



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON
MONDAY 12th October 2020
Team Remote Meeting

Participants: Mr. N. Arnold (Headteacher), Mrs. A. Crow (Staff Governor),
Mrs. N. Shuttleworth (Parent Governor), Mrs D. Gair (Parent Governor)
Mrs. H. Hunter (Parent Governor), Mr. M. Barham (Interim Chair),
Mrs. K. Bown (LA Governor) and Mrs. S. Haysham (Clerk).

“Inspiring every child to be life-long learners with belief in their ability to succeed”

38/20 ELECTION OF CHAIR

The Clerk welcomed everyone to the meeting as this was the first meeting of the new year. Nominations were invited for the position of Chair.

As no nominations were forwarded Mr Barham advised the board that he would be happy to take on the role of Chair in the Interim but due to work commitments would probably not be able to remain in the role long term. Mr Barham left the meeting while the rest of the Board voted on his appointment. Mr Barham returned and was informed he had been voted in unanimously.

39/20 ELECTION OF VICE CHAIR

Mr Barham thanked the Board for his appointment as Chair and asked for nominations for the role of Vice Chair. After discussions Mrs Bown said that she would like to nominate herself for the role and had experience to assist the Chair. Mrs Bown left the meeting while the Board discussed her appointment. Mrs Bown returned and was informed that the Board had voted unanimously in favour. Mrs Bown's appointment will be confirmed upon approval from Somerset County Council of her Local Authority Governor position.

CLERK

40/20 STATEMENT OF CONFIDENTIALITY

The Chair reminded all Governors meetings and documents are strictly confidential.

41/20 GOVERNING BODY CODE OF CONDUCT

The Governing Body Code of Conduct had been reviewed and circulated to the Board ahead of the meeting. All Governors had read the Code of Conduct and agreed to abide by it. The Code of Conduct was remotely signed by the Chair.

42/20 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS

The annual review of Business Interests was undertaken by the clerk. All forms were signed by the Clerk and no new Business Interests were declared.

Signed... M. R. G. Bar Date...30.11.2020.....

43/20 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on Monday 6th July 2020 and the Informal COVID Meeting of 20th May 2020, were circulated prior to the meeting, agreed at the meeting, and signed remotely by the Chair.

44/20 MATTERS ARISING

Board vacancies – The Chair thanked Mrs Gair for her commitment during her time as a Parent Governor, this meeting was Mrs Gair’s last. Mrs Gair had chosen to stand down. Parent Governor elections had been held and a new elected Governor will join the Board at the next meeting. Mrs Shuttleworth was re-elected for a further term and congratulations were given on her reappointment.

Governors welcomed Mrs Bown whose appointment had been approved by Governors at the recent Finance and Business Meeting.

The Governors discussed the co-opt board vacancy. Tentative enquiries had been made with a former school Governor and Chair to see if they would be interested in the position. Governors voted on making a formal approach which was agreed.

45/10 GOVERNOR RESPONSIBILITIES

A review of Governor responsibilities on the Board took place. It was agreed that the Head Teachers Performance Management would be undertaken by the Chair and Vice Chair. It was agreed that Mrs Shuttleworth would remain as Safeguarding Governor.

The Standing Orders of the Governance Board were circulated with the agenda and approved by all Governors at the meeting. They were remotely signed on behalf of all Governors by the Chair.

The Governance Board Scheme of Delegation had been circulated with the agenda and the annual review undertaken by the Governors.

46/20 REVIEW GOVERNOR NON-STATORY AREAS OF INTEREST

The Governors discussed the roles in conjunction with the Schools’ Development Plan. Governors volunteered for roles that which were their strengths. A few positions were left vacant at this time for the new Governors who will be joining.

47/20 HEALTH AND SAFETY

It was reported to Governors that with the separate bubbles accidents at Playtimes had been reduced.

The external wall is being repointed and Somerset Landscapes have won the Council’s tender to carry out the works. These will start as soon as possible. They will use fencing to ensure safety from pupils. Works will be carried out in school time so the children can see them going on.

CHAIR

Signed... M. R. G. Bar Date...30.11.2020.....

48/20 SETTING OF MEETING DATES for YEAR

The Board of Governor meeting dates were agreed as the following for the year:

- 30th November 2020
- 25th January 2021
- 26th April 2021
- 5th July 2021
- 4th October 2021

The Business and Finance Committee Meeting dates were agreed as follows for the year:

- 16th November 2020
- 11th January 2021
- 29th March 2021
- 21st June 2021
- 13th September 2021

49/20 HEADTEACHER'S REPORT

A copy of the Headteachers report had been circulated with the Agenda for discussion at this meeting.

Blackbrook have advised that they will be restarting swimming lessons in November. The school is looking at possibly resuming in January, but further consideration and Risk Assessments will be carried out before a final decision is made.

The Headteacher informed Governors that the children's wellbeing is very good considering that most of them had not been in school for 6 months. The children had come back to school looking forward to enjoying their education. Attendance is good and well above what other schools have been reporting.

Two quotes had been sought for a new outdoor shelter to cover the Early Years area. The shelter will be 11m x 4.5m and provide vital outdoor dry space. **Governor Challenge: Are you going to have enough quotes?** It was agreed that a minimum of three quotes would be sought for the work.

The PTFA are organising a Mini Mudder sponsored event for the pupils to raise vital funds for the school. The pupils will take place in their bubbles with sanitation taking place in between.

The minibuses are unfortunately not going out at the moment due to the pandemic but are still a cost to the school it was reported to Governor.

50/20 SCHOOL DEVELOPMENT PLAN

A COVID-19 Catch Up Fund from the Government will give the school £8240 in the next year. 7/12ths will be received in this Financial year. The focus of this Grant will be specific targeted teaching programmes to assist pupils requiring extra support following Lockdown. The plans include additional hours for the Supply Teacher currently working within the school.

HEAD

Signed... M.R.G. Bar Date...30.11.2020.....

51/20 **BENCHMARKING**

A benchmarking exercise had been carried out and been distributed to Governors with the Agenda. **Governor Challenge: Could you explain why these schools were chosen to Benchmark against?** It was explained that the schools that the benchmarking had been carried out against were mostly the same schools as chosen last year for consistency and the schools were of a similar size to North Newton.

Governor Challenge: Could the high Cost of Finance be explained? It was explained that this was the County Finance Training Costs for the New Business Manager.

52/20 **PUPIL PREMIUM FUNDING**

The Board were given a copy of the school's pupil premium self-evaluation form ahead of the meeting.

COVID-19 has impacted on the provision available to Pupil Premium children, as there has not been any swimming, school trips, afterschool clubs or residential opportunities instead the allocation for these has been transferred to additional support staff hours in the classroom.

53/20 **FAIR ACCESS PROTOCOL SCHOOL RESPONSE FORM**

The Governors discussed the changes to the Fair Access protocol proposed by Somerset County Admissions and agreed to the Fair Access Protocol for Jan2020/23.

54/20 **POLICIES**

The following Policies having been circulated ahead of the meeting were agreed and signed by the Chair:

- Finance Policy
- Health and Safety Policy
- Admissions Arrangements 2021
- Governors Allowances Policy
- Safeguarding Policy
- Attendance Policy
- Whistleblowing Policy
- Staff and Volunteer Acceptable Use Policy
- Online Safety Policy
- CCTV Policy
- Visitors Policy

CLERK

Governor's requested further updates to the Data Protection Policy and Freedom of Information Policy.

Signed... M. R. G. Bar Date...30.11.2020.....

55/20 REVIEW OF GOVERNOR VISITS

The Chair advised that he had been into school to carry out this years headteachers Performance management review.

One of the Health and Safety Governors had been to school at the end of day to view how the pupils were leaving school in their bubbles. This was in reply to safety concerns raised. He had found that the systems in place were working well.

The Safeguarding officer will visit the school this half term to review the Single Central Record.

56/20 TRAINING

Governors were reminded of the importance of undertaking Training sessions throughout the year.

The Headteacher and Staff Governor are booked on a Relationship, Sex and Health Education Workshop in November.

The Headteacher will also renew his Child Protection L3 and Safer Recruitment in December and January.

Staff Governor has undertaken a Food Hygiene Course.

Governor Challenge: Has the school signed up to the fixed fee for online courses? At this stage, the school had not had enough requirement for training courses for expense above the £77.00 cost so had not as yet purchased.

37/20 DATE, TIME AND PLACE OF NEXT MEETING

Next Governor meeting: Monday 30th November 2020 at 6.00p.m.

ACTION POINTS

Clerk	To confirm Mrs Bown's appointment with County Data Protection and Freedom of Information Policies onto next Agenda
Chair	To Approach potential Community Governor
Head	Quotes for Outdoor Shelter

Signed... M.R.G. Bar Date...30.11.2020.....