

Name		Attended	Apologies received	Apologies sanctioned
Jenny Benney	JB	No		
Rev'd Michael Wilkie	MW	No		
Rachel Miller	RM	Yes		
Paul Palmer	PP	Yes		
Laura Twamley	LT	Yes		
Alec Stokes	AS	No		
Amy Vine	AV	Yes		
Sarah McDonald	SMD	Yes		
Sam Vine	SV	Yes		
Clare Klipa Gavanski	CKG	Yes		
David Gypps	DG	Yes		
In Attendance				
Melissa Trudgill	MT	Yes		
Karen Strachan	KS	Yes		

Welcome, apologies and sanction of apologies

CKG welcomed everyone to the meeting. No apologies had been received.

Minutes of the Last Meeting on 7th July 2020:

These were approved as a true record of the meeting.

Matters Arising

David Gypps application as Governor – DG confirmed he had received his completed DBS today.

Declarations of Interest for Items on the Agenda

No declarations made.

Complete and sign: Declaration of business interest

Code of Conduct & TORs

- All the documents had been sent out by email.
- MT was still waiting for business interest forms and skills audit forms from many governors.

ACTION: TOR are needed for Maths, Science and PE – MT to find template/model version and then send to appropriate staff leads.

DECISION: The Code of Conduct and TORs for 2020/21 were approved by FGB.

Formal Appointment of David Gypps as Governor

David Gypps was formally appointed as Governor, following receipt of his references and his details had been uploaded onto the website. DBS had also been received satisfactorily.

ACTION: MT will complete Form H and send to Babcock. KS will add DG to GIAS.

Agree membership of first, second committees, Headteacher's appraisal committee & pay and performance panel

- First and second committee will be fluid and dependent on the issue raised. Governors to be decided at the time.
- Pay and Performance Panel – teacher's appraisal needs to be undertaken by 31.10 so this committee meeting will follow this. Advice has been given that the review which was undertaken earlier in the year will be used for this appraisal i.e. if teachers were on track in March, it would be assumed that they had met their targets. Advice not to go with data targets but use targets such as: making sure that disadvantaged children in your class catch up. The previous targets will be continued. This committee will meet at the end of November and the clerk will minute the P&P meeting. The P&P committee will

consist of: Sarah McDonald, Jenny Benney (?) and David Gypps.
Agree arrangement for Headteacher's performance management
Headteachers Appraisal Committee – this would consist of Paul Palmer, Clare Klipa Gavanski and Sam Vine. Gill Winston will come to do the external support for Governors and the meeting is normally in January.
Agree Lead Governors responsibilities and roles
<p>These were discussed and the following decisions were made:</p> <p>Maths – David Gypps English – Sarah McDonald Phonics - Sarah McDonald Children in Care – Clare Klipa Gavanski Buildings and Premises - Paul Palmer Health and Safety – Paul Palmer Finance/Benchmarking/SFVS – David Gypps RE/Collective Worship/SMSC – Jenny Benney Forest School – Sam Vine Science – Paul Palmer EYFS – Amy Vine</p> <p>This would leave vacancies in:</p> <p>SEND Pupil Premium Safeguarding PE</p> <p>It was anticipated that the new governors fulfilling the 2 parent governor vacancies and the co-opted vacancy might be able to fill these gaps above.</p>
Approve Term Dates for 2021-2022
These had been provided and circulated by AV prior to the meeting. DECISION: FGB approved the term dates for the years 2021/22.
Strategic Items
Headteacher's Report and SEF
RM had written a report which all governors had received one week before the meeting.
Report on staff changes
Interviews will soon be held for a Forest School Assistant and a Teaching Assistant post.
Ofsted Autumn Visits – Questions and Answers
These had been circulated to all Governors from the Clerk.
Accountability Items
Budget Update & Wrap Around
<ul style="list-style-type: none"> Budget was circulated prior to the meeting. AV will be holding finance training for all new governors so they feel more confident to ask questions about the budget at FGB meetings. Governors were made aware of the bottom line to show them the carry forward projection for 2020/21 and AV explained that the lettings income would be quite low this year as it was unlikely that the School would be taking lettings for the foreseeable future.

<ul style="list-style-type: none"> • Wrap around would require a £7500 rent and rates fee into the budget but the year would be played out due to covid. • There would be huge additional costs on cleaning and consumables this year due to covid but a saving in supply staff which could balance the year out.
Finance training - virtual
<p>AV will be holding a finance training session on Zoom for all new governors so they are able to learn how to interpret the financial material and budget reports and be able to make appropriate challenges.</p> <p>ACTIN: AV to send out date for finance training and deliver the training.</p>
<p>Policies:</p> <p>Attendance Policy (annual)</p> <p>Safeguarding Policy (annual)</p> <p>Governor Expenses Policy (annual)</p> <p>Educational Trips Policy (annual)</p> <p>Pecuniary Interest Forms</p> <p>Instrument of Governance</p>
<p>DECISION: The polices (as per the annual schedule) were approved by the FGB.</p> <p>These will be sent to Kay Oram for updating on the website.</p>
Approve changes to KCSiE Document and note Governors understand their roles according to KCSiE.
<p>All Governors had received the KCSiE 2020 and the document highlighting the changes.</p> <p>DECISION: All Governors confirmed that they had read the new document and noted the changes.</p>
Health & Safety – Any issues
No issues to report.
Chair's Other Business
CKG suggested a meeting for all the new governors on the Board -this would hopefully be in person depending on Covid restrictions at the time.
Date of next FGB meeting (virtual):
The next meeting will be on Tuesday 20 th October at 5.30pm as per the annual schedule. This meeting will be virtual and this time via Microsoft Team. KS will set the meeting up and generate invites.

THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.

SIGNED: DATE: