



**MINUTES OF THE GOVERNORS' MEETING
HELD VIA VIDEO LINK
ON THURSDAY 16 JULY 2020 AT 7.00PM**

Present: Mrs Natalie Garrett (Chair)
Mrs Louise Weaver
Mr Alan Eaton
Mr Tim Hughes
Mr Simon Blackbond
Mrs Rachel Gallyot

In Attendance: Dr Annabel Kay (CEO Warriner MAT)
Mr Matt Green (Headteacher)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	Mr Blackbond to complete PREVENT training. Certificate to be sent to Mr Green	Mr Blackbond
2.	Health & Safety Policy to be added to the website	Mr Green
3.	Keeping Children Safe in Education 2020 summary of changes to be circulated	Mrs Willie
4.	Frances Bartlett, School Improvement Lead Oxford Diocesan Board of Education, to be asked to speak to governors re Ofsted	Dr Kay
5.	Mrs Perkins, External Consultant, to be contacted	Dr Kay

This meeting was held via video link through Microsoft Teams due to school closure (Covid-19)

1. Welcome, Apologies & Declarations of Interest

Mrs Garrett welcomed everyone to the meeting and introduced Mrs Rachel Gallyot who was appointed as a governor on 9 July 2020. No apologies were received. All documents were made available on GovernorHub prior to the meeting. There were no declarations of interest.

2. Minutes of the meeting held 11 June 2020 & Review of Actions

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

Review of Action Points

Please refer to table above for new/outstanding actions. It was confirmed that Mr Hughes had completed PREVENT training.

3. Minutes of the extraordinary meeting held 22 June 2020 & Review of Actions

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

Review of Action Points

Please refer to table above for new/outstanding actions. Health & Safety Policy to be added to the website by 31 July. **Action: Mr Green**

4. Headteacher's Update

Mr Green gave a verbal update, with the following noted and questions raised:

- 86% of pupils are back in school with pupils in from all year groups. The environment is safe and clean and the flexibility put in place is working well. Plans are in place for September which are similar to those in place now. The main difference from September will be the larger group sizes.
- Logistics for providing hot school meals are currently being worked on.
- Those children in school were tested last week in reading, writing and maths. Those not in school will be tested during the second week of September. Outcomes for pupils in years 5 and 6 were as predicted in March, with the impact of the lockdown being minimal for these year groups. However, the gaps increase lower down the school. Mr Green has shared with staff the importance of high quality teaching of phonics and whole class reading and writing in the lower years. This will be a major focus in September.
- A new broad and balanced curriculum will be delivered in September
- Dr Kay advised that a protocol is in place for remote learning should there be another lockdown. In another lockdown live streaming would be undertaken by schools across Northamptonshire, with those schools that are open supporting the schools which have to close. Master classes will also be recorded for parents to help them support their children.
- Pupil Premium and Sports Premium spend is being evaluated. This information will be published on the website by the end of July. Any remaining funds will be spent on providing a laptop for every Free School Meal (FSM) child so they have access to a laptop in the event of another lockdown.
- **Mr Hughes highlighted that some parents will be concerned about their children returning in September and asked if information could be shared to assure parents that children have returned safely to school.** Mr Green confirmed that a letter is due to go out to parents tomorrow. The school has also been in contact with anxious parents to help reassure them. Attendance in September is compulsory with attendance to be recorded as normal, which will be made clear to parents.
- Mrs Gallyot raised the issue of the Pupil Premium children having access to digital learning at home and whether their progress over time can be seen to demonstrate impact. Some disadvantaged pupils may not have the environment for home learning. If the school has this evidence then this would help justify the Pupil Premium spend. **Mrs Gallyot asked if parents had been surveyed.** Dr Kay advised that a parental survey is due to be carried out across all MAT schools.
- **Mrs Gallyot asked if a transition target had been considered, particularly for vulnerable and SEND pupils and those with social, emotional and mental health issues, to help them settle in as quickly as possible.** Dr Kay said this had not been considered but was a good idea. Mr Green added he would discuss this with Mrs Cosgrove, SENCo.
- **Mr Eaton asked if it would be beneficial to outline to parents the government's expectations from September and what the school will look like.** Mr Green explained that further guidance from the government is awaited. A letter and video are to be issued to parents. **Mrs Garrett asked if there would be staggered start times, etc.** Mr Green confirmed that staggered start times would be in place, as well as the one-way system, washing hands, etc, which are in place now. **Mrs Garrett asked with regards to children moving up, will details be confirmed as children had not yet been to their new classes.** Mr Green said this would be considered when signage is reviewed.
- **Mr Hughes asked if governors would be required to approve the health and safety plan produced for September.** Mr Green clarified that the health and safety plan has not changed for September. Dr Kay added that the risk assessment signed off on 22 June 2020 is the same as the risk assessment which will be in place for September, as the principles have not changed. Therefore, the health and safety plan will not need to be signed off again by governors.

5. Safeguarding

Mr Green confirmed there were no concerns or issues to bring to governors' attention.

The updated Keeping Children Safe in Education 2020 guidance effective 1 September had been made available on GovernorHub. Mrs Willie to circulate the summary of changes. Mr Hughes highlighted that mental health is a big part of this guidance. Dr Kay explained that this was a result of Covid-19, as although some children have been fine, some have struggled with the lockdown. Support will be given to those pupils who have not yet come into school. **Action: Mrs Willie**

Mrs Gallyot asked in terms of safeguarding moving forward, are there plans to focus on particular areas of safeguarding on a termly basis for staff as part of their Continuing Professional Development (CPD). Mr Green clarified there is a CPD and monitoring plan for the year and this can be considered. Mrs Gallyot suggested building in regular short safeguarding sessions to cover issues such as domestic violence, which some children would have experienced during lockdown.

6. Election of Chair & Vice Chair effective 1 September 2020

Mrs Garrett was unanimously elected as Chair. Mr Hughes was unanimously elected as Vice Chair.

7. Link Governor Roles 2020-21

Link governor roles were assigned as follows:

- Safeguarding – Mrs Weaver
- Special Educational Needs & Disabilities/Inclusion/Looked After Children – Mrs Gallyot
- Finance – Mr Eaton
- Premises, Health & Safety – Mr Hughes
- Early Years Foundation Stage (EYFS) – Mr Blackbond

Mr Green and Mrs Garrett to discuss monitoring visits in line with the School Development Plan (SDP) and to be linked to the school calendar. **Action: Mr Green/Mrs Garrett**

8. Governance

a) Adoption & Submission of Admissions Policy 2021-2022

The proposed Admissions Policy 2021-2022 had been circulated to all governors by email on 1 July 2020. On 6 July 2020 Mr Green confirmed by email that the majority of governors had agreed to the policy and that it would be submitted to the Local Authority.

b) MAT Governor Training Warriner Sixth Form 7.00pm – 9.00pm

4 November/25 February/21 April

Governors were advised of training offered by the MAT. Training on 4 November open to Chairs and Vice Chairs only.

Mrs Gallyot asked if it would be beneficial to have an Ofsted focused visit for the governing body, in light of the pending Ofsted inspection. Dr Kay agreed this would be beneficial and would ask Ms Frances Bartlett, School Improvement Lead Oxford Diocesan Board of Education, to visit the school to speak to governors. **Action: Dr Kay**

Dr Kay explained that although the conversion to the MAT had been delayed by the Department for Education (DfE), the TUPE process with staff had taken place. Due to this delay it is felt that the

services of Mrs Perkins, External Consultant, are no longer required. Dr Kay to contact Mrs Perkins to clarify this. **Action: Dr Kay**

Dr Kay notified governors that Ms Catherine Musgrove, Clerk to the MAT, would attend meetings next academic year to provide advice.

9. Any Other Business

a) Risk Register

Mrs Garrett asked about the Risk Register. Dr Kay explained that there is a standard MAT Risk Register. It was clarified that although the DfE have stated that the conversion will not be ready to go ahead on 1 October 2020, the school will continue as if it were already in the MAT.

Dr Kay thanked governors for 'stepping-up' in October to form a governing body, which was much appreciated. Mr Green agreed it had been wonderful working with everyone and is looking forward to next year.

10. Future meeting dates

Future meetings to be held on Thursdays at 6.30pm:

- 15 October
- 10 December
- 28 January
- 25 March
- 13 May
- 1 July

All governors are welcome to attend the Warriner MAT AGM scheduled on 27 January 2021 at 7.00pm.

There being no further business the meeting closed at 7.45pm.

Signed _____ Dated _____