

STICKLAND'S CE VA PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
held on Monday 11 October 2021 at 4.15pm on Google Meet

21/046	<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kathy McCann</td> <td style="width: 50%;">Headteacher</td> </tr> <tr> <td>Suzie Mutch</td> <td>Chair/ Foundation Governor</td> </tr> <tr> <td>Ruth Adler</td> <td>Staff Governor</td> </tr> <tr> <td>Richard Campbell</td> <td>Foundation Governor</td> </tr> <tr> <td>Jacqueline Comyn</td> <td>Foundation Governor</td> </tr> <tr> <td>Gay Lewis</td> <td>Foundation Governor</td> </tr> <tr> <td>Kevin Roberts (late with apologies)</td> <td>Local Authority Governor</td> </tr> <tr> <td>Daniel Ingles</td> <td>Ex-officio</td> </tr> <tr> <td>Nicky Bower</td> <td>Parent Governor</td> </tr> </table> <p>In attendance</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sophie Stovin</td> <td style="width: 50%;">Potential Foundation Governor</td> </tr> </table> <p>Apologies Received</p> <p>Sadie Watson - other personal commitments Louisa Spearing - no apologies at the time, however received afterwards - she was ill and had forgotten</p>	Kathy McCann	Headteacher	Suzie Mutch	Chair/ Foundation Governor	Ruth Adler	Staff Governor	Richard Campbell	Foundation Governor	Jacqueline Comyn	Foundation Governor	Gay Lewis	Foundation Governor	Kevin Roberts (late with apologies)	Local Authority Governor	Daniel Ingles	Ex-officio	Nicky Bower	Parent Governor	Sophie Stovin	Potential Foundation Governor	
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21/047	<p>Opening Prayer</p> <p>Following the prayer a minute silence was held to remember Katharine Singleton-Smith and the support that she had given to Stickland's over the many years that she was a member of the Governing Body.</p>																					
21/048	<p>Virtual Meeting Protocol</p> <p>The meeting could not be recorded this time. The Head Teacher kindly stood in to draft the minutes.</p>																					
21/049	<p>Election of Chair and Vice Chair</p> <p>Suzie Mutch was the only candidate for Chair and was unanimously voted in.</p> <p>There were no nominations for Vice Chair. Kevin Roberts has agreed to continue until his term ends in December and Gay has agreed to shadow him with a view to taking the role on</p> <p>Louisa Spearing had been re-elected, non opposed, to stand as Parent Governor for another term of one year.</p>																					
21/050	<p>Committees:</p> <ul style="list-style-type: none"> a) Agree terms of reference: agreed b) Committee Membership: <ul style="list-style-type: none"> - Staff Dismissal Committee - SM, GL, JC 																					

	<ul style="list-style-type: none"> - Admissions Committee - SM, DI, NB, RC - Resources Committee - SM, RC, GL, SW, KM - Performance & Standards Committee - SM, DI, JC, KR, KM, RA <p>c) Appoint Governors for the Headteacher’s performance management and confirm the arrangements for the review process -It was agreed that the governors should stay the same as last year (SM, RC and KR). Review date 2pm Tuesday 9th November with Mike Randall</p>	
21/051	<p>Individual Governor responsibilities and subject allocations</p> <p>a) visiting arrangements - currently, due to Covid cases within school visits are not being encouraged. It was suggested that Governors could carry out online pupil interviews, and that subject monitoring with subject leaders could be carried out online. JC questioned what would happen if Governors felt that they wanted to visit school. KM said that if they felt that this was the case then the visits would not be refused, but that there were potential associated risks. It was suggested that visits to monitor books would be carried out when there were no children in school</p> <p>Kevin Roberts joined the meeting at 4.47pm</p> <p>b) Subject allocations</p> <p>English/writing –JC (AL – subject leader)</p> <p>Safeguarding - LS (confirmed with LS after the meeting)</p> <p>RE – DI (CH – subject leader)</p> <p>Admissions – this is done by County so no one is required for this.</p> <p>Science – NB (KW - subject leader)</p> <p>SEND – KR and SW (SM to take over) RA is SENDCo</p> <p>Numeracy – RC (MS – subject leader) NB to take over at Christmas</p> <p>Pupil Premium Governor – DI agreed to do this with support from KM</p> <p>EYFS - NB</p> <p>Health and safety - SM</p>	

	Governing Body Development – SM and KR	
21/052	<p>Annual approval of statutory documents and annual financial approvals:</p> <p>a) Standing Orders: this is a DCC policy - Agreed</p> <p>b) Code of Conduct: This was agreed. It was also agreed to add that all governors must undertake approved and appropriate safeguarding training. E G-J to contact governors services and find out what training is appropriate and email governors and ask them to confirm by email that they agree to abide by the Code of Conduct.</p> <p>c) Register of Interests: JC - needs an addition to her record. NB needs the register of interest form sent, and SS will need this sent if she joins the Governing Body.</p>	<p>E G-J</p> <p>E G-J</p>

	<p>d) Delegated powers: Agreed (up to £5,000 HT, up to £10,000 Resources Committee and any amount over that needs to be agreed by the FGB)</p> <p>e) Virements: Agreed (up to £10,000 at committee, any amount over that needs to be agreed by the FGB)</p>	
21/052	<p>Review of the Year Planner</p> <p>Governors agreed to change the day of the FGB meetings to Tuesday at 4.15pm. This will enable Emma GJ to attend as clerk and to take meetings. The year planner needs to be altered with the FGB meetings moved to the following day</p>	E G-J
21/053	<p>Minutes from the meeting on 5 July</p> <p>21/039 - point 9. 'In Dorset' needs to be added to the end of that sentence.</p> <p>With this alteration the minutes are approved as being an accurate record and will be signed electronically.</p>	E G-J
21/054	<p>Matters arising</p> <p>21/039 - point 3. SM had received no response to her communication with Leonardo Helicopters in Yeovil</p> <p>21/039 - point 6. Vik Verma had cancelled the meeting with the collaboration Heads. The meeting has been rescheduled for 8th November.</p>	
21/055	<p>School update - re Covid</p> <p>KM updated governors on the number of cases that had been in school since the start of term and the processes that had been altered within school in order to reduce transmission.</p>	
21/056	<p>School Action Plan</p> <p>KM apologised that this had been sent out at short notice.</p> <p>Although the main content of the plan has been completed, Mike Randall has visited the school and given KM further points to consider and some alterations to the Action Plan. He has suggested that Wellbeing is made a separate action.</p> <p>The specifics of the School Action Plans will be discussed at committee meetings.</p>	
21/057	<p>Safeguarding Policy</p> <p>As an important County policy, KM had asked that this be brought to the FGB so that it could be quickly agreed and adopted. The policy was agreed unanimously by Governors</p>	

21/058	<p>AOB</p> <p>The Governors Strategic Development workshop will take place at the school/online (depending on Covid restrictions) on 9th November at 3.30pm.</p> <p>NB needs the skills matrix and SS will need it if she joins the Governing Body.</p>	E G-J
21/059	Closing Prayer	
	Meeting closed at 17.50	

Date of Next FGB Meeting: Tuesday 7th December 4.15 pm in School.