



Newnham Croft Primary School

Meeting of the Full Governing Body held on Wednesday 2 December 2020 at 6pm via Zoom

Governors present: Lucy Nethsingha (Chair –LN) ; Andy Matthews (Headteacher – AM); Dani Redhead (DR); Kirsty McDougall (KM); Hugh Clough (HC); Kate Fry (KF); Edward Ferguson (EF); Keren Sayir-Uziyel (KSU); Jason Palmer (JP); Rachel Rosborough (RR); Tom Kendon (TK)

Also in attendance: Helen Bracey (Clerk - HB)

The meeting was quorate.

1. Welcome and apologies for absence

The Chair welcomed members. There were no apologies.

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 7 October 2020

The minutes were accepted as a true record and will be signed later by the Chair.

4. Matters arising and review of actions from the minutes of the meeting held on 7 October 2020

- F0710:01 – Ongoing
- F0710:02 – Ongoing (HB to follow this up)
- F0710:03 – Ongoing
- F0710:04 – Ongoing
- F0710:05 – Closed
- F0710:06 – Closed
- F0710:07 – Ongoing
- F0710:08 – Closed
- F0710:09 – Closed
- F0710:10 – Ongoing. A governor section in Google Drive has been set up and ready to run from January.

5. Governance Matters

To approve appointment of Lucy Nethsingha as LA Governor – Approved unanimously.

To co-opt Jean Glasberg to the Governing Body – Approved unanimously.

To re co-opt EF as staff governor – Approved unanimously.

To appoint three governors for an Appeals Panel – HC, JP, KSU, DR and TK all offered to join the panel, but only 3 would sit on the panel when it is convened.

Changes to the clerking for appeals panels for complaints, discipline and exclusions – Governors agreed that a Cam Clerk would be employed to clerk an appeal.

Procedure for parental complaints – Governors were verbally reminded of the process, as set out in the Complaints Policy.

6. Reports from Committees

- **Eco and Premises** – Minutes of the last meeting had been previously circulated.
The following was highlighted:
 - H&S Policy was discussed and requires some additions, so will return to the next meeting for final approval.
 - The SDP contains a new Premises section which the Committee agreed was a strong addition and are looking forward to its ongoing development.
 - The ageing boiler system was flagged up as a serious problem; if the system fails it has the potential to close the school. The Committee are keeping a close eye on this and the Caretaker is in discussions with the local authority. It was agreed to update governors at the next FGB under SDP discussions.
- **Personnel and Finance** – Minutes of the last meeting had been previously circulated.
The following was highlighted:
 - The forecast outturn is £52000.
- **Teaching and Learning** – Minutes of the last meeting had been previously circulated.
 - Discussed the impact of the Covid measures on the children and home schooling for the classes isolating.
 - The parent survey has closed with 70 responses. The responses have yet to be thoroughly reviewed, but the Committee will formulate a response for delivery to parents before the end of term. Essentially the majority of parents either agreed or strongly agreed to the regular set of questions and were positive about the school's handling of the Coronavirus measures in school. The most negative responses revolved around home schooling.

ACTION F0212:01 – Boiler malfunctioning to be discussed under SDP agenda item at February FBG meeting.

ACTION F0212:02 – TLC to analyse the results of the parent/carers survey and formulate a response to parents for delivery before the end of term.

7. Headteacher's Written Report and Key Facts (previously circulated)

In response to the written report, the following items were raised:

The Chair offered congratulations to the school for what has been a successful term, despite the impact of the pandemic.

Whilst the budget will receive an uplift from the rise in pupil funding, a governor enquired how the recent public sector pay freeze announcement will affect the budget. AM responded that the net effect would be minimal as next year's budget included the 2.75% teachers pay award for this year, however the school would need to cover all future pay rises from our own budgets, as there will no longer be a Teachers Pay Grant. He also added that the recent announcement of a public sector pay freeze for three years would result in little difference during that period.

School Development Plan - The Governing Body has not yet had a good look at the SDP so plan to discuss this thoroughly at the next meeting. AM explained that the SDP circulated is a recent re-draft which incorporates some long term goals and a vision statement. The SLT will be expanding on it.

He suggested that governors look at the Governance section and think about how to develop this area. The document will remain as a working document and will come to FGB with tracked changes.

Staff Wellbeing Survey – The vice-chair reported on the results of the survey as follows:

- Staff say they have a good work/life balance and mental health and wellbeing were okay.
- Staff felt supported on coming back after lockdown.
- Some concerns/negative responses around communication.
- 11 staff have requested a face to face meeting with a governor. Staff will be asked 4 questions eg what is going well, what is important, with the intention of drawing out the positives and to add value.

A governor asked if there was one thing the HT and DH would take away from the survey to work on. AM responded that he will remind staff that the opportunity for anyone who has concerns should raise them with him and help will be offered if necessary. EF noted that communication stands out as an issue for teachers because problems are not picked up as they would have been in 'normal' times. Staff need to be listened to and a solution found to resolve the communication problem.

The Chair thanked the governors involved for their work in preparing the survey and analysing the results. She reiterated the importance of staff getting support if they need it. She suggested the survey be run again at the end of the Spring term.

A governor commented that the HT report would usually contain data on attainment, saying it is helpful for governors to hear about how the school is developing its understanding on learner loss, progress in terms of catch up, and understand more of the data the school is using. AM reported that assessment week was the next week and the results would be shared with TLC, but that it could come to FGB under these special circumstances. This was agreed and will be discussed with the SDP in February. He also reported that the school is working on moving over to the Fischer Family Trust for pupil tracking.

ACTION F0212:03 – Assessment data to be on the February agenda with SDP item.

Safeguarding – There were 6 incidents reported, slightly up on this time of year. Some were of domestic violence in the community or one particular family. He also explained that the rise of reporting can sometimes be due to the safeguarding training staff received at the beginning of term. EF noted that in his opinion staff take safeguarding seriously throughout the year.

- 20 children in the CP register.
- No bullying incidents this term.
- No prejudice related incidents this term.
- No exclusions.

Pupil Premium

- 12 children currently (1 Ever6).

Sports Premium

- Nothing reported.

8. Link Governors and Committee Membership

RR volunteered to join the Eco and Premises Committee and LN will take on CP and Safeguarding. A volunteer is required for the HT Review Panel.

9. Feedback and Monitoring

Covered above.

10. Policies for Review: None for this meeting.

The policy schedule has been updated with some additional policies added. Policies will be sent out with track changes so governors need only note the latest additions.

11. Any other business

A governor asked the HT to reinforce the message to staff to continue to be disciplined with Covid measures in the new term as there could be a high risk of children returning to school with the virus. AM assured him that all practices will remain in place and staff will continue to be vigilant. He will also highlight the message to parents.

With no further business, the Chair thanked governors for their attendance and expressed thanks to all the staff for their continued good work. She will write a letter to all staff thanking them personally.

The meeting closed at 7.57pm.

ACTION LOG:

Minute Item no.	Action ref	Action	Owner	Deadline	Status
4. Matters arising	F0710:01	LN/DR to organise a joint thank you card for LR from the school/governors/PTA.	LN/DR	Jan 2021	Ongoing
5. Governance Matters	F0710:02	SB to add an amendment to Associate Member letter to include "associate members must sign to say they have read the Code of Practice".	SB	Oct 2020	Ongoing
5. Governance Matters	F0710:03	LN/AM to draft a letter to parents advertising the co-opted governor vacancies	LN/AM	Oct 2020	Ongoing
6. Governance 2021	F0710:04	Members to send written confirmation to the Clerk that they have read the Governor Code of Practice, KCSIE and Safeguarding and CP Policy.	HB	Oct 2020	Ongoing
7. HT Verbal Report	F0710:07	AM/LN to write a thank you to the gardening team.	AM/LR	Jan 2021	Ongoing
11. G-Suite	F0710:10	EF to circulate G Suite log-ins to Governors	EF	Jan 2021	Ongoing
6. Reports from Committees	F0212:01	Boiler malfunctioning to be discussed under SDP agenda item at February FBG meeting.		Jan 2021	Open
6. Reports from Committees	F0212:02	TLC to analyse the results of the parent/carer survey and formulate a response to parents for delivery before the end of term.	KF	Jan 2021	Open
7. HT Written Report	F0212:03	Assessment data to be on the February agenda with SDP item	LN/AM	Jan 2021	Open

Signed: _____

Position: _____

Date: _____