

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 6th OCTOBER 2021 AT 6.30pm**

PRESENT: Carol Foley, Emma Williams, Richard French, Linda Carter, Richard Carter, Paula Wheatcroft, Jeremy Gummow, Tracey Davies, Georgina Foxwell-Trewartha, Richard Davies, Josh West and Danny Holland (Clerk).

| 1 | <p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. LC led governors in prayer.</p> <p>An extended welcome was given to Josh West, Assistant Headteacher, who had been elected as a Staff Governor and to Emma Williams who was attending her first meeting as Acting Headteacher.</p> | | | | | | |
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| 2 | <p>Apologies for Absence</p> <p>Apologies were received from Laura Holloway.</p> | | | | | | |
| 3 | <p>Register of Business & Pecuniary Interests</p> <p>None. Those present had completed and returned to DH their annual declaration.</p> | | | | | | |
| 4 | <p>Minutes of the Previous Meetings</p> <p>The minutes of the meeting held on the 14th July 2021 had been circulated prior to the meeting. These were accepted as a true record and duly signed by the Chair.</p> | | | | | | |
| 5 | <p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising – None.</p> <p>Review of Actions</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>EW to send the Attendance and Punctuality report (as sent to SIA) to governors</td> <td>Complete</td> </tr> <tr> <td>Staff Governor to be appointed</td> <td>Complete</td> </tr> </tbody> </table> | Action | Status | EW to send the Attendance and Punctuality report (as sent to SIA) to governors | Complete | Staff Governor to be appointed | Complete |
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| Staff Governor to be appointed | Complete | | | | | | |
| 6 | <p>Head Teacher Performance Management</p> <p>CF advised that this was completed on 5th October 2021.</p> | | | | | | |
| 7 | <p>Heads Report</p> <p>The Heads report had been made available to Governors prior to the meeting. The following was highlighted to Governors:</p> | | | | | | |

Admissions

Since the report was issued there had been 3 new children join, 1 in Reception, 1 in Year 1 and 1 in Year 3 making the NoR 206 children. Reception class is at PAN of 30 children. There are 2 LAC children in school, the funding is complex as this is held within another LA however it is being received when applied for and will eventually be automatically paid to the school.

Covid Update

5 members of staff are absent related to Covid and 3 children are off. Whilst the total number of children throughout the school who have a confirmed covid case has significantly reduced, the current arrangements i.e. bubbles etc will remain in place until halfterm. The school worked closely with Public Health Wiltshire during the peak of the outbreak and parents were regularly updated. After Half term the precautions in place will gradually be lifted. It is hoped that the school is through the worst of the outbreaks. Afterschool clubs are also being planned to recommence after halfterm. All remote learning plans are available for parents on the school website and pupil TEAMS accounts have been transferred to new class groups should we need to use them in the case of any future bubble closure.

Attendance

Attendance is at 86.65 % with Covid absences having had a significant impact on attendance.

Question: Does this include physical attendance and learning at home? Only physical though all children do have access to the online learning. Depending on how well the children are, some work is being completed at home and sent through to teachers, regarding any missed learning, the class teachers ensure that what has been missed is covered on their return. During the outbreak, the school kept a separate record showing all the absences and reasons.

Question: Have there been any unauthorised attendance? There has, most have been for one day and the odd holiday.

Exclusions

There have been no fixed or permanent exclusions.

Staffing

This has been a challenge this term with Covid having an impact. EW provided an overview of the staffing which included 2 schools direct students and 2 Bath Spa students.

School Improvement Advisor

Jess Caunter is the new SIA and has undertaken her first formal visit to the school.

Action: EW to circulate SIA report to governors from recent visit.

Catch-Up Funding

An additional £2K has been received from the DfE for focus on Reading and Phonics for Disadvantaged Learners. Further updates will confirm how this will be spent.

Covid Risk Assessment

The Covid RA for return to school in September has been rewritten reflecting guidance updates from DofE. There is also a Covid Outbreak management plan which sets out the additional measures the school will put in place at different levels of an outbreak. Due to the recent COVID outbreak, numbers on site are restricted with providers who help deliver the curriculum or wrap around care allowed entry. Teacher ran after school clubs had to be postponed.

Staff Wellbeing

The staff room has had a refresh over the summer and is now accessible to staff. The National TA day was celebrated within school. All staff have been offered a staff wellbeing day with EW covering for the day. The teachers will release their TAs for a day and the Admin staff also will cover each other. Staff social events were also being planned.

CPD

EW has passed the NPQH qualification and AS is awaiting the results of her NPQSL. JW is also now undertaking the NPQSL qualification. Governors congratulated EW on successfully passing her NPQH and acknowledged the amount of effort and hard work that had gone into this.

SEND and Disadvantaged Learners

Aly Miller was now school SENCO as well as Disadvantaged learner lead and would share a update at the next meeting.

Data

Term 6 data had been circulated to governors as well as Reading, Writing and Maths end of year data reports.

Performance Mgt of Teachers

These will be completed by the end of term.

Question: Is the Vision Vessel still used? This is still very much used in school. Values are revisited and forms part of the awards staff give out. A relaunch of the Vision Vessel is planned for the Summer term to encompass the wider community. Prior to the relaunch we will undertake a review of the Values to ensure that these are key for everyone.

Question: Why doesn't the demographics include reception? This is due to the children completing half days as part of their induction and data held on SIMs has not yet transferred to Insight where the demographic information is pulled from. It will be included on the next FGB report.

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| | <p>Question: Is there any feedback on the number of children that take up Braeside provision? EW will look to provide this at the next meeting.</p> <p>Question: How have the SEN and DL learners settled back in? All settled in very well.</p> <p>CF advised that she had observed first hand the hardwork that the staff are doing and how they are supporting each other, as well as EW in her new role as Head. EW reported that despite the challenges of the Covid outbreak staff morale is very good.</p> <p>CF noted that it was great that the school had accomodated the views of Parents in respect of Parent evening Consultations, and were providing in person meetings as well as online.</p> |
| 8 | <p>School Development Plan 2021/22</p> <p>Governors discussed the plan and a recent meeting on the SDP had been held. Action: CF to circulate notes of the SDP meeting held.</p> <p>EW advised governors that SIAMS was not included in the SDP as it required a detailed, separate SEF. Whilst the school would have been expecting a SIAMS inspection during Summer 2022, due to delays relating to COVID the school is now not expected to recieve an inspection this year.</p> <p>A review of the plan was discussed for governors not present at the previous meeting.</p> <p>Quesiton: Prior to Covid the phonics resources were effective but now it isn't? Due to new DfE requirements there now needs to be more emphasis on 'decoding', additional books have been purchased to support this. The Letters and Sounds programme the school used to support phonics will not meet the revised requirements of the DfE.</p> <p>Question: Do the new books align with the potential new system? They will, the scheme that is being looked at and the books would match, however, the books chosen will engage the children and align with any resource purchased as they support the 'decoding' requirement.</p> <p>Question: 'Moibus Maths' – does this fit in with Power Maths? Power Maths is about Mastery, Mobious is about fluency and recall and compliments Power Maths well.</p> <p>Question: Intent 1 of the SDP appears to be KS1 focused, what about KS2? The Reading, Phonics and Quality First Teaching elements will impact all children in the school.</p> <p>Governors confirmed they were all in agreement with the SDP and its objectives.</p> |
| 9 | <p>Safeguarding</p> |

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| | <p>Keeping Children Safe in Education (KCSiE) - Part 1</p> <p>Governors had been sent KCSiE – Part 1 and had confirmed with DH that they had read this.</p> <p>All governors received the following documents from the DSL.</p> <ol style="list-style-type: none"> 1. The powerpoint from the training 2. KCSIE (annex A and B) 3. Staff behaviour policy 4. What to do if you are worried that a child is being abused 5. Link to TED talk 6. Safeguarding and Child Protection Policy 7. Peer on Peer abuse (inc child friendly version) <p>(Staff received additional documents to read via the Safeguard system)</p> <p>The Safeguarding Policy was ratified by Governors via email prior to FGB on 30th September 2021.</p> <p>PREVENT training needs to be refreshed and Governors are to complete this asap and inform DH, EW and CF once completed. The link to this is within the governor safeguarding section on One Note. The expectation is that this is completed every 2 years. (Action by all Governors)</p> <p>CF, as nominated governor for Safeguarding is refreshing her Governor Safeguarding Training on 7th October 2021. A Safeguarding Link Governor Monitoring Visit/Report has been completed. DSL and DDSL refresher training will take place in December.</p> <p>A new format for the SCR had been released and EW and Lotti Collins have attended training for this. Data was currently being transferred across on to the new system. CF would be undertaking a monitoring visit for the SCR at the start of next term.</p> |
| 10 | <p>Covid RA</p> <p>The RA in place is for the school is based on not having any cases but there is a also a Covid Outbreak management plan which sets out the additional measures the school will put in place at different levels of an outbreak. Main elements are to ensure regular handwashing, well ventilated spaces and general hygiene is maintained.</p> <p>EW advised that there has been some confusion around the Test and Trace advice given to parents by Public Health which was not consistent.</p> |
| 11 | <p>Budget monitoring</p> <p>The monitoring report had been circulated by the School Business Manager. The</p> |

following questions had been posed:

Question: How realistic is the supply figure of £6k to the end of the March when we have spent £14k already and have nearly 6 months left to go - and bearing in mind that there have been numerous holidays in the period since 1st April ? The 14k spent on supply includes full time supply cover that was need to be put in place to cover a member of staff on maternity leave from April to July as the school was unable to recruit a temporary teacher. The cost for this was circa. £12,000. It is hopeful that £6k should be sufficient until the end of March 22.

Question: Is staff sickness for COVID covered under supply pool insurance? Has COVID staff sickness had any impact on the supply costs ? Staff sickness for Covid is not covered under the supply pool insurance. Covid staff sickness hasn't had an impact on supply costs due to none of the teachers have actually had Covid (so far). The school has had to cover one MDSA role but the cost of this will be minimal. The named pupil TA who contracted covid did not require cover as the child was absent at the same time with Covid.

Question: Did we get any funding towards JWs NPQSL ? There isn't any funding available for JWs NPQSL but it has been agreed that the school will fund 50% and JW will pay 50%.

Question: Are we exposed to any gas/power risk given the current situation. Is our contract either variable, or at risk of expiry (or supplier default) in the next six months? If so, should we note some contingency? The school is still exposed to energy increasing with the impact being realised in the 23/24 budget where there is likely to be a significant increase.

Question: Friends of DHS appear to have already hit budget expectations. Are they planning to stop fundraising now, or might we expect some more within the year? The FODHS will continue to fundraise throughout the year to raise funds for the next financial year. There won't be any additional funding from them this financial year as they didn't raise much last year due to covid and lockdowns. Each year the school emails them with items required for which they fundraise for.

Question: What does the Cost Code 1102 cover? 1102 is funding for the following: grant from Mobius Maths, Feed in tariff income, Payment from Lacock school for Headteacher time, recharge to schools for team teach training, funding for student teachers.

Question: Is the Dolce contract working out to plan? I seem to remember the last few months that we had a significant decrease in spend because the catering wasn't being taken up. Is that issue now resolved? I believe from the kitchen that the take up of lunches is improving and we are monitoring the quality of the food provided.

Question: What is the cancellation penalty of the Dolce contract? Circa. 3

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| | <p>months/terms notice.</p> <p>The school has seen a saving within the the IT budget to renew staff laptops as grants were received which have been put towards this.</p> <p>The school is tied into a 3 year lease for 30 iPads however a review has been carried out and as the Ipads have not been used much in the last 20months the lease will be extended for another year afterwhich the Ipads will become the property of the school.</p> <p>206 children will be registered on the census with 18 Pupil Premium children.</p> <p>£1K has been received for catch up learning in school.</p> |
| <p>12</p> | <p>Maintenance Schedule, H&S</p> <p>A report had been circulated by the School Business Manager. TD advised of the following:</p> <p>The £22K that had been secured from the Diocese for various works couldn't take place over the summer, due to the work involved this has been put back until Easter.</p> <p>A SCA grant request for next year is being submitted to the Diocese for the following work:</p> <ul style="list-style-type: none"> ○ A tarmac area at the back of the school ○ Roofing over the school office due to leaks ○ Covering of an external area between buildings ○ Replacement of the low wooden fence at the front of the school <p>New playground markings at the front of the school will be taking place next month (November), funding for this is from the Sports Premium.</p> <p>An out of schools hours a contract for the premises alarm has been agreed with an external company (K9 Security).</p> <p>The work planned over the Summer holidays was completed.</p> <p>An H&S audit with the LA will take place before half term.</p> <p>Question: Have there been any incidents or near misses in the last three months? Yes there have been minor incidents on the playing field, a couple have resulted in children being sent home with head injury (minor), and cuts to leg following an incident running into the fence. There was also an incident with the sports coaches where a child tripped over the football and fell and banged his head. All serious incidents are reported to Wiltshire Council H&S.</p> |
| <p>13</p> | <p>Governor Monitoring and training</p> |

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| | <p>Governor Training – The list of LA Training courses has been added to OneNote for Governors to review. CF has recently refreshed training for HTPM.</p> <p>Governor Monitoring – The following reports had been made available:</p> <ul style="list-style-type: none"> ○ Strategic Report ○ Safeguarding Report <p>Monitoring Schedule – CF advised Governors that the areas to monitor had been reviewed and further broken down to ensure specific aspects are monitored. Governor monitoring areas and the relevant staff contacts had been circulated by CF. Governors were advised to contact staff to agree the best way to complete their monitoring i.e. via email, telephone, virtual meeting or in person. If governors needed any help or guidance regarding questions to ask etc they should contact CF for support.</p> <p>CF reminded everyone of the importance of completing governor monitoring visits/reports as this was a core function of the school governance.</p> <p>The Staff Pay Panel and HTPM Panel were agreed.</p> |
| 14 | <p>Church School Distinctiveness</p> <p>LC will meet with EW and then a meeting with the Foundation Governors will be scheduled.</p> |
| 15 | <p>Policies</p> <p>The following policies had been shared with Governors prior to the meeting.</p> <ul style="list-style-type: none"> ○ Biometric Data Statement ○ Child Protection and Safeguarding (agreed via email 30th September 2021) ○ Complaints ○ Equality Information and Objective ○ Equality Statement ○ Data Protection ○ Health & Safety ○ Online Safety ○ Positive Behaviour ○ Positive Handling ○ Positive Handling Information ○ PHSE ○ Relationship and Health Education ○ SEND ○ SEND Information Report ○ Staff Behaviour ○ Supporting Children with Medical Conditions ○ WhistleBlowing |

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| | <ul style="list-style-type: none"> ○ Peer on Peer Abuse Policy ○ Child Friendly Peer on Peer Abuse ○ Music & Music Statement ○ SMSC & SMSC Statement ○ EYFS <p>The 'statutory' policies (highlighted in blue) were proposed for acceptance by RC, seconded by RF with the remainder of the policies formally noted. All in agreement.</p> <p>Governors noted that the Admissions Policy would be reviewed following changes required by the Diocese. Action: DH, CF and EW will review the Admissions policy in line with the Diocesan guidance and circulate to Governors ahead of the next meeting.</p> |
| 16 | <p>AOB</p> <p>Governor Code of Conduct – this had been circulated and all governors had confirmed their acceptance.</p> <p>Associate Governor – EM proposed that Aly Miller, the new Acting Assistant Head and member of the SLT, join the Governing Body as an Associate Governor. Aly leads on SEN and Disadvantaged Learners and therefore would be able to report fully on this area. RF proposed in favour of Aly to join the GB as an Associate Governor, this was seconded by GFT and all were in agreement.</p> <p>EW suggested that it would be beneficial to provide governors with a presentation detailing the curriculum journey within the school (inc design, intent, implementation and impact). Action: Clerk to add to agenda for next FGB</p> |
| 17 | <p>Date of Future Meeting: Tuesday 30th November 2001 at 6.00pm in School.</p> <p>It was felt it would be beneficial to hold the next meeting in school, however due to availability of governors the date/time would need to be changed.</p> <p>It was agreed the next meeting would be in school on Tuesday 30th November at 6pm. This would be dependant upon the COVID situation at that time. The meeting in February would remain as Wednesday 2nd February 6.30pm VIRTUAL.</p> <p>The meeting closed with a prayer.</p> |