



## Beetham Church of England (Aided) Primary School

### Governing Body

#### Minutes of a Meeting of the Governing Body held in Beetham Church of England (Aided) Primary School on Thursday 3<sup>rd</sup> September 2020

Present: Mr John Lomax (Chair, Foundation Governor – JL)  
Ms Wendy Nicholas (Headteacher - WN)  
Mr Chris Christou (Parent Governor – CC)  
Mr Dennis Wright (Foundation Governor – DW)  
Mrs Vivien Stirrup (Foundation Governor – VS)  
Mrs Tess Rowlands (Foundation Governor – TR)  
Mrs Sarah Easton (Foundation Governor – SE)  
Mrs Rachel Wray (Foundation Governor – RW)  
Reverend Andrew Norman (Ex Officio Foundation Governor – AN)  
Mrs Kirsty Klijn (Staff Governor – KK)  
Mr Brian Smalley (LA Governor – BS)

Apologies: Mrs Dawn Shepherd (Parent Governor – DS)

In attendance: Mrs Sally Coyle (Clerk to the Governing Body – SC)

<b>1. Welcome and Apologies for absence</b>	<b>ACTION</b>
JL welcomed everyone to the meeting. Apologies for absence were received from DS.	
<b>2. Governors' Declarations of Interest in Agenda Items</b>	
None declared.	
<b>3. Notification of AOB and Confidential Items</b>	
None raised.	
<b>4. Election of Chair and Vice-Chair for the Academic Year 2020/2021</b>	
<i>JL was unanimously elected as Chair for a further year (Proposed: TR. Seconded: VS).</i>	

<p><b><i>BS was unanimously elected as Vice Chair for a further year (Proposed: JL. Seconded: DW).</i></b></p> <p>It was noted that the decision of JL/BS to remain in post instead of stepping down as originally anticipated was due to the significant challenges of the last year and the need for continuity. Thanks were given to JL/BS. The need to consider succession planning was however noted.</p>	
<b>5. Confirmation of Sub-Committee Membership</b>	
<p><b><u>Curriculum and Staffing</u></b> – VS, KK, TR, DS, WN, JL</p> <p><b><u>Community and Welfare</u></b> – BS, RW, AN, WN, JL</p> <p><b><u>Finance and Resources</u></b> – CC, SE, DW, JL, WN</p>	
<b>6. Minutes of the EGM held 16.07.20.</b>	
<p>7. One amendment to be actioned under Agenda Item 7 – Porch</p> <p>“highlighted her discussions...”</p> <p><b><i>Subject to this amendment, the minutes were approved as a true record. (Proposed: JL. Seconded: BS)</i></b></p>	
<b>7. Matters arising from the Minutes of the Meeting</b>	
<p>Covered on the agenda.</p>	
<b>8. Headteacher’s Update</b>	
<p>WN confirmed that term had started well with all staff and children attending and adjusting to the new arrangements. 9 new children in reception and 7 in nursery (6 part time). Total number on roll: 52 excluding nursery.</p> <p>Key points highlighted:-</p> <ul style="list-style-type: none"> <li>• Staff very positive and supportive of each other</li> <li>• Children’s behaviour excellent and all pleased to be back in school</li> <li>• New member of lunchtime staff – Gemma Moore – covering for staff absence and being paid on timesheet basis</li> <li>• Meeting taken place the previous Friday between WN/JL, the contractor and Neil Shepherd to discuss delays to the porch works and agree revised deadlines and action required</li> <li>• Google Classrooms – grant being applied for via an external company to set this up in school to assist with home learning in the event of future closures. Oak Academy resources also currently being updated</li> </ul> <p>Governors queried what the procedure was in relation to visitors to the school. WN confirmed that this was limited as much as possible and only pre-arranged visits were allowed e.g. the sports coach, with track and trace forms completed as applicable. It was hoped that volunteers and School</p>	

Direct students would be able to visit in the near future.	
<b>9. Review of Risk Assessment</b>	
<p>Governors discussed the risk assessment with WN. WN highlighted that it would be updated again in view of new guidance that had been issued by Kym Allan on the 28<sup>th</sup> August - main changes being around music/singing and what could/could not be done and also the wearing of visors in classrooms and the lodge.</p> <p>WN also confirmed that action had been taken to manage playground pick ups more effectively and have parents zoned in different areas.</p> <p><b>Health and Safety</b> – WN confirmed that the issues in relation to the fire alarm and emergency lighting had been rectified and all H&amp;S checks were now up to date. Issues with water pressure were however being experienced and the dishwasher was broken in addition to one of the toilets. WN confirmed that a plumber was being contacted.</p> <p><b>Covid 19 additional expenditure</b> – Governors queried what additional costs were being incurred and WN confirmed that there were costs for extra cleaning materials, hand sanitiser and heating bills (due to doors/windows being open). The potential need to employ supply staff to cover staff absence was also raised.</p> <p><b>Action:-</b></p> <ul style="list-style-type: none"> <li>• <b>WN to forward the updated risk assessment to governors</b></li> <li>• <b>RW to contact FOBS and arrange for a request to be sent to parents for them to bring in hand sanitiser/antibacterial handwash for the school</b></li> </ul>	<p>WN</p> <p>RW</p>
<b>10. Policies</b>	
<p><b><u>Child Protection Policy and Procedures</u></b></p> <p><b><i>WN highlighted that the policy had been updated with the new KCSIE information and staff training had been undertaken. The policy was unanimously approved by governors (Proposed: BS. Seconded: CC)</i></b></p>	
<b>11. NGA Code of Conduct 2020</b>	
<p><b><i>Governors unanimously agreed to abide by the NGA Code of Conduct (Proposed: TR. Seconded: KK)</i></b></p>	
<b>12. Forms for Completion – NGA Skills Audit/Self Declaration Form/Register of Business Interests Form</b>	
<p>SCE confirmed that the forms would be posted to governors and should be returned in the SAE provided.</p>	

<b>13. Any Other Business</b>	
None raised.	
<b>14. Confidential Items</b>	
None.	
<b>15. Dates of Future Meetings for the Autumn Term</b>	
<ul style="list-style-type: none"> <li>• Committee Meetings – 21<sup>st</sup> September</li> <li>• FGB Meeting – 29<sup>th</sup> September</li> </ul>	

Signed: (Chair)	
Date:	