



Minutes of the meeting of the Governing Board, Onslow Infant School Held on Wednesday 16th September 2020 - 19.30 – Via ZOOM

<i>Present:</i>	Tim Bevans	TB
	Katherine Donlon	Head
	Roberta Guerrina	RG
	Ashley Harris	AH
	Steven Hill	SH
	Tony Lau-Walker (7.49)	TLW
	Rosie Marsden-Farmer	RMF
	Sam Merchant	SM
	Claire Morris	CM
	Amanda Pardoe	AP
	Katy Peters	KP
	Jess Sinclair	JS

In attendance: Sarah Churchill Clerk

Governors are reminded of the three main essentials of Effective Governance need to be at the centre of every meeting to ensure all governor business is strategic and not operational:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head Teacher to account for the performance of the school;
- Overseeing the financial performance of the school and making sure its money is well spent.

		Action
1	APOLOGIES FOR ABSENCE Will Salmon	
2	DECLARATION OF INTEREST <ul style="list-style-type: none"> • Governors were shown how to complete the Register of Interest Form on the GVO. All governors are to update their record. • No interest in specific agenda items at this meeting were declared. 	ALL
3	Declaration of Confidentiality & Professional Negligence Were read	
4	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-2021 The positions appointed at the last meeting of 2019-2020 were confirmed as followed. <ul style="list-style-type: none"> • Co-Chairs – KP /TLW • Vice-Chair –JS • Governor responsible for liaison with the LA in the event of allegation against Head Teacher - KP/TLW • Child Protection/Safeguarding/ Looked After Children – TB • Special Education Needs and Disability (SEND) - RG 	
5	CONSTITUTION OF THE GOVERNING BODY There is a parent governor vacancy and the election process will be carried out this term. It was agreed to use electronic voting to avoid issues of covid-19 as long as the cost was not prohibitive.	



6	<p>EMERGENCY PROCEDURES KD confirmed that the emergency contact information for the school has been provided to Surrey County Council (Schools Support Service).</p>	
7	<p>GOVERNORS' DETAILS: contact information and publication of data Governors were directed to the GVO and asked to verify their contact details were up to date.</p>	ALL
8	<p>PROCEDURAL MATTERS</p> <p>a) Code of Conduct – All governors were made aware of its contents. AGREED</p> <p>b) Open or Closed Meetings – Governors discussed whether it was practical to hold open meetings during the pandemic. It was decided to hold open meetings as transparency was more important than ever but to ensure careful use of the agenda and online meeting invitations mitigated any problems. AGREED</p> <p>c) Alternative Participation/Voting Arrangements –Governors discussed that the document needed amending to reflect the fact that meetings may be held totally virtually for some time and that hybrid meetings may become more frequent. It was acknowledged meeting in person had significant benefits and it was hoped to return to this in the future. Governors also discussed to amend the title to Meeting Attendance and Voting Arrangements to reflect a shift in working practices. ACTION: KP to update the policy and post-it on the GVO for ALL to indicate their approval.</p>	<p>KP</p> <p>ALL</p>
9	<p>REVERT the powers delegated to the Leadership & Governance Committee to the FGB It was AGREED that the powers delegated to the Leadership and Governance Committee would revert to the FGB and that it had no further strategic decision role making outside of the FGB</p>	
10	<p>COMMITTEES Membership of the following committees were confirmed for 2020-2021 as follows:</p> <p>a) Children & Learning Committee - JS, AH, RG, TB, KP, AP, KD, RMF b) Finance Committee SM, WS, TLW, SH, CM, KD c) Pay Committee - SM, TLW, KD d) Pay Appeals Panel - KP & TB e) Head Teacher's Appraisal Panel - TLW & KP</p> <p>Priorities for the Children and Learning Committee</p> <ul style="list-style-type: none"> • Governors agreed that the priorities for the first meeting of Children & Learning Committee were to look at the impact of the recovery curriculum and the impact of school disruption on more vulnerable children. <p>Priorities for the Finance committee</p> <ul style="list-style-type: none"> • See point 14 • TB suggested he be involved in any forthcoming safer recruitment review from a safeguarding perspective. 	
11	<p>LINK GOVERNORS</p> <p>Governors agreed that each governor would be given a joint subject/class link teacher. This would mean only one meeting was needed. ACTION: JS would to create a list of class/subject links and the governor allocated to them and this would be circulated as soon as possible. It would be ensured that members of the C&L committee covered English and Maths.</p>	JS



	<p>Visit Process</p> <p>At the moment only essential visits were allowed on site. Therefore governors felt it would be more appropriate for the link visits to take place virtually. KD suggested that due to staff wellbeing it would be pragmatic to devote one of the existing staff meetings to governors and staff could meet virtually at that time. ACTION: KD would confirm the date of a suitable staff meeting with JS to circulate with the link governor list.</p> <p>RMF suggested it would be very helpful to let the staff members have the questions before the meeting. Governors did not wish to be too prescriptive but JS agreed to look at the NGA for suggested questions and liaise with the HT to finalise them.</p> <p>JS suggested that it will be particularly important for these meetings to take place prior to the C&L committee meeting to ensure that there is some evidence for the committee to discuss as there will not be the same data as previous year's</p> <p>KP asked whether governors could meet the class virtually. KD replied it might be possible to record a video to share with their class.</p> <p>JS also highlighted that the Parent Questionnaire will be very interesting this year as it has been an unusual year and it is unlikely this can be distributed as a paper copy at parents evening.</p>	<p>KD</p> <p>JS/KD</p>
<p>12</p>	<p>CHAIR'S ACTIONS</p> <p>KP explained that the amended wording regarding PAN reduction had been agreed by Surrey. All governors agreed for the agreement to be signed by the chairs on behalf of the board.</p> <p>TLM asked for clarification the formal process including who sends out his consultation, and how the process concludes. ACTION: KP will seek clarification from SCC on the process and conclusion and report back via the GVO.</p>	<p>KP</p>
<p>13</p>	<p>NURSERY PROVISION</p> <p>KD explained to governors that the current focus has to be on re-opening school and providing education safely. She clarified that a nursery is not just opening up a room, but a whole school site and it further impacts on the covid-19 risk assessment. She further explained that local extended provisions are struggling at the moment as people have lost jobs, are working from home and not needing care so any nursery could end up costing money to run rather than making money. She strongly believed it is not the right thing to do, right now in the middle of a pandemic.</p> <p>TLW suggested it was still worth approaching the two struggling providers to see if they could use our site from January. KD responded that the focus needs to be on making the school safe as our purpose is education.</p> <p>KD confirmed that she would approach the nurseries in October time to rebuild relations and ask about their numbers and next year's admissions. She hadn't heard any of any closures yet but afterschool club is struggling and morning club is almost costing money to run.</p> <p>KD re-iterated that she was not saying a nursery would never be appropriate, but it needs to be financially viable. TLW said governors need to understand what is needed to make a nursery cost-effective and developing relationship with two damaged nurseries in the meantime would be beneficial. KD explained that the feasibility study, which would be undertaken by surrey,</p>	



	would help establish the cost-effectiveness. She was looking to reopen conversation with SCC (who were not previously in a position to respond due to Covid-19) and any feasibility study would be in conjunction with the existing nurseries sat some point in the future.	
14	<p>Decision on working party members and dates for staffing structure review</p> <p>With no immediate options to increase income at the school, the Chair of the Finance Committee highlighted that the school is budgeting for a deficit in 21/22. She explained that the governors therefore needed to create a recovery plan by the beginning of June this year. Part of that recovery plan would include a staffing structure review. Therefore an early working party needed to be established to discuss a staffing structure review.</p> <p>Governors agreed that TLW, CM and KD would form a working party. This would take place on 7th October at 9:20 as a follow on from the Pay Committee. If wider input was needed from C&L RG would be approached. The other governor would remain outside of the process in case there were any appeals at a later date.</p> <p>KD informed governors that the school has been approached about being a teaching hub due to the high standards in the school. The invitation only came through today so KD would find out more about the requirements but it was likely to include some payment. This could be a potential source of income that could offset any deficit.</p>	<p>TLW, CM,KD</p> <p>KD</p>
15	<p>Brief update on the return to full time education for all pupils</p> <p>KD reported that staff are positive and there are lots of happy children and parents on site. It has been a little tricky following the one ways systems and balancing all the drop-offs and pick-ups. Teachers' have managed to maintain the bubbles to date.</p>	
16	<p>Safeguarding update</p> <p>KD gave an update on CPOMS an online safeguarding reporting system that the school had invested in. Staff training is taking place and staff are optimistic about the system. It is also useful for recording who has had training and read documents. Our feeder school has also bought into the system allowing secure transfer of safeguarding records to take place</p> <p>KD also reported that the numbers of children returning to school was very positive. The school had returned to first day calling and were following the correct 'children missing out on education' process where a child hasn't returned from overseas.</p> <p>The Child Protection and Keeping Children Safe Policy is being finalised. This will be circulated at the business meeting and it back dates. The slides from the staff training and the KcSiE document would also be circulated on the GVO. ACTION: Governors comment that they have read and understood KcSiE.</p> <p>CM asked whether there had been any increase in safeguarding concerns from lockdown. KD replied that as a school we were able to have YR, Y1 and some y2 on site towards the end of summer term, as well as our key worker and vulnerable children so we had been able to keep abreast of safeguarding. We also phoned all children and families and made more calls for families with concerns. We did find some our families needed to use the food bank and were able to issue vouchers for this. KD explained that we are very lucky to have a Home School Link Worker, who is very open and approachable with our families. As a result, KD felt that we haven't added to our safeguarding concerns, despite lockdown but have increased work with families we have been concerned about anyway.</p>	ALL



	<p>AP added that mental health has been a strong focus in the recovery curriculum. This has been at the forefront of the first couple of weeks of teaching. There is also a new PSHE scheme which takes us through the year to support mental health.</p> <p>KP asked about the impact of lockdown on children with SEN and what was being done to support them. KD clarified that so far the focus has been on mental health as the school has only just returned. However, there are spare large class rooms which allow for children to be space children far apart so that they can access interventions across year groups.</p> <p>TB asked whether the new governors had safeguarding training. The clerk confirmed this had not taken place as the courses were suspended in lockdown. They were returning now and the relevant governors would undertake the training as soon as possible. ACTION: RG, AH, WS and CM to undertake safeguarding training</p> <p>KP asked whether there were any Sen priorities for RG in her role as inclusion link. KD explained that RG should meet with our inclusion manager who will explain the current school position and work through case studies with her. She added that RG needed to be familiar with the Pupil Premium Report and SEND report which covered the current priorities and areas of work. ACTION: RG to familiarise with PP and SEND report and meeting with Inclusion Manager</p> <p>RG highlighted that equality and diversity are more pressing that ever and asked whether there much conversation with parents on diversity? It was agreed RG would discuss this with the inclusion manager at their meeting and that C&L could add this as an agenda item going forward.</p>	<p>RG, AH, WS and CM</p> <p>RG</p> <p>RG</p>
<p>17</p>	<p>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING Autumn Term will commence with virtual meetings that will start at 19:30. Meeting dates:</p> <p>Full Governing Body</p> <ul style="list-style-type: none"> • 16th September 2020 • 2nd December 2020 • 24th March 2021 • 21nd April 2021 • 7th July 2021 <p>Children and Learning Committee</p> <ul style="list-style-type: none"> • 18th November 2020 • 10th March 2020 • 23rd June 2020 <p>Finance, Staffing and Premises</p> <ul style="list-style-type: none"> • 14th October 2020 • 25th November 2020 • 3rd February 2020 • 31st March 2020 • 16th June 2020 	

Minutes agreed on 2 Dec 2021

Signed (Chair)