



# Governor Meeting

Reason for Meeting: FGB meeting (Via Skype)	Start: 24/09/2020 15:45:00	End: 24/09/2020 18:45:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Addison, Gemma Cardwell, Sarah Daggett, Caitlin Hughes, Sheila Morris, Andrew Sudron

**Core Functions of the Governing Body:**

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils**

**Overseeing the financial performance of the school and making sure its money is well spent**

**Strategic Objectives**

- **Provide an excellent educational experience and outcomes for each pupil**
- **Invest in the career development, skills, and wellbeing of our staff**
- **Engage closely with the Local Authority**
- **Strive to achieve financial sustainability without compromising the quality of education**

**Agenda**

Item	Description	Led by
	<b>PROCEDURAL</b>	
	Welcome	Clerk
FGB.01.20	To receive apologies and record the acceptance of apologies	Clerk
FGB.02.20	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.03.20	To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
FGB.04.20	To declare the notification of any other business to be discussed later in the meeting	
FGB.05.20	The Governing Body <ul style="list-style-type: none"> <li>• To agree the terms of office for the Chair and the Vice Chair</li> <li>• To elect the Officers               <ul style="list-style-type: none"> <li>➤ The Chair</li> <li>➤ The Vice Chair</li> </ul> </li> </ul>	Clerk

## Governor Meeting

	<ul style="list-style-type: none"> <li>• Election of a new Co-opted Governor</li> <li>• To review &amp; re-adopt the aims and (ethos) of the school</li> <li>• To confirm the dates, times and work plan for the Autumn term</li> <li>• To discuss GB vacancies</li> </ul>	Chair
FGB.06.20	<p>Link Governors</p> <ul style="list-style-type: none"> <li>• To confirm the protocols for governors' visits to school and RoV forms</li> <li>• To confirm Link Governors <ul style="list-style-type: none"> <li>➤ SEN/Safeguarding/Child Protection and Personal Development, Behaviour &amp; Welfare</li> <li>➤ EYFS</li> <li>➤ Leadership and Management</li> <li>➤ Quality of Teaching and Learning</li> <li>➤ Pupil Outcomes, Pupil Premium &amp; Data</li> <li>➤ 16-19 provision</li> <li>➤ Health &amp; Safety</li> <li>➤ Equalities</li> <li>➤ School Council, Pupil &amp; Parent View</li> <li>➤ Finance</li> <li>➤ Website</li> </ul> </li> </ul>	Chair
FGB.07.20	<p>To approve: -</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Practice</li> <li>• Terms of Reference (incl. The Scheme of Delegation to the Headteacher)</li> <li>• The Annual Statement</li> <li>• The Budget Management Policy</li> <li>• The Delegation Planner</li> </ul>	Chair
FGB.08.20	<p>To confirm the signing of the documents: -</p> <ul style="list-style-type: none"> <li>• Gifts/hospitality</li> <li>• Business Interests</li> <li>• Disclosure Declaration</li> <li>• Keeping Children Safe in Education - Sept 2020</li> </ul>	Chair
FGB.09.20	<p>To agree the committee members for the following: -</p> <ul style="list-style-type: none"> <li>• Staff Discipline Committee</li> <li>• Staff Discipline Appeals Committee</li> <li>• Pupil Discipline Committee</li> <li>• School Complaints</li> <li>• Headteacher Performance Management</li> <li>• Pay Committee</li> </ul>	Chair

## Governor Meeting

FGB.10.20	To approve and sign the minutes (including a confidential minute) of the meeting held on the 16 <sup>th</sup> July 2020	Clerk
FGB.11.20	<p>To discuss outstanding actions/matters arising from the minutes</p> <ul style="list-style-type: none"> <li>• The FSO to send NYCC email about the MASS rebate error to the Headteacher</li> <li>• The Capital Deficit Declaration to be signed off and submitted</li> <li>• The Headteacher to inform parents of the increase in the first week of the new term</li> <li>• The Deputy Headteacher to re-evaluate the PP planned spend for 2020-21 with a view to increasing spending on staff training</li> <li>• The Chair to check with SD start times of meetings - <b>completed</b></li> <li>• The Chair to send out an updated workplan – <b>completed</b></li> <li>• The Chair to arrange for the external advisor to attend the HT appraisal panel meeting</li> <li>• A bid to the Hargreaves Foundation to be pulled together &amp; submitted – <b>deferred to next meeting</b></li> </ul>	<p>FSO</p> <p>Chair/FSO</p> <p>HT</p> <p>DHT</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>HT</p>
<b>BUSINESS</b>		
FGB.12.20	<p>To Receive an update on the opening of school in September</p> <ul style="list-style-type: none"> <li>• School Risk Assessment (SRA)</li> <li>• Curriculum</li> <li>• Attendance</li> <li>• Aerosol generating procedure</li> <li>• Assessment</li> <li>• Mental health &amp; wellbeing of pupils, staff and families</li> </ul>	Headteacher
FGB.13.20	To Receive an update on building work progress	Headteacher
FGB.14.20	To update Governors on the Federation discussions	Chair
FGB.15.20	To Discuss the Speech & Language SLA	Headteacher
FGB.16.20	To receive information on planned residential education visits for the year.	Deputy Headteacher
FGB.17.20	<p>To Review/Approve the following policies</p> <ul style="list-style-type: none"> <li>• Virtual attendance policy</li> </ul>	Headteacher



## Governor Meeting

	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Pay Policy</li> </ul>	
FGB.18.20	Governor Training <ul style="list-style-type: none"> <li>• To report on training received since the last meeting</li> <li>• To discuss training needed for the year</li> </ul>	All All
FGB.19.20	AOB	All
	<b>Date of next meeting</b> – <u>Thursday 15<sup>th</sup> October 2020 at 4pm via Skype</u>	
FGB.20.20	<b>Confidential item – only for non-staff governors</b>	Chair

### Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Addison, Gemma Cardwell, Shelagh Morris, Andrew Sudron

**Also present:** Sandra Searle (NYCC Clerk)

### Item

	<b>PROCEDURAL</b>	
	The Clerk welcomed everyone to the first meeting of the new academic year	
FGB.01.20	<p><b><u>To receive apologies and record the acceptance of apologies</u></b></p> <p>Apologies had been received from Sarah Daggett &amp; Caitlin Hughes and these were consented to.</p>	
FGB.02.20	<p><b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b></p> <p>None were declared.</p>	
FGB.03.20	<p><b><u>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</u></b></p> <p>The Clerk reminded the meeting of the need for confidentiality. There would be a confidential item discussed at the end of the meeting</p>	
FGB.04.20	<b><u>To declare the notification of any other business to be</u></b>	

# Governor Meeting

	<p><b><u>discussed later in the meeting</u></b></p>	
<p>FGB.05.20</p>	<p><b><u>The Governing Body</u></b></p> <ul style="list-style-type: none"> <li>• <u>To agree the terms of office for the Chair and the Vice Chair</u>  <p>As per Standing Orders the term of office is one academic year</p> </li> <li>• <b><u>To elect the Officers</u></b> <ul style="list-style-type: none"> <li>➤ <u>The Chair</u>  <p>Sean Pond was unanimously elected by email nominations &amp; secret email voting to be Chair of the Governing Body for this academic year</p> </li> <li>➤ <u>The Vice Chair</u>  <p>Paul Addison was unanimously elected by email nominations &amp; secret email voting to be Chair of the Governing Body for this academic year</p> </li> </ul> </li> <li>• <u>Election of a new Co-opted Governor</u>  <p>A CV for the proposed Co-opted governor had been sent round to the governors prior to the meeting.            Andrew Palmer proposed by Sean Pond and seconded by the Headteacher was unanimously elected to the GB as a Co-opted governor for 4 years</p> </li> <li>• <u>To review &amp; re-adopt the aims and (ethos) of the school</u>  <p>The Headteacher had shared the Strategic Aims, Mission, Values and Ethos document with the governors prior to the meeting</p> <p>Question: Are there any changes needed to the document due to the current circumstances and the use of a recovery curriculum?            Answer: The values around self-esteem, positivity &amp; achievement all remain the same. We have all had to adjust to the different way of life and we have a duty to support children to learn a different set of life skills, for example putting on a face mask and travelling safely. The independence work will continue as usual in the community with parental permission. We will not dampen our aims just tighten them.</p> <p>Question: Can I suggest having a supporting statement/caveat at the top of the document to say that we are not changing anything due to the current circumstances but working within the context of</p> </li> </ul>	

## Governor Meeting

	<p>the pandemic, this could be removed at a later date when appropriate.          Answer: This would show it is a working document and would be an important rider, I will add a statement</p> <ul style="list-style-type: none"> <li>Bespoke packages for 5 young people are going well, an HTLA has been appointed to support them</li> <li>Post 16 outcomes – a Job Coach is now in post to support an informal internship scheme, which is being as creative as it can.</li> <li>Confidence no radical changes are needed to the Strategic Objectives set by the governors last year other than to add the caveat suggested</li> </ul> <p>Question: Does the health and wellbeing of staff objective need to be tightened?          Answer: There may be a tweak to the investment in staff. Thrive is being introduced in January with a planned programme and expert practitioners to support staff. Through the Secondary HoD we are also widening the Performance Development programme to include all staff, who will have the opportunity to check in with a named individual to help develop CPD and wellbeing. SLT are also having a wider coaching opportunity with Matt Messias to support mental wellbeing, this will continue through the year.</p> <ul style="list-style-type: none"> <li><u>To confirm the dates, times and work plan for the Autumn term</u></li> </ul> <p>A list of dates and the work plan had been sent out prior to the meeting.          Thursday was confirmed the most convenient day to meet.</p> <p><b>The list of dates was agreed</b> but future meetings will start at 4.15pm</p> <ul style="list-style-type: none"> <li><u>To discuss GB vacancies</u></li> </ul> <p>The Chair reported he had sent an email to the governor put forward by the LA but had not received a response.</p> <p><b>Action: The Clerk to contact the Governor Support Service to request another candidate</b>  <b>Action: The Chair to check the relevant governor websites for prospective applicants</b></p>	<p style="text-align: right;">Clerk  Chair</p>
FGB.06.20	<p><b><u>Link Governors</u></b></p> <ul style="list-style-type: none"> <li><u>To confirm the protocols for governors' visits to school and RoV forms</u></li> </ul>	



## Governor Meeting

	<p>Copies of all the documents had been sent out prior to the meeting.</p> <p>Governors noted the changes to last years documents: -</p> <ul style="list-style-type: none"> <li>➤ Terms of Reference – the Scheme of Delegation to the Headteacher has now been incorporated into this document</li> <li>➤ Annual Statement <ul style="list-style-type: none"> <li>○ the data on governor attendance has been added</li> <li>○ the significant challenges for the GB section has been updated</li> </ul> </li> <li>➤ Delegation Planner – this has been amended to show only the FGB can dismiss the Headteacher.</li> </ul> <p><b>All documents were approved</b></p>	
FGB.08.20	<p><b><u>To confirm the signing of the documents: -</u></b></p> <ul style="list-style-type: none"> <li>• Gifts/hospitality</li> <li>• Business Interests</li> <li>• Disclosure Declaration</li> </ul> <p>Copies of all documents were sent out prior to the meeting.</p> <p><b>Action: All governors to electronically complete and sign the documents and return to the Clerk via email.</b></p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education - Sept 2020 This had been emailed out just prior to the meeting</li> </ul> <p><b>Action: All governors to have read at least part 2 of the document and The Key Summary that was sent out at the same time and confirm by email to the Deputy Headteacher by Friday 2<sup>nd</sup> October that they had done so.</b></p> <p><b>A governor thanked</b> the Deputy Headteacher for providing the Safeguarding policy document with all the changes highlighted</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">All</p>
FGB.09.20	<p><b><u>To agree the committee members for the following: -</u></b></p> <p>Membership of the committees was agreed as follows: -</p> <ul style="list-style-type: none"> <li>• <u>Staff Discipline Committee</u> Paul Addison, Gemma Cardwell, Andrew Palmer</li> <li>• <u>Staff Discipline Appeals Committee</u> Chair, Sarah Daggett, Shelagh Morris</li> </ul>	



## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>Pupil Discipline Committee</u> Paul Addison, Gemma Cardwell, Andrew Palmer</li> <li>• <u>School Complaints</u> Chair (Lead), Paul Addison, Shelagh Morris</li> <li>• <u>Headteacher Performance Management</u> Chair, Paul Addison, Shelagh Morris</li> <li>• <u>Pay Committee</u> Chair, Paul Addison, Andrew Palmer This committee will meet on the 6<sup>th</sup> October 2020</li> </ul>	
FGB.10.20	<p><b><u>To approve and sign the minutes (including a confidential minute) of the meeting held on Thursday 16<sup>th</sup> July 2020</u></b></p> <p>All minutes were approved without amendment and will be signed by the Chair when it is possible to do so</p>	
FGB.11.20	<p><b><u>To discuss outstanding actions/matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li>• <u>The FSO to send NYCC email about the MASS rebate error to the Headteacher</u> The Headteacher reminded the governors of the issue</li> <li>• <u>The Capital Deficit Declaration to be signed off and submitted</u> This had been completed but not submitted to the LA.</li> </ul> <p><b>Action: The Chair and Finance Link Governor to meet to discuss the declaration with the School Business Manager and bring back to the next FGB for approval</b></p> <ul style="list-style-type: none"> <li>• <u>The Headteacher to inform parents of the school meals increase in the first week of the new term</u> The Headteacher confirmed the letter had been sent out, no complaints had been received so far.</li> <li>• <u>The Deputy Headteacher to re-evaluate the PP planned spend for 2020-21 with a view to increasing spending on staff training</u> The Deputy Headteacher reported he had reduced the spend on music therapy and increased the spend on staff CPD. The views of HoDs was being sought for the best training options.</li> </ul> <p>Question: How much has been transferred? Answer: £7k in total has been transferred, a third of the total</p>	<p>Chair/ Finance Link Governor / SBM</p>

## Governor Meeting

	<p style="color: red;">budget as there was no therapy given in the summer term (£5k) and a further £2k as more group therapy which includes staff training was planned instead of 1:1 sessions.</p> <p style="color: red;">Question: How likely are you to spend all the staff training budget with the current restrictions in place, and has the cost of courses come down if they are virtual?</p> <p style="color: red;">Answer: I have not noticed any change in the pricing. If training stays virtual spending may be lower, some schools are using the funding to bring experiences in for the pupils, there is flexibility for spending on alternatives or using elsewhere in the school.</p> <p><b>Action: The Deputy Headteacher to speak to the SBM to look at realistic spending on training and identify any possible underspend that can be vired to another budget.</b></p> <ul style="list-style-type: none"> <li>• <u>The Chair to check with SD start times of meetings - completed</u></li> <li>• <u>The Chair to send out an updated workplan - completed</u></li> <li>• <u>The Chair to arrange for the external advisor to attend the HT appraisal panel meeting</u> The panel has been agreed and the date set for 20th October 2020.</li> <li>• <u>A bid to the Hargreaves Foundation to be pulled together &amp; submitted - deferred to next meeting</u></li> </ul>	DHT
	<p><b>BUSINESS</b></p>	
FGB.12.20	<p><b><u>To Receive an update on the opening of school in September</u></b></p> <ul style="list-style-type: none"> <li>• <u>School Risk Assessment (SRA)</u></li> </ul> <p style="color: blue;">Question: Are there any medical conditions that are preventing pupils from attending school</p> <p style="color: blue;">Answer: There are 2 pupils who require suctioning and there is a stringent NHS risk assessment around this as it produces droplets. A separate room is needed which must be deeply cleaned after each procedure, we do not have the luxury of a space for that. A package of work has therefore been provided for these pupils, similar to that provided for pupils that need to isolate. There are different scenarios for each of the 2 pupils who have differing needs, remote learning is challenging. Weekly music therapy sessions will be starting for one of the pupils from next week. We had hoped the NHS risk assessment may have been amended to be less stringent but in the current climate this is unlikely.</p> <p style="color: blue;">Question: Are there any safeguarding issues with the 2 pupils still being at home in terms of mental health, not seeing their friends or being in school as well as the learning impact.</p> <p style="color: blue;">Answer: We have not come up with a complete solution for them</p>	

## Governor Meeting

	<p>yet but continue to work on it. They are not the easiest of pupils to engage with remotely, both have regressing conditions but we continue to think creatively about how they can be supported.</p> <p><b>Action: The Headteacher to look at if more can be done for the two pupils who cannot come to school for medical reasons</b></p> <p>The Headteacher updated the governors on the full opening of school in September</p> <ul style="list-style-type: none"> <li>• The risk assessment drafted in July had been developed over the summer by the Deputy Headteacher who had overseen the opening of school while the Headteacher was supporting a family member</li> <li>• The start of term had been a safe, measured, calm and positive experience for the pupils and was a credit to the work done in July and over the holidays</li> <li>• A lot of time was being spent by SLT and the HR Manager managing covid-19 questions from parents and staff about colds, sore throats and the action needed. A flowchart recently issued by the LA had been very helpful.</li> <li>• Parents had reported issues with not being able to obtain a test quickly which was causing problems and irritability.</li> <li>• An HTLA had led a class while the teacher was self-isolating after a positive test in the household.</li> </ul> <p>Question: As a parent I have to say the return to school has been amazing and a credit to the staff, the information given out was very clear. How will you manage parent requests for tests if they hear there are test kits in school?</p> <p>Answer: All schools were sent 10 testing kits for use in exceptional circumstances, we have used one on a staff member to enable them to get back to work quicker, and one for a pupil where the parents had tried unsuccessfully for a long time to get a test. We can order more testing kits but they really are only to be used in exceptional circumstances, managing expectations from parents may become a challenge especially for our pupils who do not like to travel.</p> <p>Question: How are the travel arrangements to school working?</p> <p>Answer: SEN transport are exempt from social distancing but staff do wear masks, pupils travelling together in the buses may be in different bubbles in school. Parents are taking this up with the LA.</p> <p>Question: Does this not render the bubble system invalid?</p> <p>Answer: If we have to close a class the other pupils on the relevant buses would need to self-isolate as well. It is a weak link but there is not the capacity to bring the pupils in any other way without making very short days for some pupils and long days for others.</p> <p>Question: Are you still running the catch up curriculum to half term?</p> <p>Answer: We trialled this curriculum when the school was partially open and we are now repeating it for the whole school as they are</p>	HT
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## Governor Meeting

	<p>in their proper classes</p> <p>Question: Have we received any catch up premium funding?          Answer: I'm not aware of any yet but will check with the SBM. I understand the catch-up funding for literacy and numeracy has ceased so money may just be being reallocated.</p> <p><b>Action: Headteacher to check with the SBM if we are entitled to any catch-up premium funding</b></p> <ul style="list-style-type: none"> <li>• <u>Curriculum</u>              The Headteacher updated the governors on curriculum progress             <ul style="list-style-type: none"> <li>➤ The curriculum has been developing at a rapid pace during the lockdown and every staff meeting now is devoted to this.</li> <li>➤ The first module will be delivered after half term</li> <li>➤ The Deputy Headteacher has produced a very helpful visual model which will be brought to the next meeting</li> <li>➤ A published pre-made curriculum has been bought to reduce workload on staff who are now working with it and confident it will do what they need.</li> </ul> </li> <li>• <u>Attendance</u>              The Headteacher reported that initial attendance had been good, with only a few self-isolating due to holiday quarantines. This had dropped off slightly due to nervousness around colds but there had been 78 out of 91 pupils in school on that day. There had been no refusals from parents.             <ul style="list-style-type: none"> <li>• <u>Aerosol generating procedure</u>                  This had been covered earlier in the meeting                 <ul style="list-style-type: none"> <li>➤ <u>Assessment</u>                      The Deputy Headteacher had been leading the work to support &amp; improve the skills of the Subject Leads in the new assessments</li> <li>➤ The highest percentage of learners will be in the EYFS and year 1 curriculum</li> <li>➤ The use of Tapestry for recording progress will continue.</li> </ul> </li> </ul> </li> <li>• <u>Mental health &amp; wellbeing of pupils, staff and families</u>              The Headteacher reported this was mixed in all sectors.             <ul style="list-style-type: none"> <li>➤ Pupils were benefitting from the recovery curriculum and being in stable staff teams</li> <li>➤ The new HTLA &amp; Behaviour Support posts were working effectively, adding capacity and looking at pupils holistically</li> </ul> </li> </ul>	<p>HT/SBM</p>
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## Governor Meeting

	<ul style="list-style-type: none"> <li>➤ The staff were engaging with the SRA, there is anxiety and checking of phones around other household members &amp; some confusion around colds etc. 1 Member of staff has been signed off.</li> <li>➤ There have been no complaints about how it is being managed.</li> <li>➤ Parents/carers raised concerns over a phased return, so we listened and opened to all at the same time.</li> <li>➤ The weekly meeting with the Disabled Children’s Team is to be reinstated which will give useful advice on families feeling the strain,</li> <li>➤ Staff had raised concerns re injuries and alerts about domestic violence from the police were noted</li> </ul> <p>Question: What are the numbers around the increased level of safeguarding issues?</p> <p>Answer: It is not large, no action has been needed, the alerts are national and were in the holidays. We do look for signs of distress, moods, direct communication in our pupils. There is a link to make adjustments to the survey which will be looked at next week.</p>	
FGB.13.20	<p><b><u>To Receive an update on building work progress</u></b></p> <p>The Headteacher reported on the progress on the building work undertaken over the holiday.</p> <ul style="list-style-type: none"> <li>• Following an early visit by the Building Inspector to ensure Covid compliance both sites had been closed down. Concerns around incorrect induction of visitors to the site were raised.</li> <li>• Work on the conversion of the admin offices to a classroom had resumed and had been successfully completed by the start of the term</li> <li>• NYCC have taken over as the client for the work to the new building across the road. Assumed planning consents for listed building status were found to be not in place &amp; are still awaited so work cannot continue.</li> </ul> <p>Question: Where are the 6<sup>th</sup> form classes that were due to be in that building?</p> <p>Answer: Both were big classes, one is now in the hall and the other has gone back to their original classroom which was due to be used for the whole school for cooking.</p> <p>Question: Have you a date for completion across the road?</p> <p>Answer: Not yet, there will be an assessment of the work needed tomorrow, a project plan will be drawn up after that.</p> <p>Question: What has been the knock on effect on numbers?</p> <p>Answer: We now have 92 pupils on role, slightly less than we thought as some pupils had moved to a different provision so it is manageable. The Admin team, the new ARO and the SBM are all sharing a small room which is not ideal, the leadership team and</p>	

## Governor Meeting

	<p>the HR Manager are also sharing a room which is not ideal either.          Question: The pupils that moved to different provision would that have happened anyway?          Answer: Yes, one was a house move, one moved to a special school for the deaf, one had applied to a residential placement and was accepted.</p> <p><b>Action: The Headteacher to inform the governors of the completion date for the building work when known</b></p>	HT
FGB.14.20	<p><b><u>To update Governors on the Federation discussions</u></b></p> <p>The Chair reported that the LA had asked if the school wished to carry on with the Federation discussions now it would only involve 2 schools and not 3 as originally planned.</p> <p>A meeting of the Chairs and Headteachers was to be held the following day to discuss the configuration of a leadership team and back office staff team which must ensure better value than running the schools separately, if this could not be achieved then there would be reluctance to move forward.</p> <p>Benefits of federation include succession planning for various posts, easier staff movement for career progression, shared opportunities for pupils and would be a good defence against academisation.</p> <p><b>Action: The Chair to report back to the next FGB meeting</b></p> <p>Question: Is there a concern that following all the positive work the school has done to balance the budget may be lost through federation?          Answer: The Headteacher of the other school has said federation should not be done on a shoestring, but the establishment of a federation will need a financial commitment, it will not be a small amount of work</p>	Chair
FGB.15.20	<p><b><u>To Discuss the Speech &amp; Language SLA</u></b></p> <p>The Leadership &amp; Management Link Governor had met with a member of the SaLT team to discuss current and possible future provision.</p> <ul style="list-style-type: none"> <li>• Investing £3.5k in the service would add 9 additional pupils to the caseload taking it to 60 (the number that should be on the caseload)</li> <li>• Investing £5k would add 13 pupils taking it to 63/64</li> <li>• Reports focussing on inputs were looked and discussed but there are no objective measures that would show the investment is worthwhile so we need to look at specific areas.</li> </ul>	

## Governor Meeting

	<p>Question: Is that £3.5k more than we put in already or just an additional £1.5k to the £2k we currently pay under the SLA?          Answer: The £2k currently paid is Pupil Premium funded, the additional £1.5k needed has already been factored into the budget</p> <p>Question: How closely do the SaLT team address the needs of the individual pupils and teachers?          Answer: They are part of the multidisciplinary team that review EHCPs. We could meet with the Service Manager to develop measures we can use. Outcomes are also difficult to measure across teams.</p> <p><b>The governors approved</b> the £3.5k investment in the SaLT provision</p>	
FGB.16.20	<p><b><u>To receive information on planned residential education visits for the year.</u></b></p> <p>Due to the current circumstances none were being planned for this academic year</p>	
FGB.17.20	<p><b><u>To Review/Approve the following policies</u></b></p> <ul style="list-style-type: none"> <li>• <u>Virtual attendance policy</u></li> </ul> <p>The initial draft of the model policy from The Key had been sent out prior to the meeting for the content to be agreed</p> <p><b>The governors approved</b> the content of the policy</p> <p><b>Action: The Headteacher to personalise the policy for the school</b></p> <ul style="list-style-type: none"> <li>• <u>Safeguarding</u></li> </ul> <p>A copy of the updated Child Protection Policy and the Covid-19 Addendum had been sent out just prior to the meeting</p> <p>Governors noted the policy is a NYCC model policy and based on the Keeping Children Safe in Education document.</p> <p><b>Action: The Safeguarding Link Governor and the Deputy Headteacher to meet to go through the policy to ensure governor responsibility compliance</b></p> <ul style="list-style-type: none"> <li>• <u>Pay Policy</u></li> </ul> <p>The Headteacher reported that the NYCC model policy was not yet available.          This will be an issue if it was still not available when the pay committee meet</p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">Safeguarding Link Governor /HT</p>

## Governor Meeting

	<ul style="list-style-type: none"> <li>• <u>Protocol for the Use of School Test Kits</u></li> </ul> <p><b>Governors noted</b> the protocol</p> <ul style="list-style-type: none"> <li>• <u>Supporting Pupils at School with Medical Conditions</u></li> </ul> <p>This was deferred to the next meeting</p> <ul style="list-style-type: none"> <li>• <u>Medication Policy</u></li> </ul> <p>The Headteacher reported this is a new policy and acts as an additional guidance document for staff who administer medications</p> <p>This was deferred to the next meeting</p>	
FGB.18.20	<p><b><u>Governor Training update</u></b></p> <ul style="list-style-type: none"> <li>• <u>Feedback from training undertaken since the last meeting</u></li> </ul> <p>The Chair and the Leadership &amp; Management Link Governor reported they had both attended the Headteacher Performance Management training at the beginning of term and gave positive feedback</p> <ul style="list-style-type: none"> <li>• <u>Future training</u></li> </ul> <ul style="list-style-type: none"> <li>➤ Complaints training – a virtual course was available on the 30<sup>th</sup> September for any member of the Complaints Panel who wanted to attend</li> </ul> <p>Question: Is there a schedule of courses available?          Answer: There were some listed on the recent NYCC newsletter</p> <p><b>Action: Clerk to check the availability of the Introduction to Governance course, parts 1 &amp; 2</b></p>	Clerk
FGB.19.20	<b><u>AOB</u></b>	
	<b>Date of next meeting – Thursday 15<sup>th</sup> October 2020 at 4.15pm via Skype</b>	
FGB.20.20	<p><b>Confidential item – only for non-staff governors</b></p> <p>The Headteacher, Deputy Headteacher were not present for this item which is subject to a confidential minute</p>	





# Governor Meeting

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There being no further business the meeting finished at: - 6.45pm

Signed:

X

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Name  
Governor