



**Beetham Church of England (Aided) Primary School**

**Governing Body**

**Minutes of a Meeting of the Governing Body held on Tuesday 29<sup>th</sup> September 2020 (via Zoom)**

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)  
 Reverend Andrew Norman (Ex Officio Foundation Governor – AN)  
 Mrs Kirsty Klijn (Staff Governor – KK)  
 Mr Brian Smalley (LA Governor – BS)  
 Mrs Dawn Shepherd (Parent Governor – DS)

Apologies: Mrs Tess Rowlands (Foundation Governor – TR)  
 Mrs Sarah Easton (Foundation Governor – SE)

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 TR and SE.	
<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. Minutes of the Previous Meeting held Thursday 3<sup>rd</sup> September 2020</b>	
<i>The minutes were approved as a true record. (Proposed: BS. Seconded: KK)</i>	

<b>5. Matters arising from the Minutes of the Meeting</b>	
<p><b>9. Risk Assessment</b> – latest copy forwarded to governors by WN</p> <p><b>9. Hand Sanitiser/Hand Soap</b> – action point carried over. RW to liaise with FOBS to request that parents/carers bring in spare/extra supplies for school use</p>	<b>RW</b>
<b>6. Headteacher's Report</b>	
<p>WN referred to the report circulated in advance of the meeting.</p> <p>Key points highlighted:-</p> <ul style="list-style-type: none"> <li>• <b>Assessment of gaps in knowledge post lockdown</b> – additional catch-up funding from the DfE provided for a 2 year programme</li> <li>• <b>Curriculum</b> – lesson time increased for Maths, English, Phonics and Reading however all students still accessing the full curriculum. New scheme of PSHE/RSE introduced and working well - SCARF (safety, caring, achievement, resilience and friendship)</li> <li>• <b>SEN</b> – 20 children on the school register. Support programmes being finalised and virtual meetings taking place with parents/carers</li> <li>• <b>Staffing</b> – latest arrangements noted. Limited use of volunteers given the present circumstances</li> <li>• <b>Pupil Premium</b> – funding provided for 5 children. Split of expenditure reviewed by governors</li> <li>• <b>Review of School Performance</b> – usual programme of assessment did not take place in the summer term but work now underway and targets/predictions to be set</li> <li>• <b>Attendance</b> – figures not available for the summer term, however all students (exc. Nursery) attended on a part-time basis for the second half of the summer term. Governors thanked WN and staff for helping to ensure this happened</li> <li>• <b>School budget</b> - being reviewed in October with Andy Baker</li> <li>• <b>Safeguarding</b> – all recent staff training was noted and governors confirmed that they had read the latest KCSIE information. WN highlighted that she would be liaising with governors to ensure their level 1 safeguarding training was up to date. Governors sought feedback on the CPOMS system and WN confirmed that it was working very well</li> <li>• <b>Performance Management</b> – staff appraisals scheduled in before the end of October and WN's appraisal to take place before the end of the academic year</li> <li>• <b>Buildings/H&amp;S</b> – update noted and all checks up to date</li> <li>• <b>Governor Subject Reviews</b> – governors noted the timetable and the need to undertake virtual reviews was discussed</li> </ul>	<b>WN to liaise with governors re. level one safeguarding refresher training</b>

<b>7. Ratification of Chairs of Committees and Terms of Reference for the 2020/21 Academic Year</b>	
<p>Governors ratified the TOR and appointment of VS, BS and CC as Chairs of the Curriculum and Staffing, Community and Welfare and Finance and Resources Committees.</p>	
<b>8. Committee Reports and Minutes from Meetings held Monday 21<sup>st</sup> September 2020</b>	
<p><b><u>Curriculum and Staffing</u></b></p> <p>VS drew governors' attention to the minutes of the meeting circulated with the agenda, highlighting the work being done to settle students back into school and assess gaps in learning.</p> <p><b><u>Community and Welfare</u></b></p> <p>BS drew governors' attention to the minutes of the meeting circulated with the agenda and the discussions around Christmas activities this year.</p> <p><b><u>Finance and Resources</u></b></p> <p>CC drew governors' attention to the minutes of the meeting circulated with the agenda, highlighting the works to the porch and the recent successful nature schools grant. The introduction of Google Classrooms was also discussed and welcomed by all governors.</p>	
<b>9. Budget Update</b>	
<p>The budget report was discussed by governors and CC highlighted the £2,000 overspend at the current time. The fact that student numbers were in a very healthy situation was discussed although it was highlighted that with the lagged funding model the school would not get income for the additional students until the following year.</p>	
<b>10. SIP Update</b>	
<p>Governors concurred that all focussed priorities were still relevant. Key points highlighted included:-</p> <ul style="list-style-type: none"> <li>• LCVAP funding bid for the school field - £20,000 – for a running track, toilets, shed and equipment</li> <li>• Reading – still a key priority for the school</li> <li>• SIAMS – preparation work still needed</li> <li>• RSE/PHSE – implementation of new SCARF curriculum underway. Next step to get more information to parents about the summer term programme of work</li> </ul>	
<b>11. Policies and Procedures</b>	
<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Single Equality</li> <li>• Complaints</li> <li>• Behaviour</li> <li>• Prevent</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff Code of Conduct</li> <li>• Supporting Students with Medical Conditions</li> </ul> <p><b><i>The policies previously circulated by email to each committee for comments/amendments were unanimously approved by all governors. (Proposed: JL. Seconded: BS.)</i></b></p> <p>Governors concurred that the Finance and Resources committee could approve the revised <b>Nursery Fees policy</b> on their behalf. WN to send for review and approval and then include on the school website.</p> <p><b>DfE statutory policy list</b> - WN confirmed that she would review the latest DfE statutory policy list and check that all policies were now up to date and on the website.</p>	<p>WN</p> <p>WN</p>
<b>12. Subject Review Update</b>	
None to report.	
<b>13. Safeguarding Update</b>	
As highlighted in WN's Headteacher's report.	
<b>14. SEN Update</b>	
As highlighted in WN's Headteacher's report.	
<b>15. Health and Safety Update</b>	
As highlighted in WN's Headteacher's report.	
<b>16. Any Other Business</b>	
None raised.	
<b>17. Confidential Items</b>	
None.	
<b>18. Dates of Future Meetings</b>	
<b>SIP</b> – 17.11.20. at 7pm	

Signed: (Chair)	
Date:	