



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
7.00pm Wednesday 12th May 2021
CHRISTIAN VALUES FOR YEAR 2020-21: Service Compassion Perseverance**

By Video-conference

*Readers need to be aware that the minutes of a Governors' meeting detail the main aspects of discussion, but do not attempt to record, verbatim, who said what.
Minutes are written to aid recall of the factual aspects of the meeting. They may indicate decisions made, but it is often not possible to infer significance – or lack of significance – on different items from this factual record.*

Item		
	<p>Present:, Sue Bradley-Jones (SBJ),(Chair) Paul Batchelor (PB) (HT), , Rebecca Surridge (RS,) Fiona Yarrow (FY), Julie Collins (JC), Peter Hall (PH))(Joined after the start of the meeting), Mrs, Charlotte Parker (CP), Emma Frith (EF), Mary Blogg (MB), Juliet Miller (JM), Mark Perry (MP), Junior Fowlin (JF), Tom Merrifield (TM),</p> <p>Apologies: Absent:</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
20/21/72	<p><u>Confidentiality Reminder:</u></p> <p>Governors were reminded that the proceedings of the Governing Body are confidential until unrestricted Minutes of the meeting are formally approved.</p>	
20/21/73	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
20/21/74	<p><u>Apologies</u></p> <p>None as all Governors present</p>	
20/21/75	<p><u>Declaration of Interest/AOB</u></p> <p>Governors declared any pecuniary interest through status as School employees: PH declared an interest as a member of the PCC. In addition, seven Governors confirmed they had children attending the School.</p>	



AOB:

Governor document storage (electronic): PB mentioned a possible change of Governor document storage and access to virtual meetings via MS Teams. Such a move if approved would only start in the new academic year and would be discussed further at the Finance and Resources meeting in Term 6.
Newsletter: an issue had been raised and subsequently addressed via the school Newsletter. It concerned the use of Social Media and of pupil use of an application which had an entry requirement of 16 years.

PB summarised the issue for Governors as follows:-

- some of the children had were part of a What's App group which had also been shared with non-North Nibley children;
- non-pupil members had been added by existing pupils as known contacts from 'elsewhere';
- the involvement had led to issues being raised outside the school which had then translated into friendship issues raised within the school;
- PB considered that such issues originating outside school related to parental responsibility particularly as this application should not be accessed by persons under the age of 16 years;
- it is not an application which North Nibley has signed up to.
- Teaching time lost resolving issues or supporting upset children
- The school will always support pupils in distress, no matter whence the source of upset

Q. Have you had any response to the Newsletter?

A.(HT) I have had 2 comments of a positive nature. I do not expect to be challenged on it.

Governors discussed as follows:-

- the tone of the Newsletter;
- the blur between school and home boundaries;
- the implications for children in secondary school in connection with on-line bullying;
- the usefulness of such applications during the Lockdown periods when school was effectively closed except to certain groups;
- the idea of joint partnership in addressing such issues;
- general culture;
- the idea of respect for each other both in person and on-line;
- pupil mental wellbeing in secondary school;
- the value of the school's pro-active stance;
- the ethos of the school's E-Safety Policy in respect of partnership with parents;
- the frequency of use of Social Media networks;
- parental responsibility in monitoring their children's use of digital devices;
- the negative influence on pupils;
- the value of inserting a relevant question in the next Pupil Survey.

Action: PB to include a question on the use of Social Media in the next Pupil Survey

PB



20/21/76	<p><u>Approval of Minutes of Governing Body meetings</u></p> <p>All Minutes of the Governing Body Meeting held on the 17th March 2021 were approved. The approved Minutes will be signed by the Chair in due course.</p>	
20/21/77	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>eLearning and Safeguarding</u>: the Chair of Governors confirmed she had sent an email to all Governors with detail of how to access the E-Learning on basic Safeguarding and relevant instructions. Governors were reminded that such training is not compulsory but is considered beneficial. The nominated Safeguarding Governor must follow the Multi-Agency training undertaken by Designated Safeguarding Leads (DSL).</p> <p>Q. Is DSL training free? A.(Ch) Yes because we buy a Traded Service.</p> <p>Governors were informed that only Safer Recruitment training carries a fee (£25.00) and should be refreshed every 5 years.</p> <p><u>Updating of Induction pack</u>: action completed. <u>Template training record</u>: action completed.</p> <p>Q. Where is the Governor Training Report template? A.(HT) In the Head teacher's Report there is an on-line link: the survey form feeds into Excel document sent as a pdf.</p> <p><u>Governor feedback from training</u>: this is available for the Term 6 Governors meeting.</p> <p><u>SFVS (School's Financial Value Standard)</u>: action completed. Governors were informed that it had not been possible to categorically ascertain which Governing Body meeting should approve this document and therefore it was an agenda item at his meeting. The approved form can be signed by the Chair of Governors or delegated to the Chair of the Finance and Resources committee.</p> <p><u>Governors Visit reports</u>: action completed.</p>	
20/21/78	<p><u>Safeguarding</u></p> <p>PB indicated there was nothing of new concern.</p>	
20/21/79	<p><u>Head teacher's Report (written)</u></p> <p>See Confidential Minutes</p>	
20/21/80	<p><u>Finance and Resources update</u></p> <p>Governors were informed as follows:-</p> <ul style="list-style-type: none"> • the committee had met to scrutinise the Budget; • the proposed Budget had been circulated to Governors prior to this meeting; 	



- the current status can be summarised as follows:-
- there is a surplus of £56,000 some £3000 of which is ring-fenced.
- £4000 has been spent in catch-up funding in the year;
- there is a small amount of Sports Grant remaining
- £3000 additional Covid costs have been managed within the Budget
- income forecast £571,000- the extra grant in previous years for teacher pay rise has now been subsumed in the delegated Budget;
- the delegated budget has been increased by £6000;
- there is some grant funding, the school Fund and £8000 from FONNS for school laptops
- there is a small increase for school meals
- Expenditure includes the school lighting, the purchase of laptops, swimming, school meals and broadband (this will not, as in previous years, be funded by FONNS and the school will have to fund additional costs).

See Confidential Minutes

The Finance and Resources committee were happy to recommend this Budget to the Governing Body.

Q. The grounds maintenance – is that the Playing Field?

A.(Gov) Yes it is.

Q. The Playing Field committee is not planning to charge this year so won't be charging the school.

A.(Gov) I will ask for an update.

A.(HT) I only heard after the Finance officer had started the budget using this template – We will confirm this..

There is likely to be more work needed around the school and we will be looking at fundraising through companies. The Budget does not allow for any other spend.

Decision: To approve the Governor Budget Plan for 2021-22 subject to virement of the grounds maintenance back to Repairs and Maintenance.

The Chair of Governors requested that the Governing Body's appreciation for JS's efforts and those of the school Finance officer, be formally minuted.

School's Financial Value Standard (SFVS): The committee Chair advised that this document had been scrutinised at the Finance and Resources committee meeting: the document needs to be submitted (*to the Local Authority*) annually and confirms there is a good level of finance and resource management. Only part responses are provided: capital funding has been applied for the school boiler system. There will be further consideration this year regarding the windows in the next round of capital funding. No further questions were raised.

Decision: To approve the SFVS document as attached to these Minutes and authorising the Chair of Governors to sign on behalf of the Governing Body.

20/21/81

Teaching, Learning and Community



	<p>The committee Chair summarised the following committee discussion:-</p> <ul style="list-style-type: none"> – Safeguarding – no major concerns; – SIP Priority 1 and use of Catch-up funding; – Priority 2 development; – Priority 3 Subject Leadership has been disrupted by Covid-19 but is resuming; – Priority 4 physical health and mental wellbeing. – no Governor visits made; – swimming has resumed; – Performance Data generally very good during the time of monitoring; – attendance – excellent; – wellbeing survey – to be sent out to staff – Intimate Care and Relationships and Sex Education Policies approved. <p>Q. Is it possible to have a photography day – the results could go on display so the community could see them.</p> <p>A.(HT) We have talked about joining a local competition – we could do one in school with the top six going on to represent the school and submit those. I am not sure I had a day in mind.</p> <p>Q. It would be nice for the community to see the photos?</p> <p>A.(HT) We don't want to copy other schools but I will bear it in mind. We once had an Art display in the Church with several hundred pictures on display.</p>	
20/21/82	<p><u>Policy Review</u></p> <p><u>Supporting Children with Medical needs – monitoring.</u></p> <p>Governors discussed the following: -</p> <ul style="list-style-type: none"> – the action to develop a questionnaire to elicit information on the practical application of the Policy – this has not happened as governors have not been in school; – the idea was only to ensure that all Staff were aware of the contents of the Policy; – recognition that the Policy is ongoing and is implemented in school at all times; – the value of this action. <p>Q. How do we see the Policy implemented in school?</p> <p>A.(RS) We frequently have children who need anti-biotics etc. In most cases medication is given (<i>to the school</i>) in a sealed envelope with instructions which are kept in the office: the child goes to the office and takes it themselves or parents are asked to come in and administer medication. It depends on the individual and the circumstances of the required medication. For example, for inhalers I would expect children in my class to be responsible for it themselves. In class1 there is less pupil responsibility – it is very individual</p> <p>Q. And an Epi-Pen?</p> <p>A.(RS) We know where it is and what to do. We all know the principles behind it and the various protocols.</p>	



	Decision: To remove the action on monitoring this Policy from the Full Governing Body Year Planner.	
20/21/83	<p><u>Strategy Group</u></p> <p>The Chair of Governors provided the following update: -</p> <ul style="list-style-type: none"> - there had been some confusion over the questionnaires but the information received will be used to draft a framework for the Governors Strategy Plan with the intention of bringing it to the Term 6 Full Governing Body meeting for approval. The Strategy will then be implemented from the start of the next academic year. - the Chair indicated that MB would be contacting individual Governors to discuss and clarify objectives so that the resulting framework will be tangible and explicit. - Following approval at Full Governing Body level, stakeholder input will be sought and fed back into the Strategy document. 	
20/21/84	<p><u>Governor Visit reports</u></p> <p>Governors agreed that these should be removed as a standing item on the Full Governing Body agenda and that the Planner should be updated to reflect this agreement. Teaching and Learning Committee will receive all Governor Visit Reports going forward, make the existence of a report known to all Governors and an opportunity to delve deeper exists in the TLC Chair's report to FGB, should further review be required.</p>	
20/21/85	<p><u>Governor Training</u></p> <p>MP confirmed that he had submitted his report on training (<i>New Governor training</i>). The facility to insert handouts has been added.</p> <p>Governors were advised that the Chair of Governors and Head teacher had attended a Briefing session hosted by the Local Authority (virtual presentation): any Ofsted inspection will not take into account attendance.</p> <p>Action: PB to share notes of the briefing with all Governors before the Term 6 Full Governing Body meeting</p>	PB
20/21/86	<p><u>Chair's matters</u></p> <p><u>Succession Planning</u></p> <p>The Chair of Governors introduced the issue of succession planning for the role of Chair of the Governing Body: she highlighted the following options: -</p> <ul style="list-style-type: none"> - start in September as a Chair of the Governing Body; - shadow the Chair for the next year either as a Co-Chair or through the role of Vice-Chair; - Look for an external Chair. <p>Governors discussed:-</p>	



	<ul style="list-style-type: none"> – the need to have an appropriate process for succession planning; – the workload involved; – the capacity of current Governors; – the need for any externally sourced person to have an interest in the governance of the school and who also lives locally as well as having relevant experience; – options for delegation and reduction of the Chair’s workload; – the value of a Role Description; – the role of the Head teacher in supporting any new incumbent to the role. <p>Individual Governors were invited to talk to either the Chair or the Head teacher outside the meeting for further information.</p> <p>Action: The Chair of Governors to draft a Role Description before the next Full Governing Body meeting.</p>	SBJ
20/21/87	<p><u>Next Meeting Date</u></p> <p>The next meeting will be held on the 14th July: Governors briefly discussed the venue for such a meeting but agreed to defer any final decision.</p>	
20/21/88	<p><u>See Restricted Confidential Minute</u></p>	
	<p>The meeting closed with a prayer and the Grace at 21.30.</p>	
	<p>Signed by the Chair as being a true record of the meeting</p> <p style="text-align: right;">Date</p>	



Meeting of the Governors of North Nibley C of E Primary School

7:00 pm 12th May 2021 (by video-conference)

AGENDA

	ITEM	LEAD	TIME
1	Confidentiality reminder	CHAIR	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.00
4	Declarations of Interest/ Changes in Governor details /AOB	CHAIR	7.00-7.05
5	Approval of Minutes of the meeting held on 17 th March 2021	CHAIR	7.05-7.10
6	Matters arising from the meeting held on 17 th March (not on Agenda)	CHAIR	7.10-7.20
7	Safeguarding	PB	7.20-7.25
8	The Head Teacher's Report (Written report)	PB	7.25-7.35
9	Finance & Resources – update: Approval of School Budget 2021-22 Approval SFVS:	COMM.CHAIR	7.35-7.55
10	Teaching & Learning - update	COMM.CHAIR	7.55-8.05
11	1 Policy Review: Monitoring Report of Supporting Children with Medical Needs Policy		8.05-8.10
12	Strategy meeting: update including future proposals:	CP/JC	8.10-8.15
13	Governor visit reports	HT/CHAIR	8.15-8.20
14	2 Governor Training opportunities (including Safeguarding training)	CHAIR	8.20-8.25



15	3 Chair Matters:	CHAIR	8.25-8.30
16	Next meeting date: 14 th July 2021	CHAIR	8.30
	Close with prayer		

4 **The meeting will close at 8.30 pm**

Attachments – (available electronically); Head teacher's report, proposed School Budget 2021-22, SFVS document,

List of Attachments to the Minutes of the Full Governing Body dated 12th May 2021

Governor Budget Plan 2021-22

SFVS document

Feedback on Governor Training – Induction and Single Central record