



**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL
MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 16TH NOVEMBER 2020 AT 1.00 p.m.**

PRESENT:

Reverend E Aggrey-Ogoe	Mrs K Bachelard
Mr M Baybutt	Mr J Bennett
Mrs C Clayson	Mrs J Collett-White
Mr A Cummins	Mrs B Feast
Dr. J Perkins	Mr D Warner
Mr S Way (Headteacher)	

IN ATTENDANCE: Mrs D Stryzyk (Clerk)

Part I - Non-Confidential Minutes

Item	Minute	Action
PROCEDURAL		
1.	<p>Chair's Welcome and Prayers</p> <p>The Chair welcomed governors to the meeting of the Governing Board.</p> <p>Reverend Aggrey-Ogoe led the Board in an opening prayer.</p> <p>Governors were reminded of the protocols for virtual governance. The meeting was being hosted by the Vice Chair and was conducted via Zoom.</p>	
2.	<p>Quorum</p> <p>The meeting was established as quorate.</p>	
3.	<p>Apologies for Absence</p> <p>An apology for her absence had been received from Mrs N Brown (covering staff absences relating to Covid-19). Her apology was accepted.</p>	
4.	<p>Declaration of Business Interests</p> <p>a) Declaration of Interests Against Any of the Agenda Items for the Meeting</p> <p>Governors were invited to declare business interest against any of the agenda items for the meeting. None were received.</p>	



	<p>b) Report of Governors Non-disclosure</p> <p>The Clerk referred to the agenda for the meeting which detailed those governors who had not completed their required declarations or where governors needed to re-visit their Governor Hub profiles to update their Declaration relating to their agreement to abide by the Governors’ Code of Conduct.</p> <p>Failure to disclose business interests and no confirmation of their agreement that governors have read KCSIE 2020 and agree to abide by the Governors’ Code of Conduct 2020, may result in governors being disqualified.</p> <p>Action: EAO/KB/NB/AC to complete ALL declarations on Governor Hub before the 30th November.</p> <p>Action: JCW/JP/DW/SW to revisit the Declaration page to confirm their agreement to abide by the Governors’ Code of Conduct.</p>	<p>EAO/KB/ NB/AC</p> <p>JCW/JP/DW/ SW</p>
<p>5.</p>	<p>Governing Board Membership</p> <p>a) Co-opted Governor Vacancy</p> <p>The Chair was saddened to report that Mrs J Dawes had tendered her resignation from the Board due to personal reasons. Her resignation resulted in a co-opted governor vacancy.</p> <p>The Chair reminded governors that they had earlier in the year, received details of Mr D Munro, who had expressed an interest in serving as a governor for the school. At the time, the Board agreed to keep him in mind should a governor vacancy arise as he had specific skills relating to IT which the Board welcomed.</p> <p>The Chair sought governors agreement to appoint Mr David Munro as a co-opted governor. Governors unanimously agreed to offer Mr Munro the opportunity to join the governing board. The Headteacher undertook to speak with Mr Munro on the Board’s behalf to offer him a position on the Board.</p> <p>Action: HT to contact Mr David Munro to offer him a co-opted governor position on the Board. If Mr Munro was to accept the Board’s offer; the Headteacher to provide the Clerk with Mr Munro’s contact details (phone number, address, telephone number and email) so that the Clerk may process Mr Munro’s appointment and update the GIAS and other data collections and databases</p> <p>Action: HT to ensure that Mr Munro contacts the school to arrange for a Disclosure and Barring Service check which must be undertaken within 21 days of his appointment.</p>	<p>HT</p> <p>HT →Clerk</p> <p>HT</p>



<p>6.</p>	<p>Minutes of the full Governing Board Meeting held on the 5th October 2020</p> <p>The minutes of the previous meeting held on the 5th October 2020 were agreed as a true record. The minutes of the meetings would be signed by the Chair at the next opportunity for the Board to physically meet.</p> <p>Action: Chair to sign the minutes of all meetings approved since the start of the lockdown.</p>	<p>Chair</p>
<p>7.</p>	<p>Matters Arising and Receive Updates on Agreed Actions</p> <p>a) Governor Hub Package</p> <p>The Clerk had set up Governor Hub as the governors' sharepoint as agreed at the previous meeting. The Chair asked if governors were happy with the Governor Hub platform. Governors agreed that they were.</p> <p>In answer to a governor's question; the Clerk advised the Governor Hub noticeboard enabled governors or individuals to receive messages and notifications via email; but although only the intended recipient would receive the email all governors would be able to view a message on the noticeboard. Therefore, if there were messages which governors did not intend all to view e.g. confidential matters, these should be sent via their school email accounts (KLZ/Office 365).</p> <p>b) Letter to Former Governor</p> <p>The Chair confirmed that she had written to Mr Kerrell to thank him for his support of the school and his valued contributions during his tenure as a governor.</p> <p>c) Annual Statement of Governance 2019-20</p> <p>The Annual Statement of Governance had been uploaded to Governor Hub. The Chair explained it had been difficult to specify governors' training which had been largely disrupted due to Covid-19.</p> <p>Governors agreed the Annual Statement of Governance 2019-20. The Headteacher would publish the statement on the school's website.</p> <p>Action: HT to arrange for the Annual Statement of Governance and Governors' Attendance Record for the 2019-20 academic year to be published on the school's website.</p>	<p>HT</p>



d) Parents' Concerns

The Headteacher confirmed that he had notified the local PCSO of parents' concerns relating to youths congregating in the Village Hall car park. He had yet to receive a response. The Chair asked the Parent Governor if he had witnessed any further acts of concern. The governor answered he had not, but he had not visited the park recently.

SCHOOL IMPROVEMENT

8. Headteacher's Report

The Headteacher's report had been uploaded to Governor Hub prior to the meeting. He expanded on his report:

a) School Improvement Plan 2020-21

Governors unanimously agreed the 2020-21 School Improvement Plan. There were no identified costs associated with the Plan.

The Plan was a working document; the Headteacher anticipated that further targets would be added particularly as middle leaders were reviewing their subjects and ways to move them forward. In essence, the priority was the teaching of the curriculum, in particular literacy and numeracy, and closing the gaps which resulted from the lockdown due to pupils' inconsistent home learning and experiences.

b) Risk Assessment

The Risk Assessment had been updated since the previous Board meeting; the updated document had been uploaded to Governor Hub (changes highlighted). The Deputy Headteacher continued to work on the Risk Assessment as and when new Guidance was received.

The Headteacher advised parents have been asked to wear masks during drop off and pick up. Parents appeared to be adhering to the request.

The Headteacher advised many classes across the County have been affected by bubble closures. The Swale area was particularly affected.

c) School Roll and Organisation

The Headteacher advised there were currently 205 children on roll, the Headteacher's Report detailed pupil numbers by year group.

The Headteacher explained he had admitted two children into Years 5 and 6 above the published admissions number as the children's guardians had begun the appeals process;



the Headteacher had not intended to appeal the decision, so had admitted the children into the school.

The Headteacher reported that he had been showing prospective new Year R parents around the school. The parents were masked and did not enter the classrooms. He had spoken to them about the school's ethos and values. The Headteacher and governors were hopeful that there will be 30 children joining the school in Year R in September 2021.

d) Staffing Updates

The Headteacher advised one teaching assistant (a qualified teacher) will leave the school at the end of term as she had secured a position as a class teacher.

e) 2020-21 School Improvement Plan

The Headteacher advised he had started to do monitoring, looking at plans and seeing how planning progresses and cross-references with books and timetables to provide an indication of what is happening around the school. No formal lesson observations were taking place under the current restrictions.

i) Quality of Education

Baseline/Term 1 Assessment Data

The Headteacher advised, in terms of early predictions of outcomes for Years 2 and 6; the teachers were identifying where gaps exist following informal assessments. Gaps were being filled to help the children catch up on missed learning during lockdown. The dichotomy of abilities had increased; lower attaining pupils were further behind than their peers.

The School Improvement Advisor had suggested that when looking at class breakdowns, the percentage on track in November 2019 should be the same percentage in July 2021; the expectations were to get the children back to where they were pre-lockdown. The school continued to focus on individual children's needs.

Recovery Plan to Diminish Gaps

The Headteacher referred governors to the publicised findings of Ofsted following post-lockdown inspections. Inspectors had observed some children not being able to hold a knife and fork.

The school had conducted its own analyses within each class. The children in Year 6 were writing how they speak, informally. The Staff Governor agreed, the quality of writing and grammar had been affected because children were using relaxed, casual



speech as they would at home. Teachers were having to re-teach pupils the skills which should by now be ingrained.

The Headteacher advised, Year 1 children had forgotten what they had learnt in Year R; they had been unable to retain that information. In summary, each class had its challenges.

A governor asked the Headteacher if he anticipated the children would catch up and be at age expectations. The Headteacher confirmed they will.

A governor asked if the Covid Catch-up funding was being used to help children catch up. The Headteacher explained the Covid Catch-up funding would not be used for 1:1 tutoring; because sustained interventions were required in the classrooms. Support was being weaved in throughout the school day. SEND was being structured so that those who may have extra speech and language needs were being followed up in class using the Catch-up funding.

School's Predicted Performance Targets 2020-21

The Headteacher referred to his provisional, aspirational performance targets on page 2 of his report. He cautioned governors not to make comparisons with previous cohorts; they were different children and this year's cohort had been subjected to much disruption. The results for 2020-21 will be affected.

	Reading		Writing		Maths	
	Expected	Greater Depth	Expected	Greater Depth	Expected	Greater Depth
Year 2	82%	36%	73%	27%	77%	32%
Year 6	74%	29%	77%	16%	77%	23%

The teachers were working hard to address gaps in the children's learning and get them back to where they should be. He added, it was still uncertain whether there would be any statutory tests in 2021.

A governor asked if there was any realistic mechanism for recording the amount of differentiation that staff were having to apply. The Headteacher answered, their planning will show differentiation. It was dependent on a child's ability to work independently, which particularly affected the lower end of the school.

The Headteacher advised assessments would be conducted in the coming weeks. The data will provide staff with a better understanding where pupils are. There were a number of children who were not at the expected levels or at the greater depth standard, not on track for their own trajectories.



Remote Learning

The school was prepared to deliver remote learning if it becomes necessary. The school will use Google Classroom and each teacher had set a piece of homework electronically so that teething problems may be ironed out. The Headteacher explained, as with all home learning, staff were reliant on parents to assist the school, nonetheless staff will do all they can to help.

ii) Behaviour & Attitudes

Current attendance was 95.1% (compared to 96.5% for the same period last year). There were 13 children with attendance below 85% (details recorded in the Headteacher’s report). Attendance excluding the 13 children was 97.8%. Twenty three children had attendance of below 90%. Whole school attendance excluding these children was 98.3%.

Three children have 0% attendance; the children’s parents were not sending their children into school because of Covid. The children have not been included in the school’s attendance figures. One of the children had significant medical problem and was being provided with work by the school which reflected what was being taught in school. The child’s mother was a teacher and was home tutoring her child. The other two were traveller children . The Headteacher was in communication with the Attendance Service about the latter.

The Headteacher rationalised attendance, it was the coughs and colds season this was beginning to have an impact on attendance because of the need for cautiousness due to Covid.

iii) Personal Development

As detailed in the Headteacher’s report.

iv) Leadership & Management

The school’s current main focus was to abide by the latest Covid guidance and manage staff’s well-being as well as moving the school forward.

v) Pupils’ and Staff’s Well-being

A governor asked about the staff’s well-being. The Headteacher advised it had been hard for staff to return at the start of lockdown #2. They were worrying because they needed to get things right for the children. He assured governors that he takes teachers’ well-being really seriously. He added, as part of the teachers’ performance appraisal; well-being targets have been set. It was important that the staff know their colleagues are there for them.



A governor stated supporting another school was commendable, but the well-being of the staff and pupils at Boughton & Dunkirk must be the priority at the moment. The Headteacher explained, mainly it was he who was supporting the school in Ashford. The Ashford school was preparing for an Ofsted Inspection; which would be under the new framework. The insight will provide the Headteacher with the knowledge on how best to prepare Boughton & Dunkirk for an inspection. He added, as always he was mindful of staff's well-being.

A governor referred to the well-being of the pupils; he asked if the school was intending to conduct a pupil survey to garner pupils' views on how they were feeling. The Headteacher advised a survey had been written and would be discussed with staff and the survey undertaken in the coming weeks. The School Council had helped with that.

A governor enquired if it was possible for the School Council to meet virtually. The Headteacher explained logistically it would be difficult because it would mean an adult would have to accompany each pupil representative. The Headteacher acknowledge the need to use the School Council in some way.

vi) Teaching Staff's Pay Awards

All staff have had a successful performance appraisal. All teachers received the Government recommended salary increase.

e) Statutory Inspection of Anglican and Methodist Schools

A governor asked if there was anything governors may do to prepare for SIAMS. The Headteacher reminded governors that SIAMS was not due for a couple of years; the school had been inspected last year.

9. Governance

a) Governor Action Plan

The Governor's Action Plan relating to monitoring School Plan objectives had been incorporated within the School Improvement Plan 2020-21, as follows:

Governor Monitoring of the School Plan and Statutory Duties 2020-21		
Quality of Education		
Governors	Key Questions	Monitoring Visit Dates



JCW & JP	<ul style="list-style-type: none"> ➤ Does the teaching and learning across the school remain high? ➤ Is the curriculum relevant to our pupils and does it remain fresh and purposeful? ➤ Does the provision for children with SEN give them the best chance to succeed? ➤ Has the school's delivery of education responded to the demands of Covid restrictions? 	December March June
KB & NB	<ul style="list-style-type: none"> ➤ How is assessment used to improve outcomes? ➤ Monitor the progression of children in key areas of the curriculum. 	December April July
Behaviours & Attitudes		
Governors	Key Questions	Monitoring Visit Dates
AC & CC	<ul style="list-style-type: none"> ➤ Does the behaviour around the school appear to be good and is there a calm approach to learning? ➤ Are there concerns about individual attendance dealt with in a proactive way? ➤ Do the stakeholders of the school reflect the wider Methodist values? 	November February May
Personal Development		
Governors	Key Questions	Monitoring Visit Dates
AC & CC	<ul style="list-style-type: none"> ➤ How does the school ensure the well-being of pupils across the school is catered for? ➤ What are the wider opportunities and experiences that are taking place in each class? 	November February May
Leadership & Management		
Governors	Key Questions	Monitoring Visit Dates
JB & DM	<ul style="list-style-type: none"> ➤ Is the school being led effectively in response to the Covid restrictions? ➤ Is the work in the classroom being monitored for effectiveness? ➤ Are the relationships between Boughton and other schools beneficial to this school? ➤ Does the well-being of the staff remain a priority to the leadership team? ➤ Does the governing board have a manageable and effective plan for succession? 	November February May
MB & BF	<ul style="list-style-type: none"> ➤ Is the school financially secure and able to use its funds effectively for the benefit of the pupils? ➤ Is the Covid catch-up funding used in an effective way? 	Termly
Statutory Inspection of Anglican & Methodist Schools		



Governors	Key Questions	Monitoring Visit Dates
BF & EAO	➤ How is the Methodist ethos reflected in the school?	December March July
Additional Governor Monitoring		
Governor	Headteacher's Performance Appraisal	Monitoring Visit Dates
MB, BF, NB	➤ To conduct the appraisal before December, recommend salary increase and review progress against targets at six month interval	November May
Governor	Health & Safety	Monitoring Visit Dates
AC	➤ Health and safety checks on actions identified in previous reports to ensure they have been completed at least three times a year	Terms 2, 4 and 6
Governor	Safeguarding	Monitoring Visit Dates
MB	➤ To complete the safeguarding toolkit with the relevant staff and to keep abreast of changes to Keeping Children Safe in Education Guidance	Autumn – report to GB term 2
Governor	Training & Development Governor	Monitoring Visit Dates
TBA	➤ To liaise with other governors with regard to training and track training records on behalf of the governing board and report to governing board at each meeting	Termly
Governor	Data Protection Governor	Monitoring Visit Dates
MB	<ul style="list-style-type: none"> ➤ To be aware of data breaches and ensure that procedures for data protection are effective. ➤ Receive Data Protection report annually 	Term 2
Governor	Finance Governor	Monitoring Visit Dates
MB & BF	<ul style="list-style-type: none"> ➤ To meet termly to monitor and discuss the school's finances and report to the full governing board ➤ To report on benchmarking ➤ To agree annual budget setting ➤ To monitor the impact of the Sports Premium Grant funding and receive details of how SPG is being used to improve pupils' engagement, participation and progression in sports based activities 	Termly following review by Schools Financial Services
Governor	SEND Governor	Monitoring Visit Dates



CC	<ul style="list-style-type: none"> ➤ Meet regularly with SENCo to assess effectiveness of SEN strategies being deployed in the school ➤ To meet with SENCo to discuss the annual SEND report 	November February	ALL Governors
Governor	Pupil Premium/Covid Catch-up	Monitoring Visit Dates	
KB	<ul style="list-style-type: none"> ➤ To monitor the impact of the Pupil Premium Grant funding and receive details of how it is being spent to improve outcomes 	December April May	
<p>The Headteacher advised the Governor Monitoring Plan included some suggested questions, but governors must read and assimilate the information within their section of the School Improvement Plan and formulate questions and advise the Headteacher/in-school lead what evidence they would like to see. Governors must drive the questioning. The Headteacher added, he was keen to have staff members present during the meetings.</p> <p>Action: Governors to conduct monitoring visits in line with the monitoring plan and report to the Board at the term 3 meeting.</p> <p>b) Governors' Monitoring Visit Reports</p> <p>See Finance Governor's report at minute 13, Finance.</p> <p>JCW had conducted an informal visit to observe the school's Covid-19 procedures. Her report dated the 9th October 2020 had been shared on Governor Hub prior to the meeting.</p> <p>The governor reported that staff had adapted well to the changing circumstances. The Headteacher and staff had demonstrated positive attitudes and actions. She wished to place on record her acknowledgement of staff's hard work to ensure the smooth running of the school, the well-being of the pupils and continuation of their learning.</p> <p>c) Governor Visits Policy</p> <p>Governors unanimously agreed the Governor Visits Policy which had been updated August 2020. Governors undertook to conduct their monitoring remotely until normal visits may resume. The Policy included reporting templates.</p> <p>Action: Governors to read the Governor Visits Policy and use the templates for recording their reports.</p> <p>d) Data Protection Officer's Report</p> <p>The Data Protection Officer's report had been shared with governors on Governor Hub prior to the meeting. There were no questions arising from the report.</p>			



	<p>e) Governance Information on the School's Website</p> <p>DW was asked to undertake an audit of governors' information on the school's website and to check whether the school's website was in line with the newly updated requirements from the DfE.</p> <p>Action: DW to conduct an audit of the school's website using the updated DfE Guidance.</p>	<p>DW</p>
<p>10.</p>	<p>Headteacher's Performance Appraisal</p> <p>Governors received confirmation that the Headteacher's appraisal had been undertaken. His pay award will be decided shortly. The Panel Members were awaiting guidance.</p>	
<p>11.</p>	<p>Health & Safety/Risk Assessment</p> <p>a) Health & Safety Issues or Concerns</p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any health and safety issues or concerns.</p> <p>The Headteacher advised a fire drill had been conducted. The building was evacuated within 2 minutes and 30 seconds of the alarm sounding.</p> <p>The Headteacher advised there were again problems with the decking areas outside the classrooms. These would be attended to. The Health & Safety Governor recalled that the issue with the decking had been a long term one. He urged the school to explore a long-term solution to the problem. The Headteacher advised he was waiting for the Local Authority and another company to provide questions to replace the decking. Some of the cost may be met from the school's Capital monies.</p> <p>b) Risk Assessment</p> <p>The updated Covid Risk Assessment had been uploaded to Governor Hub prior to the meeting.</p>	
<p>12.</p>	<p>Safeguarding</p> <p>a) Safeguarding Issues of Concerns</p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding issues or concerns.</p> <p>The Headteacher advised there were some safeguarding concerns relating to certain families. Lockdown had been a stressful time for some families. Those areas of concern identified before lockdown have remained.</p>	



	<p>The Safeguarding Governor had recognised during his monitoring of safeguarding, the volume of work undertaken by the school's Family Liaison Officer and Deputy Headteacher who were supporting people throughout the lockdown. During the lockdown the school had conducted itself well; staff had done a good job during the difficult period.</p> <p>b) Annual Safeguarding Report Parts I and II</p> <p>The Safeguarding Governor had prepared the Annual Safeguarding Report Parts I and II, he undertook to upload the document to the term 2 meeting folder. Governors would be afforded an opportunity to raise any questions at the next meeting.</p> <p>Action: Safeguarding Governor to upload the Annual Safeguarding report to Governor Hub. Governors to read the document and prepare any questions in readiness for the term 3 meeting.</p>	<p>MB ALL Governors</p>
<p>13.</p>	<p>Finance</p> <p>a) Six Month (September) and Seven Month (October) Budget Monitoring</p> <p>The Finance Governor reported to governors on the six month and seven month budget monitoring reports. The outturn figures were satisfactory and there were no identified significant risks which may result in an overspend to report.</p> <p>The Covid Catch-up funding had been based on the October census figures for the period from September 2020 to March 2021 of circa £9,400 and circa £6,700 for the period April to August 2021. These sums were not included within the predicted income for October.</p> <p>Revenue</p> <p>The Finance Governor (MB) explained that as a result of the current circumstances, the projected full year income from ancillary activities had been reduced (I08b).</p> <p>There had been reduction in income in I12 and I13 o note there was also a corresponding reduction in expenditure.</p> <p>The Finance Governor reported the cost of the Sports Coach had been omitted from the original budget calculations; this was now included @ E03.</p> <p>E07 costs had increased to support out of school provision.</p> <p>E14, there were increased costs arising from enhanced cleaning requirements due to Covid.</p>	



	<p>E16, Electricity costs were higher than the original budget forecast; this was likely due to the extended opening of the school to key workers' children during lockdown #1.</p> <p>Governors unanimously agreed the six month budget monitoring report.</p> <p>A governor asked what arrangements were in place for those children eligible for free school meals during the second lockdown. The Headteacher advised free school meals eligible families were provided with vouchers from the start of lockdown. Staff were liaising with those families without internet or a printer.</p> <p>The Parish Council had asked for of free school meals pupils on roll. They were putting together hampers for each free school meal eligible child which would be distributed before Christmas. A local Parish Councillor added, the Parish Council had allocated £280. The hampers would be made up once the school had broken up for the Christmas holiday. Staff will deliver the hampers around the 22nd December to around 28 families. Governors JP and AC offered to help with the deliveries which the Headteacher welcomed their support as representatives of the Governing Board.</p> <p>b) School Teachers Pay & Conditions Document 2020</p> <p>The Clerk undertook to upload the STPC document to the term 3 meeting folder.</p> <p>Action: Clerk to upload STPC document to Governor Hub (done 18/11/2020).</p> <p>The Headteacher advised the school was having to pay more for teaching assistants on a supply basis. The integrity of class bubbles must be ensured so staff cannot move from one bubble to another. Lunch periods were a problem because all staff have to be present. Therefore, staff were being paid for extra hours each week.</p>	Clerk
14.	<p>Policies</p> <p>Upon the recommendation of the Lead Reviewers (in brackets); governors unanimously agreed the following policies:</p> <ul style="list-style-type: none"> a) Acceptable Use Policy (JB/CC) b) Admissions Policy – ratification only following changes discussed and agreed at the previous meeting c) Anti-Bullying Policy (JCW) – not due to be reviewed, c/f to March d) Equality Scheme (MB/JP) e) Finance Policy (MB/BF) f) Food Policy (AC/KB) g) Pay Policy (BF/NB) 	



	h) Prospectus (NB/JB) – when next updated, governor suggested making the pictures larger	
OTHER		
15.	<p>Governor Training & Development</p> <p>a) Training & Development Governor</p> <p>The Chair asked governors to consider taking on the role of Training & Development Governor following Mrs Dawes’ resignation. The role included identifying training linked to Governors’ roles and responsibilities.</p> <p>Action: Governors to appoint Training & Development Governor at the term 3 meeting.</p> <p>b) Agree Priorities for Governors’ Training</p> <p>The Chair referred governors to the many training modules available e.g. Monitoring, New Governor Induction, Closing the Gap. Governors were asked to look on Governor for training opportunities.</p> <p>Governors were reminded that if they have aspirations to become Chair, they should consider undertaking the National Governors Association Chairs Development programme.</p> <p>Action: Governors aspiring to become Chair must complete the NGA Chairs Development programme.</p> <p>c) Reports of Training Undertaken</p> <p>JCW’s report of her ‘virtual’ attendance at Complaints training had been shared on Governor Hub.</p> <p>There was a need for the school to appoint a Complaints Co-ordinator to receive and acknowledge any complaints.</p> <p>Action: HT to identify a Complaints Co-ordinator to receive and acknowledge any complaints.</p> <p>d) Reports of Governors’ Completed Training 2019-20</p> <p>The former T&D Governor was scheduled to report on governors’ training; she had resigned. The Clerk suggested that, moving forward, governors may record their training on Governor Hub on the same page as the Declarations tab. She also undertook to create a training folder on Governor for governors to upload their certificates and training reports. The Clerk continued to maintain hard copies of governors’ training certificates in school.</p>	<p>ALL Governors</p> <p>ALL Governors</p> <p>HT</p>



	<p>b) Election of the Vice Chair</p> <p>The Clerk had sought nominations for the Vice Chair prior to the meeting. Governors had been reminded that their nominated person should be someone whom they would be happy to assume the Chair in due course and be prepared to accept the Chair should they be appointed. Of the nominations received, they were for Mr M Baybutt to be reappointed as the Vice Chair. There were no further nominations received from governors present at the meeting. Mr Baybutt was asked if he would work with the Chair to succession plan for the future leadership of the Board and complete the relevant training to assist with the transition; he agreed to these on the proviso that someone else takes on the role of finance.</p> <p>Governors unanimously agreed to reappoint Mr Baybutt as the Vice Chair for a further one year term of office.</p> <p>Action: Governors to consider taking on the role of Finance Governor.</p> <p>Action: MB to register on the NGA’s Chair’s Development programme.</p> <p>Action: Governors to consider appointing a co-Vice Chair to succession plan for the future.</p>	<p>ALL Governors MB</p> <p>ALL Governors</p>
<p>18.</p>	<p>Any Other Urgent Business</p> <p>a) Monitoring Pairs</p> <p>The Chair suggested that for the upcoming monitoring of Leadership & Management that JB monitor alone or with the Chair if he wished to have a monitoring partner.</p> <p>KB and NB were scheduled to monitor the Quality of Education, but data assessments have yet to be performed and data analyses prepared. It was agreed that they defer their monitoring to either December or early January. The Headteacher undertook to contact the governors once the data analysis has been completed.</p> <p>Action: HT to contact KB and NB when the assessment data drops and analyses have been completed and arrange a convenient date and time for the governors to complete their monitoring of the Quality of Education.</p>	<p>HT →KB/NB</p>
<p>19.</p>	<p>Confidentiality</p> <p>No matters were deemed to be of a confidential nature.</p>	



20.	<p>Confirmed Dates and Times for 2020/21 Academic Year Governing Board Meetings all at 1.00 p.m.</p> <ul style="list-style-type: none"> ➤ Term 3 – Monday, 25th January 2021 ➤ Term 4 – Monday, 8th March 2021 ➤ Term 5 – Monday, 10th May 2021 ➤ Term 6 – Monday, 12th July 2021 	
21.	<p>Impact of Meeting</p> <p>Governors reflected on the impact of Governance during this meeting:</p> <ul style="list-style-type: none"> ✓ Governors have agreed a schedule of monitoring activities linked to the school’s priorities and key roles and responsibilities ✓ Governors had focussed on the safety and wellbeing of staff and pupils whilst in the school ✓ Governors checked that those children eligible for free school meals were in receipt of vouchers during the lockdown and holidays ✓ The Safeguarding Governor had worked with key school staff to prepare the Annual Safeguarding report which had been shared with governors. Governors were satisfied that the school’s safeguarding procedures were being followed and the school’s overarching safeguarding was right. ✓ Finance Governors had scrutinised the school’s income and expenditure for the six month period demonstrating financial probity. ✓ Governors agreed a raft of policies and school documents which reflect the school’s values and vision ✓ Governors have put in place succession planning for the leadership of the Governing Board. 	

The meeting concluded at 2.50 p.m.

Signature: (Chair)

Date:



**BOUGHTON & DUNKIRK PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 16th NOVEMBER 2020
SUMMARY OF AGREED ACTIONS**

Minute Ref.	Agreed Action	For Whom
4, b)	<ul style="list-style-type: none"> ➤ EAO/KB/NB/AC to complete ALL declarations on Governor Hub before the 30th November. ➤ JCW/JP/DW/SW to revisit the Declaration page to confirm their agreement to abide by the Governors' Code of Conduct. 	<p>EQO/KB/NB/AC</p> <p>JCW/JP/DW/SW</p>
5,	<ul style="list-style-type: none"> ➤ HT to contact Mr David Munro to offer him a co-opted governor position on the Board. If Mr Munro was to accept the Board's offer; the Headteacher to provide the Clerk with Mr Munro's contact details (phone number, address, telephone number and email) so that the Clerk may process Mr Munro's appointment and update the GIAS and other data collections and databases ➤ HT to ensure that Mr Munro contacts the school to arrange for a Disclosure and Barring Service check which must be undertaken within 21 days of his appointment. 	<p>HT</p> <p>HT →Clerk</p> <p>HT</p>
6,	Chair to sign the minutes of all meetings approved since the start of the lockdown.	CoG
7,	HT to arrange for the Annual Statement of Governance and Governors' Attendance Record for the 2019-20 academic year to be published on the school's website.	HT
9, a)	Governors to conduct monitoring visits in line with the monitoring plan and report to the Board at the term 3 meeting.	ALL Governors
9, c)	Governors to read the Governor Visits Policy and use the templates for recording their reports.	ALL Governors
9, e)	DW to conduct an audit of the school's website using the updated DfE Guidance	DW
12,	Safeguarding Governor to upload the Annual Safeguarding report to Governor Hub. Governors to read the document and prepare any questions in readiness for the term 3 meeting.	MB ALL Governors
13, b)	Clerk to upload STPC document on the governors' sharepoint	Clerk
15, a)	Governors to appoint Training & Development Governor at the term 3 meeting.	ALL Governors
15, b)	Governors aspiring to become Chair must complete the NGA Chairs Development programme.	MB/ALL Governors
15, c)	HT to identify a Complaints Co-ordinator to receive and acknowledge any complaints.	HT
15, d)	Clerk to create a training folder on Governor Hub (done 18/11/2020)	Clerk
15, e)	Clerk to include on the year planner, governors to complete skills audit as a group activity at the term 6 meeting.	Clerk
17,	<ul style="list-style-type: none"> ➤ Governors to consider taking on the role of Finance Governor ➤ MB to register on the NGA's Chair's Development programme ➤ Governors to consider appointing a co-Vice Chair to succession plan for the future. 	<p>ALL Governors</p> <p>MB</p> <p>ALL Governors</p>



18,	HT to contact KB and NB when the assessment data drops and analyses have been completed and arrange a convenient date and time for the governors to complete their monitoring of the Quality of Education.	HT →KB/NB
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