support to increase pressure.• Meetings had taken place with the Frome town council representatives for the area, who were non-committal but supportive. They pointed out that they had no power in the situation but could only advise if asked by Mendip District Council.• Letter were sent to 11Mendip councillors for the Frome area stating why it would be good to have a school on the site and why the current plan was not good for the school. 4 replies were received varying from extremely negative to more reasonable. It was rumoured that many councillors may have signed non-disclosure agreements.• A letter was sent to David Warburton, MP for Somerton and Frome. No reply had been received at the time of the meeting. A Governor stated that getting the MP's support would be important as they had the power to block things through the Ombudsman in parliament.• Mr Daniels stated that it was important that the Governing Body did not become part of any political pressure group.• MayDay had informed Mr Daniels that Acorn were due to submit revised plans to Mendip in October 2020, but there was a chance it may be pushed back to January 2021. A Governor asked if Mendip had the final say. Mr Daniels responded that they did. A recent letter stated that Acorn were making further amendments to their proposals, which would go out to further consultation.• MayDay had asked if the school could find parents willing to write to	



ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL

"LEARNING TOGETHER – AIMING HIGH"

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	<p>councillors. A Governor pointed out that many parents had already submitted comments during previous consultation. A Governor asked if the objections count for anything. Mr Daniels responded that they had to be looked at.</p>	
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Meeting finished at: 6.15pm

Date of next meeting: 22nd October 2020



**ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL**

"LEARNING TOGETHER – AIMING HIGH"

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Summary of actions agreed

Action: Check Performance Management model policy	Clerk
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Summary of decisions taken

Mrs Puleston and Mr Daniels were duly elected as Co-Chair until the first meeting of the Governing Body in the 2021-22 academic year.

Mrs Loundras was duly elected as Vice-Chair until the first meeting of the Governing Body in the 2021-22 academic year.

The Standing Orders were duly approved

The Scheme of Delegation was duly approved

Mrs Loundras to continue as Safeguarding Governor.

Mrs Puleston to continue as Special Educational Needs and Disability (SEND) Governor.

Mr Milverton to continue as Health & Safety and SIAMs Governor.

Governors agreed to continue to abide by the Code of Conduct adopted in September 2018.

It was agreed that Mrs Loundras and Mr Daniels would carry out the self-review of effectiveness

Governors agreed that Mrs Puleston would work on the policies.

The following policies were approved

- Safeguarding and Child Protection Policy