



**THE NON-CONFIDENTIAL DRAFT MINUTES OF THE MEETING OF THE
FULL GOVERNING BOARD OF FRODSHAM WEAVER VALE PRIMARY SCHOOL
HELD AS A VIRTUAL MEETING ON THE 1ST OCTOBER 2020 AT 5.45pm**

Members of the Governing Board

Name	Category of Governor	Designated Role	End of term	In Attendance
Peter Van Geffen		Headteacher		✓
Colin Whelan	Co-opted	Chair of Governors	22 nd November 2022	✓
Ken McLarney	Co-opted		22 nd November 2022	✓
Christine Owen	LA		30 th September 2024	In attendance from 6.20pm -7.27pm
Sally Baker	Co-opted (Staff)		2 nd March 2023	✓
Steph Cawte	Parent		14 th June 2022	Apologies
Rebecca Goldsmith	Parent		14 th June 2022	✓
Jane Smith	Co-opted		13 th June 2021	✓
Ruth Curtis	Staff Governor		8 th March 2022	✓
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
Other Invitees:				
Julie O'Shea		Clerk to Governors		✓
Sara Wakefield		Bursar		✓
Martin Mc Kee		Observer		✓

NON-CONFIDENTIAL AGENDA

****The Clerk will take the Chair for the first four agenda items if a Chair is being appointed.***

Martin Mc Kee was welcomed to the meeting by the Board members, and they would consider his appointment as a Co-opted Governor under Item 6.

1. APOLOGIES

Apologies had been received from Christine Owen and Steph Cawte.

2. AUTHORISED/UNAUTHORISED ABSENCE



RESOLVED: That the apologies of Christine Owen and Steph Cawte were accepted by the Board.

Christine Owen did join for part of the meeting as is noted in the minutes.

3. DECLARATION OF PECUNIARY INTEREST

There were no verbal declarations of Pecuniary Interest made, the annual declaration form had been embedded in the agenda document for Governors to complete and return to the clerk to compile the declarations table.

ACTION: All Governors to complete the Declaration of Pecuniary Interest form by the 9/10/20 and return to the clerk.

4. ELECTION OF CHAIR

There had been no nominations for the role of Chair of Governors prior to the meeting. Governors discussed succession planning as CW had informed the Board previously of his intention to step down as Chair of Governors when things returned to a more even keel and post the schools next OFSTED inspection.

CW was nominated and agreed to stand again for the role of Chair of Governors.

CW left the meeting.

Governors discussed and agreed that CW should continue in the role of Chair of Governors

RESOLVED: That Colin Whelan was appointed as the Chair of Governors for a one year term of office.

The importance of succession planning was highlighted again.

Colin Whelan took the Chair for the rest of the meeting

5. ELECTION OF VICE CHAIR

There had been no nominations made prior to the meeting.

The current Vice Chair was not available at this point in time but had informed the Head Teacher that if there were no other nominations then she would be happy to continue.

CO was nominated and seconded, Governors discussed and agreed that CO should continue in the role of Vice Chair of Governors.

RESOLVED: That Christine Owen was appointed as the Vice Chair of Governors for a one year term of office.

6. GOVERNANCE - MEMBERSHIP/CONSTITUTION

To receive any changes to the Governing Board since the last meeting.

In accordance with statutory requirements, Governors are to:



- To ratify the appointment of Christine Owen as the Local Authority Governor

RESOLVED: Governors ratified the decision to appoint Christine Owen as the Local Authority Governor.

- To review the membership.

Martin McKee had been nominated to join the Board as a Co-opted Governor, he shared his experience in the charity sector and expertise in policy compliance with the Board.

RESOLVED: Governors agreed to the appointment of Martin Mc Kee as a Co-opted Governor for a four year term of office.

ACTION: The clerk to send a welcome to Governance pack to Martin McKee

- To approve Terms of Reference for any committees, Pay Committee, and Headteachers Performance Panel.

ACTION: The Chair of Governors to compile the terms of reference for the tactical and strategic meetings for review at the FGB in December.

- To appoint the following and review the list of Governors with special responsibilities
Pay Panel

The Pay Panel will consist of Christine Owen , Colin Whelan, and the Head Teacher.

HTPM Panel

The Head Teacher's Performance Management panel had been agreed and the following will attend the virtual meeting , Colin Whelan, Christine Owen, and Ken McLarney.

The Board agreed that the discussion about roles and responsibilities should be moved to the next FGB meeting in December.

ACTION: The clerk to add roles and responsibilities to the Next FGB agenda in December.

Safeguarding/Child Protection – Ken McLarney
SENd – Rebecca Goldsmith
Disadvantaged/Pupil Premium
Health and Safety
Emotional Health and Wellbeing Staff and Children
SFVS Working Party
Website
GDPR
Training Liaison



ACTION: The Chair to seek views on Governor role preferences.

- The Governor Code of Conduct had been circulated prior to the meeting for Governors to review.

RESOLVED: That the Code of Conduct was agreed and accepted by the Board.

- Approve Annual Governance statement for 2019/20
The Annual Governance Statement was not available, this would be created from the letter to stakeholders.

Christine Owen joined the meeting at 6.20pm

- Approve 2019/2020 Governor attendance record
The Governor Attendance Record had been circulated prior to the meeting; Governors agreed this as being a true and accurate record.

RESOLVED: That the Governor Attendance Record was approved for publication on the school website.

- To ensure school website and Get Information about School (GIAS) Compliance.
Getting Information About Schools had been updated on the 22 September 2020, this would now require Martin Mc Kee to be added.

ACTION: The Head Teacher to add Martin Mc Kee to Getting Information About Schools.

ACTION: The clerk to add the checking of GIAS to each strategic meeting agenda.

- All Governors to confirm that they have read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), September 2020.

Governors were advised that the recommendation is all for Governors should read the whole of the Keeping Children Safe in Education document as circulated prior to the meeting.

Due to visitors to schools being restricted it would be difficult for a physical confirmation signature to be completed. It was agreed that the Bursar would set up a document on Teams so that Governors could confirm that they have read the document.

ACTION: Governors to read and confirm in Teams that they have read KCSIE 2020.



Q. Do the staff use Teams on their phones?

A. Yes, they do have it on their phones but they don't use it.

Governor comment: Good, we have been told only to use Teams on a works device.

Q. What do you do if there is no works device?

A. We have considered a pack of what would be needed.

ACTION: The Chair and the Head Teacher to discuss what should and shouldn't be accessed through personal devices and potential solutions for the school.

The Head Teacher commented that the school are looking to purchase two or three mobile phones to be allocated.

7. MINUTES OF LAST MEETING

The minutes had been circulated prior to the meeting.

RESOLVED: That the non-confidential minutes of the Summer term Full Governing Board meeting held on the 1st July 2020 were agreed as a true and accurate record.

8. MATTERS ARISING

RESOLVED: That there were no matters arising which will not be covered elsewhere during the meeting or any actions from the previous meeting.

9. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair reported that there had been one Part two confidential item and that he had been copied in to emails and engaged with the head teacher, he commented that this was being progressed correctly.

10. FINANCE ITEMS

To discuss and agree any financial items requiring full GB approval.

- Bursars Report

Points covered were.

The school had made a claim to the DfE for the exceptional Covid 19 funding, this was for £2,494.

There continues to be areas of higher spending due to Covid 19, there had been no information of any further claims periods.

Covid Catch Up Funding was not included in the latest forecast, the first 25% of the payments were due to be received by CWAC on 30th September. How this will be used is still an ongoing situation.

Private nursery income had been reduced to zero in the summer term and had not been included in the budget.



The school currently has a revised projected carry forward of £37,939 in 2020/21, £49,228 in 2021/22 and £48,989 in 2022/23. The budget for 2020/21 had been set prior to the final budget outturn and the reduction of the deficit in the final end of year figures had an impact. A breakdown of the detail of the changes was also included as an appendix to the Bursars Report.

Year to date spends include.

DFC 2020/21 spend to date is £4,125 there had been an additional classroom doorway for Covid access at £1,745 and an unexpected replacement of the boiler pump at £2,380, there remains £7,664 of DFC.

Q. Is there a significant increase in the equipment we need to purchase?

A. The next spend will need to be related to remote learning. It could be that we consider how we are going to use our resources differently this year.

Q. Can we utilise the projected carry forward to pre-empt the needs of the school?

A. We can look at a middle ground, we have an in-year surplus of 52k with a 27k carry forward, the money that we have should be spent on the children in the school.

Governor comment : The company I work for bought all the laptops we could get in March, if we go into a further lockdown there may be a lack of access to technology with the increased needs.

Head teacher's response: We have been donated five Lenovo ThinkPad's and we will loan these out if needed , we are also looking at the Amazon Kindle for the Reception and Year 1 children.

We have surveyed the families and we had 32 responses, and all had access to technology.

Q. Internet, is there sufficient access on these? At work we have purchased dongles for those that have no access or poor access.

A. CWAC are giving out access to 4G , it may be worth considering dongles as the process with the LA takes time, it may be worthwhile being proactive.

We do have a member of staff trying out whether they can access all of the apps we use through the Kindle's.

ACTION: The Head Teacher to compile a proposal of what IT equipment will be needed and a cost and how it will be used before the meeting in December.

The Schools Virtual Learning Environment (VLE) will be rolled out, and we need to consider how staff can teach a class and get more proficient in delivering virtual lessons.

ACTION: The Head Teacher and the Chair to discuss further how teaching online can be best utilised.



Risks and Opportunities were covered in the Bursars report which outlined risks as,

- Increase in operational costs due to Covid requirements – cleaning materials, cleaning, classroom resources, IT resources and supply staff (cover for isolation)
- 15 pupils in Reception 2021 class – current nursery pupils total in this year is 8
- Maintaining Resource Provision at 7 pupils (3*current year 6 pupils)
- General mobility of pupils for October 2021 census

And opportunities as,

- Increase in Top Up Funding for mainstream SEN pupils
- General mobility of pupils for October 2021 census
- Unofficial school funds
The unofficial school fund currently has a balance of £3563, £2,000 of this will be used to purchase online literacy resources which can be used for home learning if necessary.
- The Half yearly budget report including any variances since the final budget, including Covid 19 related had been covered in the Bursars report.
- The projected final outturn figure including an updated 3-year plan had been covered in the Bursars report.
- Membership of CWGA
The CWGA and the NGA memberships had both been renewed.

11. HEADTEACHER'S UPDATE

The Head Teacher gave a verbal update on reopening of the school, the bubble structure within school was explained. There had been changes in the guidance in the last week that had meant changes had been necessary with visitors now wearing face masks. The children had been calm upon their return but there are behaviours now emerging.

There have been 4 pupils who have been tested for Covid 19 and 1 staff member, all tested negative, the processes in place had worked well. The school had 20 tests, two had been delivered so far and another 10 had been ordered.

Last week attendance was at 95%, the school is above the current national on this and would usually be at around 92/93% at this time of year.

The Head Teacher explained the four tiers being used within educational settings to remain open, with primary schools only closing in seemingly exceptional circumstances, it is a very different picture from secondary schools.

Remote learning, there are packs prepared and ready to go and we will need to consider how we will set aside time for teachers to contact the families. All of the survey responses have all had the underlying thread of parents saying, 'I will still need to work'.

Regarding Ofsted visits, they will be ensuring that schools are following the guidance and that we have a plan in place to support the children. We have ordered assessment papers and the scores will determine what catch up is needed and identify the areas of learning that will need the additional support.



Q. My child has told me that they have had five different teachers today, how does that fit in as external people were brought in?

A. The Risk Assessment and visitor policy are in place and cover this, the teacher is in the bubble for these lessons which are outside and there is 2 metre distancing in place.

Q. Five teachers?

A. There was one teacher in the morning, one takes PE and then they had a supply teacher then sports teacher outside, so four teachers.

The Governors discussed the number of visitors in school and how this was being managed, the number of external providers is kept to the minimum.

All visitors had commented that the pupils were exemplary in following their instructions and behaviour. We are still trying to give the children the same experiences, we may need to review the numbers in the future.

12. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN (SDP)

The 2019-20 SDP had been on hold, it will be reinstated as a two-year plan and covering 2020/21 and will look to incorporate a SEND plan into it. The Chair of Governors and the Head Teacher had discussed the same being in place with the Governor Development Plan. The primary priority was the Quality of Education and this had been RAG rated as to what had been achieved so far.

Governor comment: It is worth noting that we have a lot of catch up to do both in basic skills and curriculum. We need to provide a broad curriculum, but the basic skills are key, the children need to be given the opportunity to be the best they can be.

13. SELF EVALUATION FORM (SEF)

There is work to do on the SEF so that it is in line with the SDP and what had been achieved over the Covid 19 period is identified.

ACTION : The Head Teacher to review the 2019/20 SEF and consider the 2020/21 SEF in line with the SDP for review at the next meeting.

14. PUPIL PREMIUM AND SPORTS PREMIUM

- To receive a report on the school's Pupil Premium spending and impact 2019 - 2020.
- To receive a report on the proposed school's Pupil Premium spending 2020 - 2021.

The Pupil Premium Plan is currently being updated and will be completed by the half term in October.

- To receive a report on the school's Sports Premium spending and impact 2019 - 2020.
- To receive a report on the proposed school's Sports Premium spending 2020 - 2021.
- The Sports Premium Plan is currently being updated and will be completed by the half term



in October.

Q. If sports activities are restricted, will they look to claim funding back?

A. It will not be reclaimed this year so there is nothing imminent. Extra-curricular activities have begun within bubbles.

ACTION: That the PPF and SPF plans will be updated by half term and will be available to Governors.

15. SEND

To review the SEND information report and ensure this is published on the website.

Receive SEND Link Governor visit record of visit – July 2020

The SEND report shared by MB with Governors giving an overview of the schools current position. There were no questions.

The Safeguarding update from CAT had also been shared with Governors prior to the meeting. There were no questions.

There had been the recommendation to complete the online course 'Introduction to Autism'

ACTION : JS to share the link to the online course 'Introduction to Autism' with Governors.

16. POLICIES

The following policies had been circulated prior to the Full Governing Board meeting for review.

- Pay Policy
- Behaviour Principle Statement
- Sex, Relationship and Health Education Policy
- Behaviour Policy
- Teacher Appraisal
- Data Protection
- Pupil Remote Learning Policy
- Online Safety Policy
- Admissions Arrangements
- Complaints Procedure and Policy
- Equal opportunities
- Safeguarding Policy
- Anti-Bullying

RESOLVED: That all of the above policies were approved by the Board.



17. CLERKS UPDATE / LOCAL AUTHORITY REPORT

The Clerk had circulated the latest Edsential Newsletter prior to the meeting and advised Governors that the School's Bulletin would be circulated as soon as it was available.

18. GOVERNOR TRAINING AND VISITS

The Board discussed that it was an ideal time to complete a skills audit prior to looking to fill the current vacancies on the Board.

ACTION: The Clerk to add training to the next FGB agenda

ACTION: The clerk to circulate the Edsential Training schedule when it is available.

ACTION: The clerk to circulate the skills audit to all Governors and collate the information

19. DATE AND TIME OF NEXT MEETING

The next meeting will be held on **Thursday 3rd December 2020 at 5.45pm.**

20. GOVERNOR IMPACT

Consider how the Governors decisions have impacted on School improvement during the last term.

Governors continue to impact in the following ways.

Governors visits

Rigorous monitoring of the budget

Supporting the Senior Leadership team throughout Covid 19

Continuing to ensure best value and best solutions for remote learning through a Governors IT skill set.

The Chair asked that Governors consider moving forward how engagement with parents will look.

Governor comment: As Governors we need to increase our profile within the community.

Christine Owen left the meeting at 7.27pm.

Q. We usually attend parents evening to raise our profile, what will parent's evening look like in the future?

A. We need to consider this, it could be that we do a parents evening of a bubble or it could be zoom meetings with 5-minute appointments.

As a board we need to consider different communication channels.



The Non-Confidential meeting closed and the SBM left the meeting.

Signed _____ Date _____

