



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 17th September 2020 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
61/20	<p><u>Present</u></p> <p>Nicki Jenkins, Chair (NJ), Steph Marshall Power(SMP), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Joanne Fleay (JF), Laura Martin (LM), Lauren Gascoyne (LG), Louise Wilber, Staff (LW).</p> <p>Attended by: Emma Edge, Assistant Headteacher (EE), Kim Herriman (KH)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence – None</u></p>	
62/20	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p> <p>Governors were reminded to complete the annual declaration of interests section on Governorhub and will continue to be reminded to renew this at the first FGB of each year.</p>	ALL
63/20	<p><u>Review of Membership</u></p> <p>SMP welcomed all Governors to the meeting and reminded them that she is stepping down from her role as of today. Governors thanked SMP for her dedication and hard work throughout her time as Governor and Chair. NJ, IJ and LW had recently interviewed 3 prospective new Governors but felt that they did not demonstrate the skills or experience that would support us in taking forward our vision for the future. LW agreed with this and said that all 3 candidates were unable to give substantial answers to some of the key questions they were asked. IJ said that to summarise, the candidates had a lot of experience in Charing schools but that their thinking felt outdated. IJ said that SMP had modernised the Board and brought good ideas to the table. She has been a great support and we now have a forward thinking Board of Governors.</p> <p>SMP wished the Governors the best of luck before leaving the meeting. As Governors were unable to appoint a Chair externally, NJ and LM expressed a willingness to become Co-Chairs. This would provide stability for the Board at a time when it is needed most. LM agreed said that the school had a great Board of Governors and that she would like to be involved in ensuring that it continued to get stronger.</p> <p>Governors unanimously agreed with this proposal.</p>	Agreed

	<p>As NJ was stepping down from the role of Vice Chair, it was agreed that the vote for this role would be carried over to the next FGB. In the meantime, if anyone is interested in taking up this role, please contact LM and NJ. NJ also asked that Governors interested in becoming Chairs of committee meetings should email either herself or LM. However, the first committee meetings of the year will be jointly Chaired by NJ and LM.</p> <p>Now that SMP has left there are vacancies for 2 Co-opted Governors.</p>	Agreed
64/20	<p><u>Governing Body Code of Conduct</u> Circulated prior to this meeting. Signed by the Chair on behalf of the Governors.</p>	Agreed
65/20	<p><u>Governing Body Standing Orders and FGB Terms of Reference</u> Both circulated prior to this meeting. Signed by the Chair on behalf of the Governors.</p>	Agreed
66/20	<p><u>Pay Committee Terms of Reference</u> Circulated prior to this meeting. Signed by the Chair on behalf of the Governors.</p>	Agreed
67/20	<p><u>Review of minutes from FGB 16 July 2020</u> The minutes had been circulated to staff prior to this meeting.</p> <p>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</p>	Accepted
68/20	<p><u>Matters arising from minutes FGB 18 July 2019</u> Nothing identified. All actions complete.</p>	
69/20	<p><u>Governing Board Objectives</u> Training and Development The new NGA skills audit has been circulated. Governors should complete it and return to BW. Training requirements will be finalised as a result of the skills audit, once the analysis is complete. All Governors have now been sent log in details for the NGA Learning Link. This provides access to online Governor training. Governors should look through to identify their own training needs and undertake appropriate training. Booking evidence and attendance certificates should then be sent to BW. NJ/LM to complete the Governor Visits Schedule once the SDP priorities have been finalised.</p>	<p>ALL</p> <p>ALL</p> <p>NJ/LM</p>
70/20	<p><u>Policies/Documents for Ratification</u> Policy Schedule - No policies had been identified for ratification. NJ to pursue the whereabouts of this document. Governor Responsibilities– to be discussed by NJ/LM.</p>	<p>NJ NJ/LM</p>
71/20	<p><u>Headteacher's Update</u> This document had been circulated prior to this meeting. IJ asked if there were any questions regarding it. School Development Priorities - NJ asked what the rationale was behind the following school development priorities which had been set: 1. To further enhance the whole school's understanding of global citizenship and diversity at Markeaton</p>	

	<p>2. To ensure that the key principles of a Recovery Curriculum are successfully implemented in all year groups throughout 2020/21.</p> <p>3. To enhance provision, training and curriculum opportunities in Computing in all year groups (Golden Thread).</p> <p>The full rationale is included in the circulated document. IJ explained that because of the Covid 19 pandemic there had been discussions to decide which targets should roll over to this academic year. The Recovery Curriculum will be a big part of this year. IJ said that the 3rd priority is on everyone's targets. School has now moved towards a more remote approach to learning so training is required for staff, children, parents and carers. There had been investment in the actual hardware provision so it is now essential that sufficient training is given in order to make full use of it. IJ also added that although there are usually 4 or 5 targets, these 3 are very big. NJ commented on the Outdoor Learning that is planned. IJ said that Sam Holmes will be ensuring that staff are given provision and training in this area over the next term. NJ said that it would be good for Governors to understand more about this. SH to be invited to a future meeting.</p> <p>Attendance – NJ commented on the good attendance since school reopened after the summer. IJ said that attendance had been impressive. Before schools returned some parents had said that they would keep their children at home because of the pandemic. The fact that the children have returned to school reflects that parents/carers and children feel safe. In some of the year groups attendance had been higher than pre-Covid19. NJ asked what would happen if/when there were positive tests in school. IJ said that it is his duty to follow the correct procedures which will depend on numbers infected. Schools are generally contacting PHE for advice. IJ said that a member of staff has been waiting some time for a test result. IJ said that non attendance will be recorded unless a person has a positive test result. The one way system had also impacted on punctuality.</p> <p>Staffing – See separate confidential minute</p> <p>The report discussed 'directed time' and NJ asked what this meant. IJ explained that some schools have a directed time calendar to calculate the hours that staff work annually based on some activities. The result shows a calculation over or under the expected hours per day. It is a calculation driven by unions.</p> <p>NJ asked if IJ had seen the results of the RSE consultation yet. IJ said that there was nothing hugely contentious. Some parents had concerns over whether their children were old enough for some of the content.</p>	
72/20	<p><u>Kim Herriman – input on Remote Learning</u></p> <p>This section took part at the beginning of the meeting so that Kim could leave straight afterwards. KH presented information to Governors regarding remote input. Shielding, closing bubbles and whole school lockdown had meant that something had to be put in place in 48hrs. It was identified that 2 thirds of children did no work at all online. School has now recognised their strengths and weaknesses and the system in place is now much more robust.</p> <p>Daily assignments are set through Microsoft Teams which are as close to normal lessons as possible. Teachers now check and feedback work that has been submitted and the children can contact the teacher through the chat function of Teams. Virtual whole school assemblies are also taking place which are currently being pre-recorded. Wellbeing, PSHE and mindfulness are all still on the timetables. All meetings are recorded by</p>	

	<p>CPOMS which meets safeguarding requirements. Help and support is in place for staff and parents have also been sent guidance using a video and poster.</p> <p>SMP asked how teachers felt about using Teams. KH said that it has been difficult for some so others have stepped in to do assemblies for them. NJ asked what happens about the chat function if children don't have good keyboard skills. KH said that voice messages can be used but generally children demonstrate very good keyboard skills.</p> <p>MB asked about the half hour slot in the morning when teachers check in with the children. What happens afterwards? KH said that the children then undertake the set assignments for the day. If additional support is required then this is available through chat. If necessary they are assigned a TA to help. Children are not expected to be at a screen all day.</p> <p>IJ had previously commented on the poor internet capacity and NJ asked if this was something that needed sorting. IJ said that the internet provision had not been tested in such a way prior to the pandemic. He is looking into how to improve it. NJ asked if there were sufficient laptops. IJ said that some children were offered them but they were not all needed. NJ commented that it would be helpful for Governors to see this in action once established. IJ felt that it was currently too early but this was something to consider longer term.</p> <p>MB asked if there was an option for teachers to support other classes if needed. KH said that there was that option but not across year groups. Governors thanked KH for joining the meeting.</p>	
73/20	<p><u>Performance Management Review Date</u> This meeting had already taken place in July 2020. IJ said that this is the second year that it had been completed earlier when staff are more likely to remember their targets.</p>	
74/20	<p><u>Safeguarding</u> See separate confidential item</p>	
75/20	<p><u>Wellbeing and Equality</u> Nothing discussed.</p>	
76/20	<p><u>Determination of confidentiality of business</u> Staffing section of the Headteacher's update. Safeguarding.</p>	
77/20	<p><u>Date of next meeting and items to include</u> Resources Meeting 8 October 2020 at 5pm Curriculum Meeting 22 October 2020 at 5pm FGB Meeting 26 November 2020 at 5pm Full list of 2020-2021 dates on Governorhub.</p>	

Signed _____ Dated _____