



**Foxhills Junior School**  
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**Minutes of the Virtual Meeting of the Full Governing Body**

**Tuesday, 24 November 2020**

**GOVERNORS' KEY FUNCTIONS**

Ensuring clarity of vision, ethos and strategic direction

Holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of the staff

Overseeing the financial performance of the organisation and making sure its money is well spent

<b>Governors Present:</b>	Ann Arscott, LA Governor, Chair of Governors (AA) Andrew Shore, Headteacher (AS) Anne Marie Datlen, Co-opted Governor (AMD) Tim Mead, Co-opted Governor (TM) (joined meeting at 17:06) Donna Neill, Co-opted Governor, (DN) Clive White, Co-opted Governor (CW) Jan Batty, Co-opted Governor (JB) Glenda Thornley, Co-opted Governor (GT) Tonmoy Kumar, Parent Governor (TK) Michael Isherwood (MI) (left meeting at 6.00?) Natasha Wooton (NW)
<b>Apologies received:</b>	Hayley Sired, Staff Governor (HS) – currently on maternity leave Adrian Wiley, Co-opted Governor (AW) Debbie Pearce, Parent Governor (DP)
<b>In Attendance:</b>	Gwynne Kynaston, LA Clerk (GK) Chris Bristow, Deputy Head Teacher (CB)

**The meeting opened at 17:00 and was quorate throughout.**

Blue type denotes support and challenge by the governors. Red type indicates an action is required and will be collated into an action grid at the end of these minutes and appear on the agenda for the next meeting.

Agenda Item

Item

1.0 **Welcome, apologies and absences**

AA welcomed everyone to the virtual FGB meeting and offered a special welcome to MI and NW as new governors to their first FGB meeting. Apologies had been received from HS, AW and DP. TM was expected but had indicated that he might join a little late.

AA reminded governors of the virtual meeting protocols agreed at previous virtual meetings.

Signed:

Date: 24.11.20

**2.0 Declarations of Pecuniary Interests**

There were no new declarations of pecuniary interests.

**3.0 Accuracy and approval of minutes of the previous meeting held on 28.09.20 and matters arising**

The minutes were approved as a true and accurate record of the FGB meeting held on 28.09.20.

**Action: AA to sign the minutes digitally at the end of the meeting and paper copies at the earliest opportunity.**

<b>Matters arising from FGB on 28.09.20</b>			
Resp	Item	Action	Comment/completion
All gov's GK	3.0	Governors to update their pecuniary interest declaration on GHub (instructions on how to do this are on Noticeboard in GHub) and GK to check these have been completed before the next FGB meeting in November.	<b>One governor still to complete. Reminders given.</b>
AA	5.0	Sign minutes (and those from previous virtual meetings) in GHub and sign paper copies once governors meet face to face again	Completed
All gov's GK	7.1	Governors to read KCSiE2020, record this on GHub and GK to check these declarations prior to the next FGB in November	<b>One governor still to complete – reminders given.</b>
AS	7.2	AS to upload governors' approval of Safeguarding Audit to HCC by 30.09.20	Completed
AS	7.3	AS to arrange for the upload of Safeguarding and CP policies onto the school website once completed	Completed
TK	9.0	TK to send AS information about capital funding for Covid19 infrastructure expenses.	TK sent an email to AS. School did not qualify – surplus budget time limited to July 2020.
AS	11.0	AS to send CIP to GK for uploading to GHub	On Governorhub A governor asked what the numbers related to. AS explained that this was the Ofsted judgement where 1 is outstanding, 2

			<p>is good, 3 is requires improvement and 4 is inadequate. He went on to explain that normally his headteacher’s report is structured around the four key areas of the Ofsted Framework. This has been currently suspended to reflect what is happening in school. The plan will be reevaluated at the end of each term.</p> <p><i>A governor asked how a judgement could be 1/2 and how judgements were made as there were no SATS tests last year. AS explained that he had used data from teacher assessments.</i></p>
AA	12.0	AA to contact all four applicants and let them know the outcome of the governing body’s decision and to find out if they would accept their appointments.	Completed 30/09/20. MI and NW appointed.
All govs	12.0	Governors to let AMD know of any e-learning they have taken part in so that she can check the training records are correct	<i>(TM joined the meeting at 17:06)</i> MI and NW have carried out some training and sent training reports to AMD. AMD requested that governors complete this report after any training
AS	13.1	AS to arrange for the Supporting pupils with medical needs policy to be uploaded to website	AS explained that he had amended the policy with a Covid19 Amendment – governors discussed how to monitor this policy and agreed that it would come under H&S monitoring. Governors agreed the policy. <b>Action: GK to send a copy of a sample monitoring report</b>
GK CB	13.2	CB to update SEND Information Report and SEND policy ready for November FGB and GK to add to Nov FGB agenda	CB will update governors with a report in January 2021. She went on to explain that the school is receiving more applications from children with additional needs. This means that she is having to make more EHCP applications. Data shows that SEND children are thriving at FJS and she will share this in her January report. <i>A governor asked CB what the reason was for this change. Demographic?</i> Although last year’s Y6 cohort were a particularly AEND heavy year group, there is no one year group in school with a

			disproportionate number of AEND children. The school has a good reputation for SEND in the local area.
GK/new Clerk	13.4	SRE policy to be added to September 2021 FGB Agenda	This had been discussed at CLA and AS explained that national guidance had changed, and he was awaiting a finalised model policy from HCC. CLA had agreed that the existing policy be extended until the new policy was available.
AS	13.5	AS to ensure that the website has the most up to date online safety guidance uploaded onto it	Needs dating (AA 06/11/20) Yellow highlighting? During the meeting AS removed the guidance until the school's updated guidance was available.
AS DN	13.7	AS to update Behaviour Policy and Behaviour Principles and DN to review.	Needs updating, review date 01/03/20 (AA 06/11/20) This policy and the written statement were discussed at CLA on 20.11.20 and approved at this meeting. <b>Action: Once re-writing was complete, AS to send to DN to check and then upload finished document onto website.</b>
AA	13.8	AA to review Attendance Policy on the website for accuracy	Reviewed 06/11/20. Policy refers to 'normal' opening times, but principles are the same during revised opening times in terms of attendance. Covid addendum added.

#### 4.0 Committee Reports

##### 4.1 Finance and Resources Committee 13.11.20

TK informed governors that the focus of the meeting had been to discuss the budget and any significant variances. The outcomes of the Pay Review Committee were discussed. Governors considered the size of the surplus being carried forward and they were satisfied that the school is managing the budget well.

TM will be the Chair of this committee after Christmas. AA thanked TK for all his hard work as Chair of the Resources Committee.

Governors approved the budget revision 2020-21 as follows:



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- Total income received of £1,737,357 (One million, seven hundred and thirty-seven thousand, three hundred and fifty-seven pounds)
- Total expenditure of £1,776,333 (One million, seven hundred and seventy-six thousand, three hundred and thirty-three pounds)
- An in-year deficit of £38,975 (Thirty-eight thousand, nine hundred and seventy-five pounds)
- Which, with a brought forward surplus of £183,892 (One hundred and eighty-three thousand, eight hundred and ninety-two pounds), leaves an end of year surplus of £144,917 (One hundred and forty-four thousand, nine hundred and seventeen pounds)

A governor asked about the £44,000 cost of residential activities. AS explained that there was an income line which reflected parent contributions to cover the costs of residential trips. The main amount would be the cost of the French trip.

#### 4.2 CLA Committee 20.11.20

The committee had discussed the areas of improvement identified in the recent Ofsted inspection. The committee considered how to carry out governor monitor activities subject to Covid19 restrictions and came up with a creative programme of different ways to do this. Katie Moles, the English Leader, joined the meeting to share how the school was responding to the impact of Covid19 on English.

#### 4.3 Pay Committee 23.10.20

CW stated that the Pay Policy had been approved by the committee on 23.10.20 and had met with AS on 12.11.20 to review teacher pay recommendations.

The Pay Review Committee received anonymised pay recommendations from AS and read the Covid19 recommendations pertaining to performance management from the DfE.

There were seven members of staff being recommended for pay progression and one teacher moving through the threshold from main pay range to upper pay range.

The committee asked questions about these recommendations and believed that the performance management system was robust and implemented fairly. The committee agreed all the pay recommendations.

Next year, AS suggested that governors look at PM in action.



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For the new governors' information, AA explained that the pay committee meets early in the autumn term to ratify the teachers' pay awards. No detail is given at FGB as decisions and discussions must be anonymous.

CW confirmed that the pay committee had ensured that the pay increases were backdated to September 2020 and will be received in November salaries and that teachers have received notification of their pay increases.

### 5.0 Headteacher's written report

Governors thanked AS for his report.

AS informed governors that a teacher is having to isolate for two weeks and another teacher is absent through illness. He believed the school has managed absence well. In some local schools, there has been so much absence that all their supply budget has already been used up.

*A governor stated that they were full of admiration for the way all staff have responded to this very stressful situation which we could not possibly have envisaged at the start of the year. The governor asked if AS had a process for supporting staff and ensuring well-being for those who were apprehensive/worried about being in school? Including for the HT and DHT?!*

AS highlighted how hard it was for staff. He explained that there are moments of anxiety especially when they find out colleagues have to isolate. One member of staff is pregnant and although there are safety measures in place to keep her safe, it does not take away the fear. CB had successfully managed some difficult situations. Leadership have tried to be open and acknowledge the fear and risks. Throughout the Covid19 period, staff feedback has been included in the Risk Assessment reviews. Morale is genuinely good. When inset was going to be held in the hall, some members of staff were uncomfortable with this, so they joined the meeting virtually from their classrooms. Staff decided they were happier wearing masks when moving around so the risk assessment was updated accordingly. Masks are also worn at the school gates and when receiving/dismissing children. Social distancing with children is a challenge. The children do mingle. Staff are open with the children when their teacher is absent. They need clear information communicated at the right level. Lockdown feels different this time and staff are very supportive of one another in school.

*A governor stated that CB and AS are very personable and have one another. The governor observed hardworking staff putting on a huge front. The same governor felt it was important that CB/AS have support and governors need to take care of them as well as other staff members. The governor could see that they were doing absolutely everything in your power to keep staff emotionally well. AS thanked governors for recognising this and acknowledged the huge support he had received from CB and AA. He stated that AA had been amazing and that being a Chair of Governors was a very tough role.*

CB added that staff are not seeing one another, and this leads to a sense of loss of community. It is the little things like purchasing toasters, kettles and microwaves for their separate rest areas that

Signed:

Date: 24.11.20



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boost morale. Staff meetings are now on Zoom during this second lockdown and staff are not meeting in the hall anymore.

AS raised the difficulties arising from cover teachers working across bubbles and the impact this might have on bubbles in the case of a positive Covid19 test. This needs to be managed carefully. The school has decided that they will send a whole bubble home if someone within the bubble tests positive. He added that guidance is unclear, and the school needs to be careful so that lots of classes do not have to self-isolate and be absent from school.

AA added that under times of pressure such as these, a comparatively small thing becomes much larger and more difficult.

AA drew governors' attention to the HCC website which lists schools where there are/have been Covid19 cases. It is a tribute to schools' management that there are only two schools countywide that are currently closed.

AMD reassured governors that hygiene standards and cleaning processes are still rigorous throughout the school.

A governor recognised that there was detailed information about behaviour in the report and wondered if this was because behaviour is challenging at the moment. AS responded that this was not the case at all but just wanted governors to have a clear picture of how behaviour is managed. The same governor stated that they had found this section very interesting and was reassured that the school works with the child and does not write a child off for bad behaviour.

A governor thanked AS for his report and the catchup summary which provided governors with a detailed insight into how children's learning is being facilitated this term, and how gaps are being addressed. It was reassuring to know that children are happy in school, as quality learning will not occur unless they are.

**Action: AS to pass on governor thanks to staff.**

### 6.0 Safeguarding

#### 6.1 Safeguarding Report November 2020

Two safeguarding reports had been uploaded into Governorhub. AA reported that it was not possible to go into school to carry out monitoring at the moment.

AB/CB have appointed more staff, a teacher will start in the spring term and two LSAs will start as soon as they can once all the appropriate checks have been carried out.

As there are an increasing number of children with an EHCP in school, more staff will have to be appointed.

Signed:

Date: 24.11.20





There is currently one member of staff who is Extremely Clinically Vulnerable, and AS/CB are not sure when they will return.

New staff have been appointed on temporary contracts.

A governor asked how the new staff were settling in, considering the restricted contact. CB believed they were doing well, and she is regularly checking in with them. The TA relationship is very much with the class teacher. Induction is being carried out and online training delivered.

AS shared excerpts of the draft Y3 film for potential new Y3 parents. He informed governors that Y3 are also going to do a virtual guided tour around the school for new parents. Lots of schools are taking this approach and some of the films he has seen are really serious. He wanted to reflect the fun personality of the school.

## 6.2 **Governor Monitoring of Safeguarding 2020-21**

See Item 6.1

## 7.0 **Governor vacancies, recruitment and training**

### 7.1 **New governor induction for NW and MI**

AA thanked NW and MI for joining the governing body. AA informed governors that she and AS had met them on Zoom to start their induction and a school visit would be arranged as soon as possible.

### 7.2 **Re-appointment and nomination by Councillor Mans of AA as LA Governor**

GK explained the process for re-appointing a LA governor. Governors agreed unanimously that they would like AA to continue as both a governor and the Chair as her skill set and experience were valuable and key to the success of the governing body.

**Action: GK to email Councillor Mans requesting that he nominates AA to continue as the school's LA governor**

### 7.3 **Update and impact of any recent governor training**

AA and DN are virtually attending the governor conference on Thursday 26.11.20.

AMD had attended DTG training.

AMD re-emphasised the need for governors to complete a training report to evaluate their learning and the usefulness of the training.

WGBT has been booked for 01.02.21 – Pupil Wellbeing. At the moment not sure what form this training might take.





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7.4 Parent Governor Vacancy (December 2020)

TK's term of office ends in December 2020. AA explained that governors need to decide whether to run a parent election electronically. This would create a heavy workload for the office staff. The governing body is strong at the moment with two new governors still going through induction.

A governor felt very strongly that this possible election should be delayed. All other governors agreed. Another governor stated that the governing body has a varied and strong skill set so was confident that governance was effective and strong.

8.0 **Policies for review and ratification**

8.1 **Use of Biometric Information Policy**

8.2 **Children with Health Needs who cannot attend school Policy**

8.3 **Exclusions Policy**

This policy had been updated with the latest HCC and DfE guidance (October 2020)

8.4 **Designated Teacher and Education of Looked After Children Policy**

JB confirmed she was happy to be the nominated governor in this policy.

8.5 **AEND Policy and SEND Information Report 2020-21**

Actions have been changed to reflect the extra catchup funding. This funding is not just for disadvantaged children and is additional money on top of the designated funding. This funding has been used to employ an additional member of staff and the progress of children is being boosted by employing extra teachers. Governors need to track the impact of this funding and ensure there is a catchup report published on the website.

**Action: Clerk to add Catchup Funding to CLA remit and CLA agenda so they can monitor the spending of Catchup funding**

8.7 **Complaints Policy**

The policy was reviewed in January 2019 after the successful completion of a formal complaint. AA had checked this policy and no changes were needed.

8.8 **Access to Site**

This is a campus wide policy. Some adjustments have been made to it due to Covid19. The one-way system keeping to the left could stay even after Covid19. AS has added a box to reflect these changes. AS added that disabled drivers have right of access to the site even though staff do not.

**Governors agreed the above policies noting that the SEND policy and Information Report would be updated in January 2021.**

Signed:

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Action: SEND policy and SEND information Report 2020-21 to be approved at next FGB On 22.02.21.  
 CB to update and Clerk to add to agenda

**9.0 Notified AOB**

AS recognised that governors are volunteers and thanked them for all their hard work.

As it was their final governor meeting, governors thanked GK and TK for their hard work and commitment to the school.

**10.0 Self-Evaluation of the meeting**

**How has the meeting benefitted the children?**

- Employment of additional members of staff using catchup funding to boost children’s progress
- Report on staff wellbeing and high levels of attendance ensuring continuity of teaching and learning for children
- Risk assessment up to date keeping staff and children as safe as possible

**How have we supported and challenged senior staff?**

- questions asked about HT report and at committees
- support and recognition how hard the situation is in school at the moment
- recognition of the good management of the budget

**How have governors fulfilled their core functions?**

- Approval of budget revision
- Policy approval
- Fulfilling statutory duties in terms of teachers pay
- Governor recruitment and conversation regarding new parent governor – governing body strong skill set and effective even with this vacancy
- procedures in place for the re-appointment of the LA governor

**Meeting closed at 18:30**

<b>Matters arising from FGB meeting on 24.11.20</b>			
Resp	Item	Action	Comment/completion
AA	3.0	AA to sign the minutes digitally at the end of the meeting and paper copies at the earliest opportunity	
Clerk / AA	3.0	c/fwd from FGB 28.09.20 One governor to complete Pecuniary Interest Declaration and confirm that they have read KCSiE2020 on GHub. Clerk/AA to remind	
GK	3.0	GK to send AA/TM an example of a governor monitoring form for monitoring medical needs	

Signed:  
 Date: 24.11.20

AS DN	3.0	13.7 – AS to send Behaviour Policy and Behaviour Principles Written Statement to DN for checking and then AS to upload these onto website once DN has reviewed.	
AS	5.0	AS to ass on governor thanks to staff for all their hard work and commitment to the school	
GK	7.2	GK to email Councillor Mans requesting that he re-nominates AA to continue as the school's LA governor when her term ends in January	Completed. Cllr Mans has re-nominated AA to continue as LA governor. Governors to re-appoint at next FGB. Clerk to add to beginning of FGB agenda 22.02.21
Clerk	8.5	Clerk to add Catchup funding monitoring of spending and impact to the CLA's remit and agenda	
CB Clerk	8.5	SEND policy and SEND information Report 2020-21 to be approved at next FGB On 22.02.21. CB to update and Clerk to add to agenda	

Date	Start	End	Committee	Meeting
<del>Mon 28 Sep 2020</del>	<del>18:00</del>	<del>20:00</del>	<del>Foxhills Junior School</del>	<del>FGB</del>
<del>Fri 13 Nov 2020</del>	<del>14:00</del>	<del>16:00</del>	<del>Finance and resources</del>	<del>F&amp;R</del>
<del>Fri 20 Nov 2020</del>	<del>09:15</del>	<del>11:15</del>	<del>Children's learning and achievement</del>	<del>Children's learning and achievement</del>
<del>Tue 24 Nov 2020</del>	<del>16:30</del>	<del>18:30</del>	<del>Foxhills Junior School</del>	<del>FGB</del>
Mon 22 Feb 2021	18:00	20:00	Foxhills Junior School	FGB
Fri 26 Feb 2021	14:00	16:00	Finance and resources	F&R
Fri 12 Mar 2021	09:00	11:00	Children's learning and achievement	CLA
Fri 30 Apr 2021	14:00	15:30	Finance and resources	F&R
Tue 11 May 2021	16:30	18:30	Foxhills Junior School	FGB
Fri 11 Jun 2021	09:00	11:00	Children's learning and achievement	CLA
Tue 13 Jul 2021	18:00	20:00	Foxhills Junior School	FGB

<b>Chair – Ann Arcscott</b>	<b>Vice Chair – Adrian Wiley/Donna Neill</b>
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<b>Children’s Learning and Achievement Committee</b> Chair- Adrian Wiley Glenda Thornley Clive White Ann Arscott Anne Marie Datlen Jan Batty Donna Neill Andrew Shore	<b>Finance &amp; Resources Committee</b> Chair -Tonmoy Kumar (until December 2020) Debbie Pearce Tim Mead (chair from January 2021) Ann Arscott Andrew Shore VACANCY – Natasha Wooton <b>VACANCY</b>
<b>Headteacher Performance Management Panel</b> <b>External Advisor –</b> Ann Arscott Adrian Wiley Donna Neill	<b>Pay Review Committee</b> Chair – Clive White Glenda Thornley Donna Neill
<b>SEND governor/Pupil Premium/LAC/PLAC/ Designated teacher report</b> Jan Batty Michael Isherwood	<b>Safeguarding/Safer Recruitment Committee</b> Chair – Ann Arscott Donna Neill Michael Isherwood
<b>Development and Training Governor</b> Anne Marie Datlen	<b>Forum Rep</b> Anne Marie Datlen
<b>English governor</b> Adrian Wiley	<b>Maths governor</b> Michael Isherwood
<b>Sports Premium</b> CLA	<b>Science</b> Glenda Thornley



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<b>Promoting Positive Behaviour governor</b> <b>VACANCY</b>	<b>SMSC/British Values</b> Anne Marie Datlen
<b>Pupil voice and Rights Respecting governor</b> Clive White	<b>Wider Curriculum link governors</b> Clive White Donna Neill
<b>Health and Safety/Premises/Site Security governor</b> Tim Mead	<b>Website compliancy</b> Vacancy
<b>Personnel/Complaints/Grievances/Disciplinary</b> Formed as needed	<b>Allegations against Headteacher</b> Ann Arscott