



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
7.00pm Wednesday 14th July 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), Mrs, Charlotte Parker (CP), Emma Frith (EF), Juliet Miller (JM), Mark Perry (MP), Judith Saunderson (JS)</p> <p>Apologies: Mary Blogg (MB), Junior Fowlin (JF) and Tom Merrifield (TM), Absent:</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
20/21/89	<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>	
20/21/90	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
20/21/91	<p><u>Apologies</u></p> <p>Apologies were received from Mary Blogg, Junior Fowlin and Tom Merrifield. The Governors consent to the absentees mentioned and a copy of the Minutes will be passed to them.</p>	
20/21/92	<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, three Governors confirmed they had children attending the School. JM Has previously declared an interest as a peripatetic Music teacher.</p>	



	<p><u>AOB:</u></p> <p>None was raised and there are no changes to be made to Governors details.</p>	
20/21/93	<p><u>Approval of Minutes of Governing Body meetings</u></p> <p>All Minutes of the Governing Body Meeting held on the 12th May 2021 were approved subject to noting that JS was in attendance at the meeting. The approved Minutes will be signed by the Chair in due course.</p>	
20/21/94	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Social media:</u> action completed <u>Consideration of use of M.S Teams:</u> action not completed and is carried over <u>Role of Chair description:</u> action partially completed – the Chair confirmed she would make some amendments following Governor feedback and then distribute. The Clerk was requested to keep this action “live”:</p> <p>Q. Where is the Governor Training Report template? A.(HT) In the Head Teacher’s Report there is a link to the on-line form: the survey form feeds into Excel document which I circulate and post as a pdf.</p> <p><u>Actions carried over</u> Consideration of use of M.S Teams by the Governing Board (Finance and Resources committee) Role Description of the Chair of Governors</p> <p><u>Parish Council –See Confidential Minutes</u></p>	F & R SBJ
20/21/95	<p><u>Safeguarding</u></p> <p>PB indicated there was nothing of particular concern, breaching a ‘threshold’ which would require additional intervention.. Two teacher shave been brought up to date on the Designated Safeguarding Lead training.</p>	
20/21/96	<p><u>Head teacher’s Report (written)</u></p> <p>See Confidential Minutes</p>	
20/21/97	<p><u>School to School Improvement</u> See Confidential Minutes</p>	
20/21/98	<p><u>Review School Improvement Plan 2020-21 and draft School Improvement Plan 2021-22</u> See Confidential Minutes</p>	
20/21/99	<p><u>Finance and Resources update</u></p>	



	<p>Governors were informed as follows:- the committee had discussed</p> <ul style="list-style-type: none"> – TA's (Teaching Assistants); – the proposal for School Improvement Hub; – the Governor Fund balances – the school will need to provide a Governor 10% contribution for the new heating system – there are sufficient funds but a low balance will be left; – considered ways of fundraising or deploying the School Fund; – received an update on the School heating system replacement; <p>At this juncture the committee Chair requested that Governors' appreciation of the efforts of FY in this regard be formally minuted.</p> <p>FY provided the following update to all Governors:-</p> <ul style="list-style-type: none"> – works are due to start and finish within the School Summer Holidays; – the Diocese is considering the school's need for replacement of windows; – if no help is forthcoming from this avenue, then other potential sources will be investigated. – A pre-contract meeting is scheduled for before the end of term. <p>The committee has also discussed IT strategy which has been paused but is now being updated and looking on what the next steps might be;</p> <p><u>Approval of School Fund</u></p> <p>Relevant documentation had been circulated and is attached to these Minutes: The Finance and Resources committee Chair made a request that this issue be initially considered at a Finance and Resources committee prior to being brought to the Full Governing Board as there should be objectives set by the Governing Board and the independent auditors are obligated to check that the Fund is operated in line with those objectives.</p> <p>Action: The Finance and Resources committee to consider the objectives of the School Fund prior to it being tabled as a Full Governing Board agenda item and the Clerk to ensure that the School Finance Officer is aware of this action</p> <p>Decision: To approve the School Fund document as attached to these Minutes and authorising the Chair of Governors to sign on behalf of the Governing Body.</p>	F&R
20/21/101	<p><u>Teaching, Learning and Community</u></p> <p>The committee Chair summarised the following committee discussion acknowledging that she has not chaired the meeting and extending her appreciation to those Governors who had led the meeting in her absence.:-</p> <ul style="list-style-type: none"> – Safeguarding – no major concerns and discussed at Full Governing Board; 	



	<ul style="list-style-type: none"> – SIP - Priority 1: Prioritise the use of ‘Catch-up’ funding to improve rates of progress – Attainment & Progress was discussed, also covered at this Full Governing Board; – Priority 2: Secure pupils’ understanding of Spirituality Development – now has momentum following lockdowns and some ‘wow moments’ have been introduced. However, Covid-19 continues to have an impact; – Priority 3: Improve Subject Leadership across the school has made some progress although remains challenging due to the bubbles. Subject Leadership Audit Documents should be able to be presented to the Governors in the Autumn Term; – Priority 4: Establish the ‘Relationships, Sex and Health Education’ (i.e. Wellbeing) curriculum across the school. Although time is tight, the children enjoy these. Again, the pandemic is preventing monitoring of the implementation of the long term plan; – Two Governor visits were discussed and the committee confirmed policies are up-to-date online; – Year 6 have missed out on normal transition activities but have had the school production, had a weekend leavers party and there will be a Leavers Service. They have missed out on the Buddy Scheme. <p>A.(HT) I would hope that parents appreciated that we have provided as much of the Year 6 experience as we can.</p>	
20/21/101	<p><u>Attainment and progress report</u> See Confidential Minutes</p>	
20/21/102	<p><u>Policy Review</u></p> <p><u>Covid-19 measures.</u> PB indicated that he would be looking revert to school normal but does like a “soft” start to the school days whereby the children go straight to their classrooms rather than the Playground. The school will also maintain the handwashing regime. In view of Government legislation, Governors agreed that Covid-19 measures need not be incorporated in all policies.</p> <p><u>Equalities Statement:</u> The Chair of Governors indicated that she would wish to liaise with PB regarding this issue.</p> <p>Action: PB and SBJ to liaise in regard to the Equality Policy.</p>	PB/ SBJ
20/21/103	<p><u>Strategy Group</u></p> <p>The Chair of Governors provided the following update: -</p> <ul style="list-style-type: none"> – the decisions which the Full Governing Board needed to make this evening; – the priorities the Governing Board wished to pursue; – whether the strategy should be of a fixed term or a rolling nature. <p>The Chair indicated that RS should remain in the meeting.</p>	



	<p>Governors discussed:-</p> <ul style="list-style-type: none"> - the advantages and disadvantages of a rolling strategy; - the differential in workload between priorities; - the relationship between the SIP and the Strategy; - the current identified 7 priorities; - issues around governance; - the relationship with Staff - the Staff input about environment and in particular the responsibility and implications of the Green Flag scheme including the option to defer accreditation; - the classroom priorities, i.e. music and science; - the value of improving teaching and learning in both Music and Science <p>Decision: (i) The Governing Board identified the following four priorities for the School Strategy:- Governance Music Staff development Science (ii) Strategy will be on a rolling programme (iii) Where possible, school will continue to focus on the environment as a holistic part of the school's ethos, without (yet) pursuing 'Green flag' accreditation.</p> <p>21.21: At this juncture RS left the meeting through technical issues.</p> <p>The Chair indicated the Strategy meeting will work out the details of how to implement these priorities. The classroom priorities will have to take top billing.</p> <p>Governors recognised that Staff has been consulted and were in support of the Strategy.</p> <p>Q. The cpd for the Primary Science Quality mark 850 – can we afford that? A We are carrying forward Reserves and this is something that Finance and Resources can consider. Q. Are there any casualties by having these four priorities? A.(HT) I don't think so.</p>	
20/21/104	<p><u>Governor Training</u></p> <p>CP had circulated details of her Training Record. (confidential attachment to these Minutes) PB had circulated details of the most recent Head teacher/Chair Briefings</p>	
20/21/105	<p><u>Chair's matters</u></p> <p><u>INSET Day:</u> PB outlined his proposal:-</p> <ul style="list-style-type: none"> - the replacement of the school heating system will involve much Staff time in replacing furniture and equipment at the start of the new academic year; 	



	<ul style="list-style-type: none"> – there is currently a scheduled INSET day for 1st September and 1st November; – given the amount of school business to be undertaken on the 1st September, a further day is required to undertake the re-instating of the school classrooms; – the proposal is to make the 2nd September also a INSET day – it is not an additional non-contact day – schools have to allocate a day for the Queens Platinum Celebration, the official Bank Holiday for which falls within the Spring Break; – it is proposed to keep the 1st November a holiday in regard to the Platinum Celebrations. <p>Governors discussed:-</p> <ul style="list-style-type: none"> – the anticipated response of the parent cohort; – the need to be sensitive in communicating this decision – the option of children returning for one day and the response of parents; – the reason behind the proposed change; – the risk of pupil; absenteeism on the Friday. <p>Decision: To approve the 2nd September being allocated as an INSET day and the 1st November be categorised as a holiday in lieu of the Queen’s Platinum Celebration.</p> <p>Action: PB to send out an appropriately and sensitively worded communication to all parents before the end of Term 6.</p> <p><u>Governor Annual Report</u> SBJ indicated that she would be drafting this Report over the next few weeks and would circulate a draft.</p> <p>Decision: To delegate responsibility for the production of a Governor Annual Report to the Chair of Governors and the Head teacher.</p> <p>Action: The Chair of Governors to draft a Governor Annual Report over the next few weeks and circulate the same.</p> <p><u>Approval of Governing Board meeting dates 2021-2022</u></p> <p>Decision: The following Full Governing Board dates were agreed for academic year 2021-2022:= 8th September 2021, 10th November 2021, 12th January 2022, 16th March 2022, 11th May 2022, 13th July 2022</p> <p><u>Succession Planning</u> This issue was carried over</p> <p>The Chair of Governors wished to record her appreciation of the work undertaken by the Clerk and also to record Governors appreciation of the efforts of the Head teacher and all Staff during this academic year.</p>	<p>PB</p> <p>SBJ</p>
20/21/106	Next Meeting Date	



	The next meeting will be held on the 8 th September: Governors briefly discussed the venue for such a meeting but agreed to defer any final decision.	
	The meeting closed with a prayer and the Grace at 21.40.	
	Signed by the Chair as being a true record of the meeting	Date

North Nibley C of E Primary School

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

7:00 pm 14th July 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 12 th May 2021	CHAIR	7.05-7.10
6	Matters arising from the meeting held on 12 th May (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	School to School Improvement	PB	7.35-7.45
10	Review School Improvement Plan 2020-21 and draft School Improvement Plan 2021-22	PB/Chair	7.45-7.55
11	Finance & Resources – update: Approval of School Fund	COMM.CHAIR	7.55-8.05
12	Teaching & Learning - update	COMM.CHAIR	8.05 – 8.10
13	1 Policy Review: Covid Measures Policy		8.10-8.15
14	Strategy meeting: update including future proposals:	CP/JC	8.15-8.20
15	2 Governor Training opportunities (including Safeguarding training)	CHAIR	8.20-8.25
16	3 Chair Matters: Approval of Full Governing Board meeting dates 2021-22:- 8 th September 2021, 10 th November 2021, 12 th January 2022, 16 th March 2022, 11 th May 2022, 13 th July 2022 Change of INSET day to 02.09.21 and term start 03.09.21 Governor Self-Evaluation 2020-21 Succession Planning	CHAIR	8.25-8.45
17	Next meeting date: 8 th September 2021	CHAIR	8.45
	Close with prayer		

4 The meeting will close at 8.45 pm

Attachments – (available electronically):, Head teacher’s report, School Fund,

List of Attachments to the Minutes of the Full Governing Board dated 14th July 2021

School Fund
Feedback on Governor Training – (Confidential)