



**Minutes of Annual Business Meeting of the Governing Board, Onslow Infant School held on Wednesday 22<sup>th</sup> September 2021 - 19.30 – Via ZOOM**

Present: Katherine Donlon Head Teacher  
 Tim Bevans TB  
 Claire Bryant CB  
 Katy Peters KP  
 Jess Sinclair JS  
 Roberta Guerrina RG  
 Amanda Pardoe AP  
 Sam Merchant SM  
 Will Salmon WS

In attendance: Sarah Churchill, Clerk  
 Felicity Taylor, Associate Member - FR  
 Ashley Taylorson, Associate Member - AT

*The Meeting was quorate*

<b>1</b>	<b>Apologies</b> - Were received from Charlotte Lester and Ashley Harris
<b>2</b>	<b>Declarations of Interest</b> - None  Governors were directed to complete the Register of Interest on the GVO and made aware that the information would be published on the school website.
<b>3</b>	<b>Declaration of Confidentiality &amp; Professional Negligence</b> - were read
<b>4</b>	<b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2021-20212</b>  The Clerk was not present for approximately 5-8 minutes for technical issues. On returning to the meeting it was clear that no chair or vice -chair were forthcoming and there was an impasse. After considerable discussion the following was agreed. <ul style="list-style-type: none"> <li>• Co-Chair - Katy Peters (until her term ends on 1<sup>st</sup> November 2021)</li> <li>• Co-Chair - Tim Bevans (until 8<sup>th</sup> December unless another governor is forthcoming to Co-Chair alongside him in which case he will continue to act as a Co-Chair as an interim measure to support the other chair in learning)</li> <li>• Vice-Chair - Jess Sinclair</li> <li>• Governor responsible for liaison with the LA in the event of allegation against Head Teacher - Claire Bryant</li> <li>• Child Protection/Safeguarding/ Looked After Children - Claire Bryant</li> <li>• Special Education Needs and Disability (SEND) - Roberta Guerrina</li> <li>• Designated Safeguarding Lead - Katherine Donlon</li> </ul>
<b>5</b>	<b>CONSTITUTION OF THE GOVERNING BODY</b>  <b>New Governor Appointments</b> <ul style="list-style-type: none"> <li>• Claire Bryant - Co-opted Governor</li> <li>• Felicity Taylor- Associate Member</li> <li>• Charlotte Lester - Associate Member</li> </ul>



	<ul style="list-style-type: none"> <li>• Ashley Taylorson - Associate Member (pending DBS Result)</li> </ul> <p><b>Terms due to end this term</b></p> <ul style="list-style-type: none"> <li>• Katy Peters on the 1<sup>st</sup> November 2021</li> <li>• Steven Hill on the 1<sup>st</sup> October 2021</li> </ul> <p><b>Vacancies</b></p> <ul style="list-style-type: none"> <li>• Staff governor vacancy - The clerk confirmed that the process had started and nominations should be in by the 30<sup>th</sup> September 2021.</li> </ul>
6	<p><b>EMERGENCY PROCEDURES</b></p> <p>The Head Teacher confirmed that emergency contact information for the school had been provided to Surrey County Council (Schools Support Service). It had been completed with Katy Peters as the Chair and would need to be re-supplied when the new chair was identified.</p>
7	<p><b>GOVERNORS' DETAILS: contact information and publication of data</b></p> <p>Governors agreed to check the contact details that are on the GVO are correct.</p>
8	<p><b>PROCEDURAL MATTERS</b></p> <p>a) <b>Code of Conduct</b> – all governors were aware of the code of conduct and agreed it in its current form.</p> <p>b) <b>Open or Closed Meetings</b> – governors agreed to hold open meetings</p> <p>c) <b>Alternative Participation/Voting Arrangements</b> – Agreed meetings would either be in person or virtual and not a mix at one meeting as they were difficult to manage.</p>
10	<p><b>COMMITTEES</b></p> <p>Membership of the following committees was agreed:</p> <ul style="list-style-type: none"> <li>• Children &amp; Learning Committee - Jess Sinclair, Katherine Donlon, Amanda Pardoe, Roberta Guerina, Claire Bryant, Ashley Harris, Sha Baviskar , Ashley Taylorson</li> <li>• Finance Committee - Sam Merchant, Tim Bevans, Claire Morris, Katherine Donlon, Charlotte Lester, Felcitiy Taylor</li> <li>• Pay Committee - Tim Bevans and Sam Merchant</li> <li>• Pay Appeals Panel - Jess Sinclair and Claire Morris</li> <li>• Head Teacher’s Appraisal Panel - KP to ensure continuity from last year if the appraisal took place before her Term ended, Tim Bevans and Claire Morris</li> </ul> <p>Ashley Taylorson and Felicity Taylor would be join the Positive Income Streams Working Party. Currently members are Tim Bevans, Claire Morris, Jess Sinclair.</p> <p>Governors then went on to discuss whether to continue with virtual meetings for some meetings. The Clerk reminded that decision making is supposed to be in person and this was suspended by the work from home directive however that is no longer in place.</p>



	<p>Some governors found virtual meetings more accessible, others found in-person meetings more effective. TB highlighted that public health needed to be the deciding factor not personal convenience. CB added that governors need to consider that ‘work from home if you can’ may return during winter and had already been flagged as a potential measure.</p> <p>The conclusion was to hold the FGBs in person and the first committee meetings of the year online with a view to them returning to in-person meetings in the summer term and this would be discussed at committee.</p> <p>KD said governors would be invited to help set up Christmas with staff in the hall 3.30--4.30 on 30<sup>th</sup> November and there would normally mince pies and have informal chat with their links.</p>
<b>11</b>	<b>LINK GOVERNORS</b> <ul style="list-style-type: none"><li>• The Governors who didn’t already have a link role such as SEND or Chair would be allocated a subject lead, and then that would also be their class lead. JS would circulate a list. <b>(ACTION - JS)</b></li><li>• Sam Merchant would link with new School Business Manager</li></ul>
<b>16</b>	<b>SAFEGUARDING UPDATE</b> <p>KD said all staff had been completed training via the online National College and completed a quiz to test their understanding. Governors must also to undertake that training. <b>(ACTION ALL GOVERNORS - PLEASE CHECK EMAILS FOR ACCESS)</b></p> <p>She explained there was one child on Child Protection and the school were working closely with other agencies</p> <p>TB reported that he had attended a virtual meeting with the head to see CPOMS and how it worked and how it was ensuring safeguarding was carried out at the school.</p> <p><b>Safeguarding and Child Protection Policy</b></p> <p>TB recommended the Safeguarding and Child Protection Policy for approval with the following provisos:</p> <ul style="list-style-type: none"><li>• There is a reference within the policy of the DSL reporting to the Head Teacher but for this year the DSL is the Head Teacher so this needs amending.</li><li>• It specifically references staff but also needs to reference volunteers</li></ul> <p>CB seconded TBs recommendations and added:</p> <ul style="list-style-type: none"><li>• On page 25 the Policy references going straight to c-spa but if a child has a social worker you should go straight to the social worker so this needs referencing as there is a child on child protection.</li><li>• Adding in the number for c-spa within the document would make it easier for contacting them</li><li>• She believed Ofsted would expect to see a paragraph about safeguarding measures during covid and the extra vulnerabilities this would create. CB would send an example to the Head Teacher. <b>(ACTION CB)</b></li></ul> <p>TB also sought confirmation that all the things we say we do within the policy (eg cycle training) are undertaken and the Head Teacher confirmed that this was the case.</p>



	<p>He also highlighted that one page of the policy has governors responsibilities on it. TB asks that all governors come to the next meeting having read this and that there is a 5 minute discussion included on the agenda for all governors to check their understanding of their responsibilities and ask any questions. <b>(ACTION ALL)</b></p> <p>The Policy was approved with the above amendments. <b>(ACTION KD)</b></p> <p>CM asked whether all children had returned to school as there had been news reports of parents choosing to home school after lockdown. KD explained there had been a good return from March and there had been a good appetite to return to school so this hadn't been a problem</p> <p>KD said that the September return has also gone smoothly however there are some local schools that have large outbreaks so the situation can change. Children and Staff have settled in well but online learning platforms are ready and set up if needed.</p>
17	<p><b>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</b></p> <p>Autumn Term will commence with virtual meetings that will start at 19:30. Meeting dates:</p> <p><b>Full Governing Body</b></p> <ul style="list-style-type: none"><li>• 22<sup>nd</sup> September 2021</li><li>• 1<sup>st</sup> December 2021</li><li>• 30<sup>th</sup> March (CHANGE FROM AGENDA)</li><li>• 28<sup>th</sup> April 2022 - (budget approval)</li><li>• 29<sup>th</sup> June 2022</li></ul> <p><b>Children and Learning Committee</b></p> <ul style="list-style-type: none"><li>• 17<sup>th</sup> November</li><li>• 9<sup>th</sup> March 2022</li><li>• 15<sup>th</sup> June 2022</li></ul> <p><b>Finance, Staffing and Premises</b></p> <ul style="list-style-type: none"><li>• 13<sup>th</sup> October 2022</li><li>• 24<sup>th</sup> November 2022</li><li>• 2<sup>nd</sup> February 2022</li><li>• 23<sup>rd</sup> March 2022 (WS cannot attend - Finance committee to speak to school business manger)</li><li>• 22<sup>nd</sup> June 2022</li></ul>

*Minutes agreed on*

*Signed (Chair) .....*