



Minutes of the Lanesend Primary School Full Governing Board Meeting
Wednesday 9th September 2020, 6.30pm
Virtual via 'GoToMeeting'

Present online:

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Laura Augustus (LAu), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Emma Norton (EN), Caroline Sice (CS) Headteacher

In attendance: Nikki Napier (NN) Deputy Headteacher, Graham Andre (GA) Assistant Headteacher

Apologies: Ian Carrington (IC)

Non-attendance: Steve Dixon (SD)

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Due to Covid-19 the Trustees used the platform 'GoToMeeting'. Apologies were tabled and accepted from IC. The meeting achieved the minimum number of Trustees to be considered quorate (6) and remained above this number for the duration of the meeting.</p>
2.	<p>Election of Chair and Vice-Chair No nominations were received prior to the meeting. With her agreement, LAu proposed KHD as Chair, this was seconded by JLH, all voted in favour. With her agreement, LAu proposed JLH as Vice Chair, this was seconded by JHa, all voted in favour. Both accepted. KHD was duly elected Chair, and JLH Vice Chair for the academic year 2020/2021. KHD and JLH stated this would be their last year in these positions and new Trustees would need to take the lead next time.</p>
3a.	<p>Declarations of any other urgent business MJH declared the LA Collaboration Agreement.</p>
3b.	<p>Declarations of Pecuniary or Personal Interest KHD: sister (LAu) and brother-in-law are employed at other IW Academies CS: employed at the school with a daughter, and a niece also employed at Lanesend AF: employed at the school with a daughter also employed at Lanesend TH: employed at the school SN: employed at another IW school, relatives employed at Lanesend LAu: employed at another local Academy, husband also employed at another local Academy, sister of KHD NN: employed at the school GA: employed at the school</p>
4.	<p>Terms of Reference Only minor changes. Proposed by KHD, seconded by TH, all agreed.</p>
5.	<p>Information updates Trustees need to confirm their:</p> <ul style="list-style-type: none"> • Contact details • Pecuniary interests

	<ul style="list-style-type: none"> • Code of Conduct <p>All through GovernorHub which MJH has access to. AP1</p> <p>Trustees need to consider the Competency Framework – SN to design a recording grid – in order to provide training focus. AP2</p> <p><u>Scheme of Management Delegation 2020/2021</u></p> <p>Proposed by EN, seconded by JHa, all agreed. To upload to website - AP3</p>
6.	<p>Trustees Work Plan</p> <p>This provides a framework for core activities across the year and will inform agendas. It should develop as items are added.</p>
7.	<p>Membership of Committee Groups</p> <p>Core membership:</p> <p><u>CCG</u>: JLH, IC, AF and NN as DHT</p> <p><u>MCG</u>: EN, JHa, SN, CA (Finance Manager) and TH as AHT</p> <p><u>TLG</u>: KHD, LAu, SD, TH and GA as AHT</p> <p>All Trustees are free to attend all Committee Groups. CS will attend if available.</p> <p>CCG and TLG to decide meeting dates – AP4</p>
8.	<p>Trustees Link Roles</p> <p>Health and Safety: JHa</p> <p>Parents and Families: IC</p> <p>PPG/SPG: LAu</p> <p>Risk Register: EN</p> <p>Safeguarding and Child Protection: JLH</p> <p>Training and Development: SN</p> <p>Wellbeing: KHD/SD</p> <p>All Link Role Trustees to provide a short summary of their role – AP5</p>
9.	<p>Trustee Vacancies</p> <p>There has been one expression of interest. It was decided that until the competency analysis is completed skills gaps in the current Trustee Board will not be evident. To maintain a balance of views and expertise, it would be preferable to have a non-parent Trustee from the wider community.</p> <p>KHD to contact the person who expressed an interest and explain the situation – AP6</p> <p>KHD and JLH to welcome the new entrants – AP7</p>
10.	<p>Approval of Minutes of FGB 15/7/2020</p> <p>Agreed as a true record.</p> <p>Proposed by JLH, seconded by SN, all present agreed. Sign when possible, file and upload – AP8</p>
11.	<p>Actions from 15/7/2020</p> <p>AP1 – completed</p> <p>AP2 – completed</p> <p>AP3 – completed</p> <p>AP4 – completed</p> <p>AP5 – PPG meeting scheduled for 24/9/2020</p> <p>AP6 – completed</p> <p>AP7 – NGA 'Learning Link' is £122 per year with 50 modules, 'Modern Governor' has 60 modules, the LA ones are usually about £50+ and can be accessed ad hoc, NN to investigate 'The Key' – AP9</p> <p>AP8 – completed</p> <p>AP9 – Eco Warrior work to continue in 2020/2021</p> <p>AP10 - completed</p>
12.	<p>Safeguarding</p>

	<p>CS reported that all plans are in place following the government guidelines. Everyone has become more familiar with the procedures and things are smoother. Much support is in place. Inductions of new staff have taken place. Policies are up to date and EduKey training has been completed. Unfortunately, a pupil broke their arm and this has been reported to the LA.</p> <p>A Trustee asked about attendance and in particular of vulnerable pupil groups.</p> <p>AF said attendance was challenging with higher absence than normal.</p> <p>CS said generally all pupil groups have returned and those who haven't are carefully tracked. The learning is fast paced and there is concern about pupils missing days/weeks intermittently. EHCP and EAL pupil groups' absence appears higher. Monitoring is rigorous.</p>
13.	<p>Operational Update</p> <p>CS reported that further changes had been made as a result of new guidance. Lunchtimes are settling and the food temperature issue has been addressed. Toilets are allocated to year groups and cleaned regularly.</p> <p>The curriculum continues to be broad and balanced with fun elements. Reception has settled well. Y2 will be taking the phonics assessment in October. Pupils have been honest about any school work they have been doing at home, they are enjoying being back in school. Y6 has stepped up.</p> <p>Generally, spelling and reading appear OK but maths and writing has fallen.</p> <p>A Trustee commented that the drop off is working well but what about when the weather is bad?</p> <p>CS said the drop off could be quicker in bad weather as the staggered times now gave a natural flow.</p>
14.	<p>MAT/Schoolworks</p> <p>CS stated that the Schoolworks model is good and the development of an 'IW Hub' would work well. The Trustees can support this idea by communicating with other IW schools. MJH to contact DiH re the best way to communicate with schools at the moment – AP10</p> <p>KHD to draft a letter – AP11</p>
15.	<p>Policies</p> <p>KHD thanked TH for her work on updating the policies, the concern now is how to process their approval. Statutory policies need to be approved ASAP. Committee Groups can allocate their policies when they meet.</p> <p>The following policies were agreed:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Behaviour Policy <p>Proposed by JLH, seconded by AF, all agreed.</p> <p>Going forward, Trustees to email any policy amendments for consideration to TH – AP12</p>
16.	<p>Priorities for 2020/2021</p> <p>Ideas discussed were Eco warrior, MAT, SEND funding, sustainability of classes, new leadership structure, community work, wellbeing, diversity, maths and assessment.</p> <p>To consider further at the next meeting – AP13</p>
17.	<p>AOUB</p> <p><u>LA Collaboration Agreement</u></p> <p>Agreed – AP14</p>
18.	<p>Dates of Meetings</p> <p>FGB – 23/9/2020</p> <p>MCG – 16/9/2020</p> <p>CCG – TBA</p> <p>TLG - TBA</p>
	<p>There being no further business to discuss the meeting closed at 8.20pm</p>

Actions

<u>Action Point</u>	<u>Minute Reference</u>	<u>Action</u>	<u>Who</u>	<u>When/By</u>
1	5	Trustees to confirm details, interests and code of conduct on GovernorHub	All	23/9/2020
2	5	Trustees to consider the competency framework SN to design a recording grid	All SN	23/9/2020
3	5	Upload Scheme of Management delegation to website	MJH	23/9/2020
4	7	CCG and TLG meeting dates	KHD JLH	ASAP
5	8	Link Trustees to provide a summary	All	23/9/2020
6	9	Contact expression of interest person re current position – MJH to provide email address	KHD	23/9/2020
7	9	Welcome new Reception	KHD	As scheduled
8	10	Upload minutes of 15/7/2020	MJH	23/9/2020
9	11	Investigate 'The Key' training	NN	23/9/2020
10	14	Ask DiH the best way to communicate with other school boards	MJH	23/9/2020
11	14	Draft a letter re IW Hub MAT	KHD	23/9/2020
12	15	Email policy amendment ideas to TH	All	As scheduled
13	16	To further consider priorities for 2020/2021	All	23/9/2020
14	17	Notify LA of Collaboration Agreement consent	MJH	23/9/2020