

Item No	Topic	Minutes	Document Reference	Action
6.	Matters arising not covered on the agenda	<p>Election of Vice-Chair of Governors This item is deferred until the next meeting. JS will secure nominations. A brief description of the role of the Vice-Chair can be found on GovernorHub.</p> <p>6.2 Minutes of Strategy Meeting (8th October 2020) OCC confirm that these minutes have been delayed. The meeting was very thorough and challenging. Governors confirmed that it is important that the school receives the minutes in a timely fashion in order to support the fast pace of progress needed.</p> <p>It was noted that the Advisory team made positive comments about rapid improvements made by governors which is supporting the school improvement process.</p>	<p>6.1 Role of Vice-Chair</p> <p>6.2 LA Strategy Meeting Notes – 08.10.2020</p>	JS
7.	Headteacher Report	<p>7.1 Headteacher Report - significant changes since last meeting, any complaints, which fall under the complaints policy, summary of any health and safety incidents, full school data, review of net capacity of the school and plan, costings and proposed impact of planned staff CPD.</p> <p>KA presented her report. The key points were:</p> <ul style="list-style-type: none"> • There are 54 spaces in the school. By Christmas it is expected that six children will leave and six will join. • It was confirmed that the school leadership team is doing all they can to help to promote the school - this included a recent, EYFS open morning, the school invested in various marketing materials in support of this event. It was noted that the next planned open morning will be postponed because of the COVID situation. • Attendance is good and this was noted at the recent strategy meeting. • <i>Governors asked how many children have tested positive for COVID 19 - it was confirmed that 3 children have tested positive for Covid, requiring 38 others to self-isolate. Nearly all children are now back in school.</i> • There have been no exclusions. • There are no children following reduced reintegration timetables. 	7.1 Headteacher Report	



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		<ul style="list-style-type: none"> • Senior staff spent three hours producing an application for an EHCP assessment to then be told that the child would be staying where they were as they only needed the application as a 'procedure thing' . The child is remaining where they are and won't be attending Gateway. • A 'no name' safeguarding referral has been made to the MASH. All safeguarding policies and procedures are being followed in this case and the situation remains closely monitored. • Behaviour is good. • Planned trips are likely to be affected by lockdown 2. The lockdown may also impact clubs and extra-curricular activities. It is hoped that activities will resume thereafter. • School leaders/curriculum leads are working with the NLE form St Johns -working with them using a coaching approach to upskill on pedagogical approach - this is working well. • A comprehensive CPD package is being delivered to staff through meetings, formal INSET and via the use of consultants. • Staff have received training in the use of 'Google Classroom' • The LA is supporting staff training in the use of English learning plans • One staff member finished middle leader course, school receiving support from LA on English planning on KS1 and KS2 which is working well - in January will do phonics. Weekly TA meetings now in place • Running Commando Jo's programme. • The school has taken part in a lot of community engagement: Children have engaged with the Christmas card and Carterton lantern projects, the school has hosted a Macmillan coffee morning, children have participated in a road safety competition, harvest festival took place earlier and the school has continued to support the community, where necessary, through Morrisons and the food banks. • £22,000 Covid 'catch up' funding has been received - options have been assessed for impact and it will be used for TA support - full time in year 5/6 and part time in years 3/4 and 1/2. 		



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		<p><i>Governors asked if there was any feedback from prospective parents visiting EYFS? KA felt that the evening had, in her view, been very successful. Parent feedback had been positive. Visitors were impressed by the buildings and their leafy environment. KA explained that the displays of pupil work around the site had attracted admiring comments.</i></p> <p><i>Governors felt that this good work could be reinforced by a virtual tour of the site. A new parent/carer 'click here' shortcut would also be helpful. KA assured Governors that such actions were planned.</i></p> <p><i>A Governor asked how the implementation of 'live marking' were progressing, what the reason for introducing it was and what impact we were seeing. KA reminded Governors that 'live marking' was designed to give children immediate and therefore more impactful feedback on their work - under the previous system they would wait until the next day once the lesson had finished. She explained that senior staff are working with teaching staff and TAs (to ensure aligned) to avoid the process becoming a 'tick box' exercise to ensure it remains meaningful. She felt that the initiative had been well received by teaching staff and the children had welcomed this approach. It has also reduced the marking time for teaching staff supporting their wellbeing. She also confirmed that it was noted as working well in the recent LA school review where the reviewer spoke to a number of children about it. The strategy will develop, embed and grow with time.</i></p> <p><i>Governors asked what have we done to ensure staff appraisals were effective this year and staff have brought into the value of it - are you happy all staff are clear on the high expectations we have and the need for rapid improvement? KA confirmed she had met with all teaching staff and expectations were discussed and made very clear all teachers have the same 2 targets plus one related to their development and tied to SDP with regular monitoring in place etc.</i></p> <p><i>Governors asked about the COVID catch-up funding - how did we decide that funding for TAs time was the most impactful use? And how were pupils identified for support? = looked at a number of option but based on the data and the</i></p>		



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		<p><i>pupils who needed the most support the assessment was that TA support would be the most effective, this will be monitored throughout the year to ensure we are seeing the impact</i></p> <p><i>Governors noted that in the Headteacher's report it stated that COVID continues to be a distraction and staff are wearier because of the pandemic - governors asked what are we doing to crack this as COVID cannot be an excuse for lack of improvement? KA confirmed that she agrees - meant that it is taking up a lot of staff time, staff are clear on what needs to be done and are working hard to achieve improvement – but it is – really, really hard – COVID work takes up a lot of time – positive we have delivered school improvement during this time etc. Implications for home learning are significant now – have to provide the same learning as when in school. This makes it much harder for the teacher in balancing the needs of those in school and at home.</i></p> <p>A Governor asked if the pandemic had resulted in staff being less receptive to school improvement strategies. KA explained that the school had made significant progress despite the demands of Covid-19. However, she felt that staff were being stretched by the constant need to maintain safety routines. She added that the capacity of the leadership was being absorbed by the need to communicate the latest guidance and give advice to parents. KA is concerned that the statutory requirement to prepare and undertake home learning, will dilute the school's focus on planned improvements in classroom practice, should another partial lockdown be required.</p> <p>Latest pupil progress and attainment data: the key points are:</p> <ul style="list-style-type: none"> • There is pleasing evidence of progress in all subjects and year groups • Year 1 reading attainment is low • Year 5 maths attainment is low • Lockdown appears to have had a detrimental impact on writing across the school • The published targets are based on the stringent FFT 20 and FFT 50 criteria. Moreover, the KS2 targets have been distorted by earlier, inflated, KS1 attainment. School leaders agree that the moderation of KS1 assessment at this time 	<p>7.2 Latest pupil progress and attainment data</p>	



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		<p>was deficient. Governors are aware that, as a consequence, the progress and attainment targets are unlikely to be reached.</p> <ul style="list-style-type: none"> • The full impact of lockdown will be identified when the school has completed its analysis of Pupil Premium and high needs data at the end of this week. • Governors asked if Pupil Progress meetings are in place - KA confirmed yes and meetings scheduled for this week - middle leaders are putting together the key lines of enquiry based on the school data • The monitoring regime will continue in all year groups. This will be supported by Governor monitoring visits and online conversations with subject leads. – can see consistency coming through in some classes • Governors asked what more needs to be done to achieve the rapid improvement needed – KA confirmed to skill up SLT to judge teaching and learning – senior teacher roles need to be developed to support team through the journey in KS1 		
8.	Update from the Chair	The Chair explained that a Governor panel will be convened to consider a procedural issue later in the month. The panel will utilise Governors from other OCC Governing Boards to assure impartiality.		
9.	School Self Evaluation Form - updates since last meeting	No changes since the last meeting	9.1 Updated SEF	
10.	School Development Plan - updates since last meeting	10.1 Updated SDP and actions given a RAG status. Most of the plan is green. Governors noted that there only two 'red' areas listed on the plan. One identifies the need to the recruit additional Parent Governors while the other relates to the development of middle leaders. Middle leaders will enhance their classroom monitoring and evaluation skills through training and coaching. This will enable them to evaluate the learning and teaching of others and also reflect on their own practice.	10.1 RAG Rated - Updated SDP	



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		<p>KA explained that no Parent Governor applications have been received despite vigorous advertising. She feels that this reticence may be related to the pandemic. Parents may also be dissuaded by negative perceptions relating to school governance during the Federation era.</p> <p><i>A Governor asked how the improvements in middle leadership would be monitored. KA explained that the monitoring process was underpinned by carefully targeted evaluation documents and through these, senior leaders would be able to monitor progress, identify individual training needs and assess impact.</i></p>		
11.	Governor Updates Since last meeting	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and External notes of Visit (not covered elsewhere on the agenda)</p> <p>Finance and Staffing: External Financial Benchmarking It has not been possible to undertake a historic benchmarking analysis as the pre 2019 Gateway budget was interwoven with that of the Federation.</p> <p>Financial Skills Matrix (for LA submission) KM confirmed that this had been completed, it showed that the governor responsible for Finance had strong finance skills and experiences. KM will submit this to the LA.</p> <p>School budget update KM explained that he had been in discussion with OCC regarding the budget. The headlines are</p> <ul style="list-style-type: none"> • The 2020-1 budget is 'on track' • Leadership issues at the school have created a number of additional expenses. • OCC is aware of this unplanned expense, has been provided with itemised details and will make a contribution to the budget in due course. • Repayment plan for deficient from de-federation will be paid back over 3 years the year after we receive our higher Ofsted rating <p>Report from Interim Headteacher regarding community use of school facilities, income generated and when rate and hire agreements were established.</p>	<p>11.1 Financial Skills Matrix</p> <p>11.2 School Budget Report 11.3 LA School Budget Response</p> <p>11.4 Report from Interim Headteacher regarding community use of</p>	



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		<p>The Hall has been booked by an external group on Monday and Wednesday evenings. Following the lockdown 2 announcement, all bookings have been cancelled. KA suggested that the bungalow may be an attractive post-lockdown venue for smaller socially distanced groups to meet.</p> <p>Lettings Policy <i>In answer to a question, KA confirmed that 'Brightstart' had renegotiated their contract, including an increased contribution to the cost of utilities, when occupying the new building. The new arrangement was brokered by OCC.</i></p> <p><u>The Lettings Policy was approved by Governors</u></p> <p>The Charging and Remissions Policy will be approved at the next meeting</p> <p>Staff Engagement Survey Results The governor who analysed the results confirmed that:</p> <ul style="list-style-type: none"> • Overall engagement score is 92.31% which is very positive • 26 questions scored over 50% on positive scores and a lot of the comments were very positive especially about team working, support, family environment etc. • 4 questions scored over 50% on negative or neutral responses <p>Areas for improvement:</p> <ul style="list-style-type: none"> • Performance management and staff development • Staff wellbeing and support • Governance • Role of Headteacher <p>It was noted that many of those completing the questionnaire had confirmed that they are appreciative of the work KA is doing.</p> <p>Staff Appraisals KA confirmed that staff appraisals have been conducted according to the OCC Model Staff Appraisal Policy. There have been no issues and all appraisals are now complete. Staff have agreed targets that closely relate to improvements in classroom practice set out in the School Development Plan. Mid-year review meetings are planned to take place in March 2021</p>	<p>school facilities</p> <p>11.5 Lettings Policy</p> <p>11.6 Staff Engagement Survey Results</p>	



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		<p>Systems in and procedures in place for monitoring Health and Safety including risk assessments were discussed based on the report. KA explained that Gill Locke had undertaken this responsibility. KM will make a monitoring visit and meet with Gill before the next FGB meeting.</p> <p>Inclusion KM confirmed that the Pupil Premium, Sports Funding and SEN statements are now available on the website. The school has no Looked after Children and so a report is not needed.</p> <p>Learning and Teaching A school improvement review led by OCC Senior Advisor, Andy Heyes took place on 8th October. The process was very thorough. The resulting report describes a school on an 'upward trajectory' and working at pace. There was agreement that all the necessary adjustments and improvements are now in place. However, it is too early to confirm that every target has been met. It is not possible, at this early stage, to establish if the progress made by the school has sufficient depth to satisfy OFSTED.</p> <p>KM confirmed he has undertaken two learning walks in the last 2 months - KM reported Good visits, could see improvements made between visits, behaviour was very good and staff were very open and welcoming could see that pupils took a pride in their school and the working they were doing</p>	<p>11.8 Report from HT on H&S Systems and processes in place</p> <p>11.9 Report from LA Review/Monitoring - 08.10.2020 11.10 Governor Monitoring Reporting - Learning Walk 10.09.2020 11.11 Governor Monitoring Reporting - Learning Walk 16.10.2020</p>	<p>KM</p>
12.	Safeguarding	<p>Any safeguarding or bullying and racist incidents since last meeting?</p> <p>There are no safeguarding, race related or bullying incidents to report to Governors</p> <p>LA Safeguarding Audit, summary and update of actions - The annual audit will be considered at the December FGB meeting.</p>	<p>12.1 LA Safeguarding Audit</p>	
13.	Health and Safety	<p>Health and Safety Audit 14th February 2020 All actions have been completed (see item 11.8).</p> <p>There are no new Health and Safety incidents or issues to report to Governors.</p>	<p>13.1 Governor Behaviour Principles</p>	



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14.	GDPR	<p>Incidents Since last meeting There are no data related incidents to report to Governors.</p> <p>Data Protection Policy <i>Approved by Governors</i></p> <p>General privacy Statement <i>Approved by Governors</i></p> <p>Parent Privacy Statement <i>Approved by Governors</i></p> <p>Pupil Privacy Statement <i>Approved by Governors</i></p> <p>Staff Privacy Statement <i>Approved by Governors</i></p> <p>Applicant Privacy Statement <i>Approved by Governors</i></p>	<p>14.1 Data Protection Policy</p> <p>14.2 General privacy Statement</p> <p>14.3 Parent Privacy Statement</p> <p>14.4 Pupil Privacy Statement</p> <p>14.5 Staff Privacy Statement</p> <p>14.6 Applicant Privacy Statement</p>	
15.	Governor Business and Communications	<p>Parent View Results</p> <ul style="list-style-type: none"> • Still only 20 responses despite further pushes - positive results overall - no major areas of concern • 9 questions received at least 1 negative response but only 3 had more than 1 responded = aware of what child is learning (2 people), know how child is doing (3 people) and child can take part in activities and clubs (3 people) <p>Governor website audit including Governor page update Few areas to complete:</p> <ul style="list-style-type: none"> • Update school results • Curriculum information • Charging and Remissions Policy • Remove historical funding documents - PP etc. • Service premium report added • Add SEN funding review and strategy <p>KA will action these points.</p>	<p>15.1 Parent View Results</p> <p>15.2 Governor website audit including Governor page update</p>	KA



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		<p>Governor Skills Audit</p> <ul style="list-style-type: none"> • Even though small governor numbers, we have a good mix of skills and experiences on the GB but also as governors develop overtime then some of the lower scores will increase. Will be useful as we recruit further governors. <p>Governor Monitoring Schedule (including community engagement) KM and KA will meet to agree the monitoring dates in this plan in reference to the school's own monitoring programme. Governors wish to avoid increasing the workload of colleagues</p> <p>Governor annual action plan/objectives</p> <p>Summary of Objectives:</p> <ul style="list-style-type: none"> • One: Governance is impactful, robust and sustainable • Two: The Full Governing Board contributes towards rapid school improvement • Three: Governor Community Engagement is impactful • Four: School Promotion, Pupil Growth and Sustainability (in collaboration with the Headteacher) <p><u>These were approved.</u></p> <p>Post FGB meeting letter to parents Complete</p> <p>Post FGB meeting letter to staff Complete</p> <p>Governor Behaviour Principles These have been circulated and are <u>approved by Governors.</u> They reflect national best practice and will be used by KA to review the Behaviour Policy.</p> <p>Creation of Pay Committee The Pay Committee will be convened by email</p> <p>Creation of Headteacher Pay Committee The Headteacher's Pay Committee will be convened by e-mail</p> <p>Update on Governor DBS checks This is in-hand. KA explained that new Governors will need to activate their Gateway email accounts in order to progress this process</p>	<p>15.3 Skills Audit</p> <p>15.4 Governor Monitoring Plan</p> <p>15.5 Governor annual action plan/objectives</p> <p>15.6 Post FGB meeting letter to parents</p> <p>15.7 Post FGB meeting letter to staff</p> <p>15.8 Governor Behaviour Principles</p>	<p>KM</p> <p>KM</p> <p>KM</p> <p>Govs.</p>



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16.	Governor Training Update	Governor Training undertaken since the last meeting No training has been undertaken this month Governor training tracker This is up-to-date.	16.1 Governor training tracker	
17.	Policies Review/for approval (as per policy)	2020 Staff Pay Policy <u>This policy was approved by Governors</u> Marking and Feedback Policy <u>This policy was approved by Governors</u> Teaching and Learning Policy <u>This policy was approved by Governors</u> Remote Working Policy <u>This policy was approved by Governors</u> Handwriting Policy <u>This policy was approved by Governors</u>	17.1 Staff Pay Policy 17.2 Marking and Feedback Policy 17.3 Teaching and Learning Policy 17.4 Remote Working Policy 17.6 Handwriting Policy	
18.	Items for December FGB meeting	<i>December FGB meeting</i> <ul style="list-style-type: none"> • Approve OCC Annual Safeguarding Report/self-audit • Update from Pay Panel • Approve Asset Management Plan • Governance Policy including terms of reference and allocation of additional Governor roles • Accessibility Plan and Policy <i>January FGB Meeting</i> <ul style="list-style-type: none"> • Teacher working hours audit 		JS
19.	Dates of next meetings	15 th December 2020 12 th January 2021 16 th February 2021 - <i>in school holiday</i> 16 th March 2021 13 th April 2021 (budget setting) - <i>in school holiday</i> 18 th May 2021 15 th June 2021 20 th July 2021 The dates are likely to be revised so that meetings do not take place during school holidays. The July meeting is close to the end of term (23 rd July) and is also likely to be rescheduled.		KM



Action Log:

Item	Action	Owner	Completion date	Completed
6	Vice Chair election deferred to the next FGB meeting.	All/JS	December meeting	
7	Final website updates to be made: <ul style="list-style-type: none">• Update school results• Curriculum information• Charging and Remissions Policy• Remove historical funding documents - PP etc.• Service premium report added• Add SEN funding review and strategy	KA	December meeting	
11.8	KM to meet with Gill Locke to conduct Governor Health and Safety Monitoring	KM	November	
15	Convene Pay Committee and HT Pay Committee	KM	November	
15	Finalise Governor Monitoring Data in Schedule	KA/KM	November	
15	Ensure all governors using School email Account and DBS form complete	Govs.	November	
19	Revisit FGB meeting dates	KM	November	

