

**St Bartholomew's Church of England First School**  
**Governing Body**  
**Minutes of GB1 held via zoom on Thursday 14<sup>th</sup> October 2021 at 9.15am**

Present: Cheryl Govier, Gemma Coward, Steve Briggs, Rachael Howe, Tammy Court, Judith Morris

Absent:

Also Present: Sonia Yorke (Clerk)

CG opened meeting a Prayer

| Agenda Number | Detail  | Action |
|---------------|---|--------|
| 1.            | <p><b>Apologies for Absence</b><br/>None received, all present.</p>   |        |
| 2.            | <p><b>Declarations of interest</b><br/>No declarations of interest declared.</p> <p>Governors asked to update Business Interest forms electronically for Business Register.<br/>Action – SY to email forms.</p>   | SY     |
| 3.            | <p><b>Minutes of last meeting including confidential minutes. Matters arising not on Agenda</b></p> <p>Minutes of GB6 A and B agreed as a true record.</p> <p><b>Action</b> – Chair to sign</p> <p><b>Matters Arising</b><br/>No matters arising</p>  | CG     |
| 4.            | <p><b>Vision of GB</b></p> <p>Proposed vision circulated prior to meeting, this is the existing vision, adapted to reflect current environment:</p> <p><i>As a Governing Body, we seek to embrace our school vision of 'Roots to Grow and Wings to Fly', helping all members of our school community to have strong roots. that enable them to fly. Throughout this academic year, we aim to achieve this through setting the following aims:</i></p> <p><i>1. to continue being 'visual', communicating to our whole school community as creatively and appropriately as possible. We aim for everyone to know who the governing body are, our roles and how we monitor, challenge and support the school.</i></p> <p><i>2. to build on our link governor roles. This involves having a more intentional focus on monitoring the SDP through link visits in the upcoming academic year, to insure we are fully prepared for SIAMS and Ofsted inspections.</i></p> <p><i>3. to be mindful of well-being of all members of our school community, particularly in light of the additional pressures brought about by the restructure and the continuing demands of the pandemic.</i></p> <p><i>4. to explore the possibility of joining a multi-academy trust, to see if that will further enable our school community to flourish.</i></p> |        |

*Cheryl Govier*

Signed by Chair \_\_\_\_\_

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*As a governing body, we commit to helping become the best school we can be for our children, families and staff in an energising, positive way without overburdening staff or governors.*

Chair asked members if the above encompasses who we are as a governing body. Agreed to remove the section highlighted in yellow above.

Vision agreed by all present

**Action** SY to update

## 5. **School Development Plan and Governor Visits**

### **21/22 SDP Plan**

GC has emailed out important updates to board members.

GC informed members that a new system for monitoring the impact of teaching and learning across all subjects taking into account of staff wellbeing by adding into Professional development rota:

- PDM each half term to look at all subjects across the curriculum and subject leaders focus in on one area, ie EYFS or KS1 or KS2 to monitor books for that area– Subject Leads get out of class, monitor and feed back to team.
- Level of need across the school is such that it is difficult to release staff from classrooms at present during the school day to do this work– first PDM held –issues identified have been addressed.
- PDM will happen each half term so leads can look at KS in each subject across the year.

#### Curriculum

- Full curriculum now being taught across each year group
- School has altered timetable to meet needs of some pupils who have found it difficult settle back into school
- Individualisation of curriculum for some pupils
- Budget adapted to get more adults in to support each class and lunch time
- PSCH every Monday morning to help transition from weekend back into school
- The intervention teacher work going extremely well, positive feedback. This intervention work will not impact on data yet but real engagement with learning and see outcome later on – confident direction of budget funds well placed. Seen reengagement of learning.

Board needs to consider, along with governor visits, which subject lead reports are required for GB2. No report from lead member if having a governor visit.

- Phase lead reports required
- TC and GC to set visit and reports schedule and circulate

**Action** – GC to circulate reports schedule  
SY/GC to send visit programme

#### Governor Visits Questions:

**Action** -CG will look at visit questions again for this year – need to avoid repetitiveness and ensure we focus on SDP

GC shared information from another HT regarding recent ofsted inspection:

- Focus on bottom 20% of readers
- deep dive – school to identify strong and weak areas of curriculum
- Personal professional development
- Development of children – learning walk with children – evidence of policies in action
- Staff wellbeing

*Cheyl Govier*

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- Not wanting to talk to HT - talk to, and expect middle leaders to know what is going on in their subjects across the school – what did you see what are you doing now – evidence to support this
- Governing Body– be aware of bottom 20%, PP pupils, vulnerable groups no pupil double disadvantaged, staff wellbeing.
- Safeguarding – child protection cases – track back -List of referrals to DSL and outcomes
- Attendance – knowledge of vulnerable groups
- SEND – EHCP pupils

Need to ensure board have right information- recommend keep files ready and include:

- Visit reports
- HT reports
- Lead reports – what did you see what are you doing now
- SDP
- Not interested in SEF

Governors can have paperwork to support at inspection.

Points:

RH – informed members she has attended Governor Ofsted training

Board enquired about a 'dropbox' idea for all key documents to access from one place.

**Action** -SY/CG to research options for secure location for shared documents, needs to have minimal impact to workload and be secure to meet GDPR regulations. Sharepoint and Teams to be investigated. Use Data protection officer for guidance.

JM email not working SY has tried to sort, board aware

Visits this term can be in school if LFT taken, members wear a mask, social distance and keep to half hour – due to issues in school at present, GC request that visits be after school or in leadership time – staff cannot come out of class.

Book visits asap to give staff notice.

**Action** – Board members to book visits with staff

6.

## Finance

### ***SFVS- Questions circulated with last year answers for discussion***

Does the school have a realistic, sustainable and flexible financial strategy in place for at least 3 years, based on realistic assumptions about future funding, pupil numbers and pressures?

- The school presented a 3 year budget using the EFS Budget Plan template for the financial year 2020/2021 - past year, current year and 1 year ahead. A 3 year forecast was agreed with the schools Senior Finance Officer as acceptable for the academic year 2020/21 due to the ongoing Area Review. Budget projections take in to account pupil numbers, SEND need, staffing costs, SDP's and utility costs with the recommended inflation allowances.

Update March 2021 - agreed by LA that due to Area Review school to present a one year budget presentation for Academic year 2021/2022

Action - SY to adapt answer to take into account area restructure and budget

Is the financial strategy integrated with the school's strategy for raising standards and attainment, through integrated curriculum and financial planning?

- The budget has strong links to the School Development Plan (SDP). The SDP is agreed

*Cheyl Govier*

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by the Board and SLT, it identifies areas for development and improvement'.

- The SDP has costs linked to actions and how these costs will be met.
- The SDP is monitored and rag rated by the board.
- The importance of the link between the budget and the SDP was reiterated at the Board finance training in January 2020

Evidence - Board meeting minutes, SDP progress reports

Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?

- The school has a Business Continuity plan adopted by the Board on an annual basis.
- The asset register is managed by the school administration team.
- The school purchases insurance through the Local Authority to ensure adequate public liability and premises insurance.

The school purchases staff sickness insurance from SSE, this offers good value as the policy includes STRESS related illness cover. Paying for this cover ensures the school is financially secure should staff be sick. This system supports our vision to promote staff wellbeing as it provides reassurance for staff who are unwell that they can take the time off to get well and look after themselves.

All agreed answers with the exception of question 1 to be adapted.

### **Month 6 Report**

Report circulated prior to meeting

Overview:

- B02 C/F £36087
- B01 C/F £5217 (ring fenced items)
- A001 – used covid catch up grant, September 21 to March 22 funds to support 0.465 intervention teacher contract – therefore surplus to support C/F
- A004 – Review of Inset training needs for support staff and non-purchase of SSE CPD programme has released funds to support cost of TA spring term
- E Codes – wrap around provision, now fully running Bfast club is now drop off session and after school remains a bookable facility – hours offered reduced to 5.00pm – self-supporting cost centres and any income generated will support resources for the clubs and carry forward
- S Codes – PP expenditure reviewed to support staff costs as identified by SLT see notes section of report for more details
- SEND income – some additional income anticipated due to EHCP

This term has been a challenge, school cannot balance next year budget but we cannot hold onto C/F, need to get additional support into classes and in at lunch time. We are at most challenging point we have been at for several year.

Lunch time – we have people but still teachers and admin staff are covering lunch duties– not enough people to meet need

Acknowledge this will impact on budget next year but no choice at present

### **Questions**

Board enquired if we are anticipating any further financial support, are we in process of applying for additional EHCP/HNTUF– No this is to meet needs of children who already have EHCP's, it is very difficult to manage the vast need on the funds allocated, we have challenged one decision. School also has pupils not at the point for EHCP who are demonstrating challenging behaviour and require specific support.

Another example of impact is that we have a child in receipt of Band 3 EHCP funding – to support with transition from home to school, we are operating a one to one support at bfast club

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but this is costing £1700 which clears the EHCP funding. These are the challenges we are facing daily.

The funding does not support the cost of need.

Month 6 report agreed by all present.

Thanks to SY for presenting both 22/23 budget and a month 6 report is short time scale

**Action** – SY to submit report to LA

### **2022/2023 Budget and restructure Update**

- GC/SY met with lead finance person at county to look at funding prior to producing 22/23 draft budget
- Proposed budget for next year is based on 7 class structure but funded for only 6.2 classes – challenged this funding allocation – informed funding allocation is based on a desk top exercise with similar schools therefore according to LA our school should be able to balance on this funding
- GC questioned level of 'need' in these 'similar' schools and continues to request information on SEND need across the partnership – nothing received to date
- Provided chief finance officer with the information of our SEND need to ensure they have full picture of our individual circumstance
- Finance have agreed to pay HLTA in 7<sup>th</sup> class with 35 pupils – larger class to enable some straight classes next - easier for teacher to manage
- Split high need pupils across the school
- As agreed by the Board the letter was sent to Schools Adjudicator in response to their letter. Received strong response back from AW and withdrew this response. On reflection Board Resubmitted letter
- 3 other schools submitted response - Email received from AW to all HT and Chairs and copied Ed Gregory and Peter Elliott from Bridgewater Academy trust (BAT)– main point – LA have signed contract with BAT and will lose transitional funding if they go against the PAN or spirit or reorganisation– if we petition BAT will not be able to honour our transitional funding as we would have gone against the spirit of the restructure . We need the transitional funding in order to survive. All in same position across group of school.
- BAT have agreed transitional funding with LA but to date no one from LA has replied to our emails requesting more funding for 22/23 to enable us to meet the transitional needs and principles for our proposed class structure.

### **Questions**

To clarify there appears to be no sense of level playing field across the schools, preference given to BAT and St Barts told to work with in agreement with BAT? Yes this is correct

GC explained that our group of HT and chairs met with Liz Smith from admissions to explain why as a group we raised our concerns with schools adjudicator. We understand that neither side can break the agreement

In general if feels that St Bart's is not being supported as a maintained school by the LA – there is no immediate solution – therefore moving to a MAT is looking more crucial – need to carefully think about which one to join.

Board asked what is the harm if agreement with BAT breaks, why is it a threat to our group of schools if they raise their PAN? Because MB (BAT) have the capacity to take 60 children in a year group, this could take all our pupils. Sustainability long term if St Barts take 30 pupils we would need transitional funding to support this process. Long term MB will have funds from LA and/or BAT – they will have new facilities, new outdoor provision, straight year groups and potentially a preschool etc

*Chey/Govier*

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St Barts will not survive without LA transitional funding support if we get a bigger PAN or smaller PAN.

Board enquired how the BAT has access to funds from county. The LA and BAT have made a deal to get a reorganisation into place, and to stop BAT going alone with their own agenda – we do not know for how long the agreement is for.

GC/CG so much going on at present – day to day is difficult and we need to be strategic where we put energy – don't fight PAN – LA then need to support us with transitional funding and we need written agreement what this will look like. We cannot make the LA give us money but we are challenging decisions.

Situation continues to be challenging – being made to do something that we are not comfortable with.

GC dealt with enormous amount over last 10 days – important to work out where best to place our energies – CG and GC will continue to update Board as we can.

**Moving Forward:**

- Board enquired if we have any notification from LA what sort of deficit they would tolerate from St Barts? No, as far as we are aware, ours is not the largest.
- Continue to push the fact that our allocation is based on 6.2 classes, need this to be 7 to meet our structure – funding allocation process not the same across all schools in group due to individual circumstances
- Continue to push our SEND issue to ensure we have funds to meet the needs of our children, however, in order to do this we require details on the SEND need across the group of schools to set up a valid argument.

To sum up board agreed the detail on 22/23 budget is immense – could not start to suggest any changes/cut backs. Therefore as a board we need to acknowledge we will be running into deficit next year, with good reason and if we are able to improve contribution from LA that would be a positive or we have to continue to manage as we do now.

**COVID Catch up fund impact**

Details circulated prior to meeting  
Report is on website

Children were having other interventions at same time, positive progress made but cannot prove this is just due to covid catch up grant.

7.

**Safeguarding and online safety & Data Protection**

**Safeguarding Verbal Update**

Update from JM

- Met with GC – thanks to EH and GC to help with new role, handover etc - lot to do
- Safeguarding is well managed at the school – proud to be governor here
- Listening to budget implications, school works closely with external agencies yet still cannot get additional funding to support the need, impossible situation
- Level 4 - Situation improved no children in level 4, school worked hard to support families and children that were in that group
- Level 3 – less pupils in group – due to hard work to find appropriate teaching techniques, interventions and involvement of external agencies
- Level 2 – few children remain in this level – inability or unwillingness of family engagement – difficult situation

*Cheyl Govier*

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Update from GC

- really helpful to meet JM and EH hand over
- SCR – JM will make app with SBM - Ofsted inspector will check SCR details – explained to JM that safeguarding governor should check SCR prior to each GB meeting
- Attendance – continues to be worked on, school works on 95%, LA attendance dropped due to covid issue – attendance letters sent home and school continues to work with external agencies – referral made to TLO's traveller liaison officers we have been allocated a worker who will be in touch shortly
- Online safety lead attended 360 workshop, updated tool and offering support to other schools to support accreditation
- Data protection side of tool – work required
- Concern raised around 'squid game' (new show on Netflix) checked with elim – correct response from school
- On line safety slot allocated for inset day after half term
- FSM – LA to fund vouchers for Oct half term and 15% for vulnerable families
- Basic awareness training completed for all staff – Sept inset
- SENDCo has completed Working Together training – now deputy DSL working with SEND safeguarding cases to spread out work load across the Safeguarding team
- Tinted film fitted on Owl and Starting windows to stop pedestrians looking in while children change for PE
- GC continues to attend TAS meeting and update team accordingly

GC attended Safeguarding briefing and disseminated information to school staff – couple of items from this session that the Board should be aware of:

- Brook traffic light tool – sexualise language and behaviours - tools for school to use– DSL's require training to use this tool which is being organised
- Request for new peer on peer policy as well as anti-bullying policy – LA to send examples
- JM and GC discussed a governor visit to talk to members of staff about safeguarding to gauge their understanding and to offer assurance to the board of the knowledge that is in school.
- PEP's in place ready for drill before half term
- Safeguarding paperwork transferred to new settings
- New staff and volunteer Inductions carried out

**Safeguarding training**

RH completed safeguarding training but prevent link would not work –

Action - GC to resend

Action – members to complete safeguarding and prevent online training

**Keeping children safe in education** – you will be required to sign to say you have read the September 2021 updated version

Action – GC to send out a forms link to complete this

**SCR**

See above

**Annual Data Protection Reports**

Reports Circulated prior to meeting – really disappointing that the policy was not on website – this was a blip it had been agreed, it was up by end of week.

Helpful audit – raised CCTV policy, not on statutory list – but is a requirement – this is now set up and for agreement below

Everything asked for has been actioned

GC attended Data protection network termly meeting – actioned all recommendations

*Cheyl Govier*

Signed by Chair \_\_\_\_\_

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|    | <p>Apologies that there were items missing all items are now on the website. It has been busy and board stressed no apology required.</p> <p><b>Data Updates</b><br/>Keep us up to date termly – really useful links<br/>Parent Governor fed back to Board that the school social media updates for children are really useful – as a parent this is fantastic resource and the timing of them is perfect<br/>Netflix will be added this week – thanks to TC for her work on this.</p> <p>TC confirmed that Ofsted may do a computer deep dive - but being 360 registered is very positive.</p> <p>Board informed of data protection breach – low risk, GC contacted DPO and completed and submitted all paper work. Processes were discussed and updated and all teachers and admin staff to do Data protection course.</p> <p><b>FOI data</b><br/>No requests made to date this year</p>  |  |
| 8. | <p><b>Attendance</b><br/>Update on School Attendance:</p> <ul style="list-style-type: none"> <li>• Scrutiny taken place</li> <li>• As part of Bronze package - meeting due with attendance safeguarding officer</li> <li>• School is managing attendance</li> <li>• Attendance issues due to Covid continue to be ongoing</li> </ul>  |  |
| 9. | <p><b>Policy Approval</b></p> <p><b>Pay</b> – discussed points highlighted – yellow agreed as previous years, and carry forward. Red were options but if chosen we would have to consult.<br/>Board members agreed – all yellow options<br/>Main changes:<br/>-TLR 3 – short term update for covid work<br/>-NQT now EYP<br/>-Jubilee bank holiday<br/>Policy Agreed</p> <p><b>Child Protection and Safeguarding</b> -adapted change for lock down - agreed</p> <p><b>Teacher Appraisal</b> – agreed</p> <p><b>Whistleblowing</b> - agreed</p> <p><b>CCTV</b> - agreed</p> <p><b>Data Protection and FOI</b><br/>Board discussed automated decision making -</p> <ul style="list-style-type: none"> <li>- Page 18 point 8 – unclear of meaning – the school does not do anything just automated without human interaction – assume it has to be present – but not does not usually apply to school</li> <li>- Governor to do data walk – visit school and do annual data walk - need to add to Governor visit list – TC (04/11/2021 – paper work to Clerk by 24/11/2021</li> <li>- TC to Check hall displays for compliance</li> </ul> <p>Policy Agreed</p> |  |

*Cheyl Govier*

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|     | <p><b>Relationships and Behaviour</b><br/> Positive handling plans<br/> Board agree to remove sections following covid which no longer apply (distance etc) remove withdrawal section– yes agreed<br/> Insert HT pay bands<br/> Thanks to outside agencies for their support<br/> Policy Agreed</p> <p><b>Anti-Bullying</b> – no changes this time - agreed</p> <p><b>Disciplinary Procedures</b> - agreed</p> <p><b>Staff Discipline conduct and grievance</b> - agreed</p> <p><b>Staff Code of Conduct</b> -agreed</p> <p><b>Dignity at Work Policy</b> - agreed</p> <p><b>Governor Handbook</b> - agreed</p> <p><b>Professional Standards for Headteacher, Teachers and non-teaching staff</b> – agreed</p> <p><b>Safeguarding leaflet for staff, visitors and contractors</b> – discussed at governor safeguarding meeting - agreed</p> <p><b>Instrument of Government</b> – agreed</p> <p><b>Action</b> - SY to update actions and upload to school website</p>  |  |
|     | <p><b>Health &amp; Safety</b></p> <p><b>COVID update</b> – school is back to a much more normal situation – 3 positive cases this term to date – not spread but could have asymptomatic children on site, continue to follow guidance.<br/> Staff continue with LFT<br/> Biggest issue is with staffing, when staff have children testing positive and school having to apply guidance for them to continue to be in work – had HR involvement with a recent issue which has led to one resignation – all staff have to be treated the same we can be supportive but have to be fair and act in line with HR guidance</p> <p><b>School site update</b> –<br/> Perimeter fences and gates being adapted to support safety of pupil who has left site multiple times. Contractor looked at ways to make less climbable – in the process but delayed due to difficulties with material supplies</p> <p>Staff continue to do sweeps of school site for items that can be thrown – eg: a metal spike which holds orange fencing to protect the badgers can be thrown, staff do carryout dynamic risk assessments to keep us all safe</p> <p>Cleaning and H &amp; S audits/visit due next half term</p> <p><b>PEPS</b> – all completed - see above</p> <p>No questions raised</p> |  |
| 15. | <b>Clerks Briefing Update</b>   |  |

*Cheyl Govier*

Signed by Chair \_\_\_\_\_  
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|     | Details circulated prior to meeting, please all have a read.   |  |
| 16. | <p><b>SEND</b></p> <p><b><i>Disabled toilet Update</i></b><br/>Feasibility study agreed – will be built on end of the block between school and Elliott huts – also looking at provision for external access so grounds could be used externally to support with grant applications<br/>Nice feedback, our school has provided the most considered response to a feasibility study.<br/>Thanks to staff who came in during the holidays to support this process</p> <p><b><i>School Suspension</i></b> - actioned yesterday – reintegration meeting today – now set up a part-time timetable – not recommended and will not be looked upon favourably with annual safeguarding report but we cannot keep children and staff safe – last resort with escalating behaviour over this half of term, cannot have staff being injured. 2 positive handling plans put together and GC met with parents twice and now have agreement with parents that if pupils continue to leave classrooms parents will be phoned to come down to school to take back to classroom – we cannot physically restrain pupils but we cannot have children roaming around the school site. Other agencies are involved</p> <p>CG – highlights the pressure staff are under at the present – very challenging time, tough on all staff.</p> <p>Parents have right to appeal against suspension – if they do it would come to governors.</p> <p>Thanks to everyone working to support these children</p> |  |
| 17. | <p><b>Christian Distinctiveness / SIAMS Update</b></p> <ul style="list-style-type: none"> <li>- GC attended 2 lots of SIAMS training and completed reflection paperwork due this year for inspector</li> <li>- Issues around worship – first session in church booked next week now sadly cancelled due to unsettledness of some pupils, cannot take the risk. Service will be held in school</li> <li>- Looking at set up for alternative worship for those children who struggle with whole school worship – disruptions make worship a difficult time for all</li> <li>- Some of inset day will be dedicated to SIAMS and share information and issue of worship</li> </ul> <p>SIAMS – statutory inspection Anglican and Methodist schools – inspection for Church of England schools to see if they are upholding values – happen every 5 years – delayed due to covid</p> <p><b>Action</b> – CG send some information around SIAMS and link to Margaret James section on SIAMS at recent conference</p> <p>School receives one weeks' notice for the inspection – due this year</p>   |  |
|     | <p><b>Staffing Update</b></p> <ul style="list-style-type: none"> <li>• Resignation of 2 catering assistance – advertised – no applications to date</li> <li>• SY to seek advice from LA for interim period, what do we have to offer to our FSM and UIFSM</li> <li>• Look at different way to offer food – restructure implications</li> <li>• Lunch times challenging time of day – staffing difficult</li> <li>• Scitt student not with us spring term - advert out for FT TA Spring term</li> </ul>   |  |

*Cheyl Govier*

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|  | <ul style="list-style-type: none"> <li>• Staff who have children who test positive but are expected to be in school after the first emergency few days is proving to be a challenging situation for all involved. It is difficult for staff involved, difficult for all in school as we have such high need that having people absent is impacting. School cannot offer unpaid leave because cannot cover this role, it is a very complex issue impacting schools in local area – raised at LA level</li> <li>• Staffing is a big challenge across all schools in the area, and it does not appear to be getting easier.</li> </ul>  |  |
|  | <p><b>Area Restructure Update</b></p> <p>Touched on this during finance above.</p> <p>CG – emailed with change of dates for MAT meetings – complex to organise<br/>Confirmed dates :</p> <p>Richard Huish MAT – 19/10/21 - 5.00pm at Wadham<br/>Bath &amp; Wells MAT 11/11/21 – 5.00pm Wadham</p> <p>Quantock Education trust - W/C 15/11/2021 actual date TBC</p> <p>Formally agree the process for redundancy – we would go with competitive interview process - yes all agreed</p>  |  |
|  | <p><b>Feedback from this meeting</b></p> <ul style="list-style-type: none"> <li>• Succinct meeting</li> <li>• Governance – need to be aware that restructure is taking up enormous amount of time, CG supporting with day to day running of the board and full time job – can we consider how we share the workload of the chair? CG mentioned that last few weeks other circumstances come into play, hold until next week. Consider delegating roles</li> <li>• Pressure how to find reports etc - Central folder for documents would be really useful and help to organisation to prepare for Ofsted</li> <li>• Push vacancies to share our responsibilities</li> </ul> |  |
|  | <p><b>Date Time and Venue of Next Meeting</b></p> <p>Thursday 2<sup>nd</sup> December 9.15 – virtual</p>   |  |
|  | <p><b>Next Meeting Focus</b></p> <p>Pay committee meeting, HT report, staff appraisal feedback, unofficial fund audit, policies, safeguarding</p>  |  |

Meeting Closed: 11.20

Signed as a true record:

Date:

**Actions**

| Action  | Governor   | Completion date | Notes  |
|---|------------|-----------------|--------|
| Governors asked to update Business Interest forms electronically for Business Register. | SY - Clerk | November 2021   | Page 1 |

*Cheyl Govier*

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| Minutes of GB6 A and B agreed as a true record.   | CG                                     | November 2021 | Page 1 |
| Update original Vision as agreed  | SY                                     | November 2021 | Page 2 |
| GC to circulate visits and reports schedule   | GC SY                                  | November 2021 | Page 2 |
| Review visit questions  | CG                                     | November 2021 | Page 2 |
| Board members to book visits with staff   | All – see plan                         | November 2021 | Page 3 |
| Adapt answer 1 SFVS to take into account area restructure and budget  | SY                                     | November 2021 | Page 3 |
| Submit month 6 report to LA   | SY                                     | 22/10/2021    | Page 4 |
| Resend safeguarding and Prevent training link<br><br>Members to complete safeguarding and prevent online training | GC<br><br>All if not actioned          | November 2021 | Page 7 |
| Send Link to form to confirm Governors have Read Keeping Children Safe in Education                               | GC<br><br>All Governors to action form | November 2021 | Page 7 |
| Update agreed amendments to policies and upload to school website   | SY                                     | October 2021  | Page 8 |
| Send information around SIAMS and link to Margaret James section on SIAMS at recent conference                    | CG                                     | November 2021 | Page   |
| Research options for secure location for shared documents   | SY/CG                                  | ASAP          | Page 3 |

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