



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
7.00pm Wednesday 6th January 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), Junior Fowlin (JF), Juliet Miller (JM), Mark Perry (MP)</p> <p>Apologies: Judith Saunderson (JS), Tom Merrifield (TM), Absent:</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
20/21/37	<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> <p>Mark Perry was welcomed to the meeting as newly appointed Foundation Governor.</p>	
20/21/38	<p><u>Prayers</u></p> <p>PB opened the meeting with a prayer.</p>	
20/21/39	<p><u>Apologies</u></p> <p>Apologies were received from Judith Saunderson and Tom Merrifield.: The Governors consent to the absentees mentioned and a copy of the Minutes will be passed to them.</p>	
20/21/40	<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, five Governors confirmed they had children attending the School.</p>	



	<p>Change in Governor details: An updated governor contact list had been circulated: MP and JF were requested to update their contact details.</p> <p>AOB: <u>Governor Skills Audit 2020</u> The Governor Skills Audit for this year had been previously circulated: Governors discussed the following:- optimal ways of completing the skills audit;</p> <ul style="list-style-type: none"> – the value of the Skills Audit in its current format; – The need for action in the areas raised in the audit; – the need to ensure the right skills set in appropriate committees; – the value of committee comparison; – the allocation of MP to a committee; – the skills still required by the Governing Body in finance and Human Resources; <p>Decision: To exclude MP from any comparative exercise and PB to allocate MP to the appropriate committee following the comparative exercise.</p> <p>Q. Where do you think the skill set can be strengthened? A.(HT) I did not look at it from that standpoint. Q. Does this raise a question for recruitment? A.(HT) We should tackle this through training first and recruitment as it arises. Q. is it important to know more about Human Resources? A.(HT) Possibly. We have GCC HR to go to for advice etc as a 'Bought In' (Traded) service</p> <p>Governors further discussed:-</p> <ul style="list-style-type: none"> – the need to balance committee participation with people and strengths and skills; – the value of upskilling Governors in various areas; – the “live” aspect of the Skills Audit – the need for scrutiny of Audit results – the influence of the Skills Audit on future training; – the breadth of skills across the governing body; – the current Governor training available. <p>19.18 PH joined the meeting.</p> <p>Decision: To undertake a Governor Skills Audit every two years and to review and identify any gaps in skills and knowledge.</p> <p>Action: PB to circulate previous skills Audit when circulating new forms.</p>	PB
20/21/41	Approval of Minutes of Governing Body meetings	



	<p>All Minutes of the Governing Body Meeting held on the 4th of November 2020 were approved and will be signed by the Chair in due course.</p>	
<p>20/21/42</p>	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Buddying</u>: action completed <u>Policy</u>: action completed. <u>Equalities Policy</u>: action completed. <u>Safeguarding training</u>: PB confirmed that his Designated Safeguarding Lead training has been carried out. PB indicated that he had consulted Gloucestershire County Council (GCC) regarding the Safeguarding training for all Governors and had been advised that such training constituted best practice but was not mandatory. Governors discussed:-</p> <ul style="list-style-type: none"> – MB's attendance at a Safeguarding training on the Single Central Record; – the availability of free e-Learning on Safeguarding Level 1 through the Gloucestershire Safeguarding Executive Board; – the value of a joint Safeguarding Governor position should PH take a step back; – issues of confidentiality and getting up to speed with documentation; – the advantages of all Governors undertaking basic Safeguarding training; – PH's view that multi-agency training is unnecessary as all relevant information can be obtained through the Gloucestershire Safeguarding Executive Board Website – the benefit to PB of being able to use the nominated Safeguarding Governor as a "sounding board" as the Head teacher is the decision-maker in such circumstances; – the offer from JM to act as a joint Safeguarding Governor should the need arise; – the need for Governors to be up to speed in in Safeguarding and the training available so they can support the Head teacher; <p>Decision: (i) MB and JM to undertake such Safeguarding training as deemed necessary; (ii) All Governors to undertake e-Learning in Level 1 safeguarding through the Gloucestershire Safeguarding Executive Board.</p> <p>Action: PB to share with Governors the process in accessing such basic training.</p> <p>PP agenda item Virtual Visit – to be discussed; Strategy: action completed. Governor Newsletter: action completed</p>	<p>All Govs PB</p>
<p>20/21/43</p>	<p><u>Safeguarding</u></p> <p>PB provided the following update on the annual Safeguarding Audit :-</p> <p>the audit needs to be submitted to GCC by 12th February;</p>	



	<p>he together with PH (safeguarding governor) and MB (shadow Safeguarding Governor) had discussed the audit noting where the school was meeting the criteria and where there was room for improvement to meet new expectations; some questions remained where the answer required information of an administrative nature; the main themes have been inserted into the School Improvement Plan (SIP); Governors might wish to monitor the induction of new staff members (regarding safeguarding) and notice will be given of any such new Staff induction. E-Safety can be monitored through 'in person' pupil conference when normal school resumes; the Audit provides checks and balances for the school.</p> <p>Q. Does the Audit have to be completed by 12th February? A.(HT)Yes.</p> <p>Governors discussed whether the issue of Data Protection should be discussed at every Governing Body meeting or only 3 times per academic year: it was noted that GDPR (General Data Protection Regulations) issues are raised within the Finance and Resources committee meeting and that therefore that committee can report to the Full Governing Body. Governors recognised the efficiencies given by raising data protection issues by exception. In addition, there is a Data Protection paragraph in the Head teacher's report. Further there is an Associate member with responsibility for GDPR compliance attached to the Finance and Resources committee.</p>	
20/21/44	<p><u>Head teacher's Report (written)</u></p> <p>See Confidential Minutes</p>	
20/21/45	<p><u>Finance and Resources update</u></p> <p>In the absence of the committee Chair, the Chair of Governors provided the following report:-</p> <p>the committee had amended their Terms of Reference which had also been circulated to the Full Governing Body.</p> <p>Decision: To approve the Finance and Resources committee Terms of Reference as appended to these Minutes.</p> <ul style="list-style-type: none"> – the committee had last met in December and discussed: - – the Budget update the school is on track and expect a healthier year-end balance than anticipated; – an application has been made for investment in sewage and water facilities updating; – no further news on the application for funding for school heating upgrade but progress is being monitored; – an application for funding to put in LED lighting in school has been made. <p>At this juncture of the meeting, Governors asked for their appreciation of the work undertaken specifically by FY to be formally minuted.</p>	



	<ul style="list-style-type: none"> – further the committee reported that a review of teachers laptops is underway and it is hoped that any surplus “old” laptops can be given to those pupils currently without digital access in the home. – in addition, Staff appraisals have been carried out and the Head teacher performance management review will be undertaken by the end of this month. – 	
20/21/46	<p><u>Teaching, Learning and Community</u></p> <p>The following report had been provided by the committee Chair:-</p> <ul style="list-style-type: none"> – the committee met in November. – agreed the Election of Officers (rolled over from previous meeting and tweaked the Terms of Reference slightly, ready for approval at the next meeting. – there were no Safeguarding issues to report. – ‘Monitoring the SIP’, the committee went through each of the Priorities as well as the Standing Priorities. – the committee recorded how some Governor Visits were completed last term, but most remain on hold. – the Interim Standards Report was discussed (inc. Attainment and Progress on return from Lockdown), as was the Demographics and Attainment on Entry Report. – the Allegations of Abuse Against Staff Policy and Social Media Policy were agreed (both now re-allocated to F&R). – the E-Safety Policy was agreed – the Whistleblowing Policy was slightly amended and agreed. – Policy updates will be made available in OneDrive and posting online. Updates will be communicated to parents. 	PB
20/21/47	<p><u>Policy Review</u></p> <p>Proposed Admissions policy 2022: this had been considered and approved by the Admissions Panel</p> <p>Decision: To approve the Admissions Policy 2022 Policy as attached to these Minutes.</p> <p>Action: PB to forward the Determined Admissions Policy 2022 to the Local Authority before the 10th March.</p> <p><u>Children Missing in Education Policy:</u> the policy document had been previously circulated to Governors: no further questions were raised.</p> <p>Decision: To approve the Children Missing in Education Policy as attached to these Minutes and to delegate future review thereof to the Teaching, Learning and Community committee.</p> <p><u>SEND Policy:</u> Teaching, Learning and Community committee will scrutinise this policy document prior to its consideration by the Full Governing Body in Term 4.</p>	PB



	<p><u>Social Media Policy</u>: the policy document had been previously circulated to Governors: no further questions were raised.</p> <p>Decision: To approve the Social Media Policy as attached to these Minutes</p> <p><u>Modifications to policies regarding Covid-19.</u></p> <p>Decision: To approve such modification to policies as are required through Covid-19 measures.</p> <p>In addition, PB proposed that all hard copies of policy documents be destroyed and that any hard copy policies be printed out upon request.</p> <p>Decision: To approve the proposal to destroy hard copy policies and to make them available virtually and only to print copies out upon specific request.</p>	
20/21/48	<p><u>Strategy Group</u></p> <p>Governors briefly discussed meeting logistics:-</p> <ul style="list-style-type: none"> – how to move the group forward; – the input of CP and JC as a temporary measure and the need for another governor to act as Lead; – the need for North Nibley to customise its strategy plan; – the shared responsibility for strategic direction amongst all Governors; – a request for a volunteer to run the next Strategy Group meeting planned for February. <p>Action: (i) MB and SBJ to collaborate on a presentation regarding Strategy (ii) SBJ to broach TM regarding his acting as Group Lead.</p>	MB/S BJ
20/21/49	<p><u>Governor Visit reports</u></p> <p>Governors discussed the pre-Christmas visit to the school by Reindeer and Governors voiced their appreciation of the FONNS (Friends of North Nibley School) for organising the event which was greatly appreciated by the whole school</p> <p>Governors discussed the practical and logistical aspects of a Governor Visit regarding remote learning including how to engage with Staff bearing in mind their work/life balance and the intention of Governors to understand the staff viewpoint of this option.</p> <p>Q. You are looking at TA (Teaching Assistant) development, could they not look at what has been learned from the on-line experience? There must be nuggets of “good things” which have come out of it.</p> <p>A.(HT) I will test TA and teacher appetite for Governor Visit to an online teaching session.</p> <p>Action: PB to investigate possibility of a Governor Visit on Remote Learning.</p>	PB



	<p>Gov. Comment: Parents only see one child but don't see the teacher perspective of the whole class. Governors and parents expectation is that teachers only reply to correspondence within their working day.</p>	
20/21/50	<p><u>Governor Training</u></p> <p>JM is booked on re-scheduled new Governor training which will be undertaken on-line. MP is booked on re-scheduled new Governor training in February.</p> <p>Q. Do we have a log and record of Governor training? A.(HT) Yes, but it is dependent on Governors telling us and sending in certificates. Governors discussed options for instituting a system which could be updated by individual Governors as they attend training through a digital folder.</p> <p>Action: PB to consider how best to implement a digital record of Governor training.</p> <p>Q. Is it possible for non-parent Governors to access Class DoJo? A.(HT) You enrol a pupil to a class and the parent is attached to the pupil. If you used a fake child, one wouldn't see what parents see. It is an issue as to whether we give access to look at other children's work I will consider as to whether there is an disadvantage to other parents.</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> - the possibility of a parent Governor being prepared to "share" their child; - the value of teacher feedback being analogous to a Book look; - the boundaries of confidentiality to which Governors are bound; - the parameters and limitations of the Class DoJo system; - potential identification of individual children. 	<p>PB</p> <p>PB</p>
20/21/51	<p><u>Chair's matters</u></p> <p>Appointment of Fiona Yarrow as Local Authority Governor for a term of 4 years. FY left the meeting.</p> <p>Decision: To approve the nomination of Fiona Yarrow as Local Authority Governor from 24th January 2021 until 23rd January 2025.</p> <p>Proposed: JC Seconded Approved FY returned to the meeting</p>	
20/21/52	<p><u>Next Meeting Date</u></p> <p>The next meeting date is scheduled to be Wednesday 17th March 2021</p>	



	The meeting closed with a prayer and Grace at 20.59	
20/21/53	<p>RS and PB declared an interest in the subject matter and left the meeting.</p> <p><u>Approval of Pay Policy.</u></p> <p>The proposed Pay Policy had been previously circulated to non-Staff Governors: it had been scrutinised and recommended for adoption by the Finance and Resources committee.</p> <p>Decision: To approve the Pay Policy as attached to these Minutes.</p>	
	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 6th January 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

North Nibley C. of E. (Aided) Primary School – FULL GOVERNING BODY MINUTES



4	Declarations of Interest/ Changes in Governor details /AOB	CHAIR	7.00-7.05
5	Approval of Minutes of the meeting held on 4 th November 2020	CHAIR	7.05-7.10
6	Matters arising from the meeting held on 4 th November (not on Agenda)	CHAIR	7.10-7.20
7	Safeguarding (including Safeguarding Audit and Action Plan)	PB	7.20-7.30
8	The Head Teacher's Report (Written report)	PB	7.30-7.40
9	Finance & Resources – update (including Terms of Reference)	COMM.CHAIR	7.40-7.50
10	Teaching & Learning - update	COMM.CHAIR	7.50-8.00
11	1 Policy Review: Proposed Admissions Policy 2022 2 Approval of Pay Policy		8.00-8.10
12	Strategy meeting: update including future proposals:	CP/JC	8.10-8.15
13	Governor visit reports	HT/CHAIR	8.15-8.20
14	3 Governor Training opportunities	CHAIR	8.20-8.25
15	4 Chair Matters: Appointment of Fiona Yarrow as Local Authority Governor for a period of 4 years from the 24 th January 2021	CHAIR	8.25-8.30
16	Next meeting date: 17 th March 2021	CHAIR	8.30
	Close with prayer		

5 **The meeting will close at 9.00 pm**

Attachments: draft Pay Policy, Head teacher's report, proposed admissions Policy 2022, draft Finance and resources Terms of Reference



List of Attachments to the Minutes of the Full Governing Body dated 6th January 2021

Approved Terms of Reference for Finance and Resources committee,
Determined Admissions Policy 2022
Approved Children Missing in Education Policy
Approved Social Media Policy
Approved Pay Policy