

Charlton Kings Junior School
Full Governing Body Meeting Minutes via Microsoft Teams
Monday 6th July at 7.00pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker	CP	Rebecca Ragg	RR (Clerk)
Ian Davidson	ID	Anna Ferchow	AF (SBM)
Lesley Crompton	LC		
Peter Williams	PW		
Nick Jukes	NJ	Apologies	
Sheena Habben	SH	Russel Grimshaw	RG
Lee Pajak	LP	Reece Nineham	RN
Gavin Roberts	GR		
Sue Selwood	SS	Absent	
Christopher Hunter	CH	Mark Hawkins	MH
Andrew Lackey	AL		

1	Apologies and welcome	Action
	RG and RN have sent their apologies. MH has not been in touch but has been unwell recently. AL joined the meeting after the first half an hour.	
Promoting Outstanding Governance		
2	Register of pecuniary interest/conflict of interest	Action
	School staff will need to leave the meeting at a later point so that the HT recruitment process can be discussed. Matters involving all parties will be discussed first and then school staff asked to leave.	
3	Governing Board Updates	Action
	Vacancies and Recruitment drive for new intake Sept 2020 (CP & SS) - This item will be carried forward to the next meeting, once the new intake are in school.	agenda
4	Minutes of the previous meeting to be approved	Action
	1) FGB meeting 30 th April 2020 2) Extraordinary FGB meeting 21 st May 2020	

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	<p>The minutes for both meetings were agreed by all governors present as a true and accurate representation of the meeting and were verbally signed during this virtual meeting.</p> <p>CP will sign a copy of the minutes for the file when schools are reopened.</p>	CP
5	Matters carried forward which are not covered elsewhere	Action
	<p>Schedule for FGB meetings for next year (to include Governor Training on subject areas) (CP/SS/RR)</p> <ul style="list-style-type: none"> - A draft schedule has been added to Governor Hub, please take a note of the proposed dates and add the dates to your diaries. Governors can add initials by the month in which they are able to be in school, however please do this from September onwards as visits will be limited at the beginning of the academic year. - SS will share the calendar dates with subject specialism staff, to enable staff to work out which dates they are able to upskill Governors on the curriculum journeys. - SS/CP to decide whether these sessions should be carried out in the curriculum and learning committee or the FGB meetings. <p>AL joined the meeting at 19.31pm</p> <p>SS informed the Governors that a draft risk assessment has being drawn up for schools return in September – this can be viewed on Governor Hub with the other documentation for this FGB.</p>	<p>Governors</p> <p>SS</p> <p>SS/CP</p>
6	Chairs Business	Action
	<p>Agree the budget</p> <ul style="list-style-type: none"> - AF reported that the submission deadlines are slightly different to normal circumstance this year, however as CKJS has no issues, if the budget is agreed today, then it can be submitted in July as normal which would allow time to concentrate on Year End preparations and the audit. - The budget proposes maximum costs, with the school expecting these to be potentially lower. AF has anticipated known figures (GAG) and included the grant for pay/pensions for teachers. However, the grant for pay/pensions only lasts till March 2021, March – August 2021 has not been accounted for, so we are probably looking at higher income for this too. - PW agreed that the forecasts look good, and should leave a few thousand over, allowing the school to continue to have a small surplus next year. - <p>Governors agreed the budget for the next year 20.05pm</p> <p>School website maintenance – update delayed due to Covid-19 (RR/AF)</p>	<p>agenda</p>
7	Operations committee matters arising	Action

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<p>Update on progress with identifying leak (AF)</p> <ul style="list-style-type: none"> - The project with the leak has been completed, there are hot water heaters for the adult toilets to replace the hot water pipes which were capped. Currently, there is no heating in the offices, we hope this will be part of the future replacement of the whole heating system for the school (see CIF application below). Temporary heating will need to be supplied for the winter. - The work came to £14200, which was slightly higher than predicted, but there had been a lot of problems including the flooring issues and asbestos. <p>CIF bid allocation update (AF)</p> <ul style="list-style-type: none"> - CKJS did not get the CIF bid, this means that the heating system won't be replaced, we will have to appeal this. AF is working with John, whom upon hearing the outcome of the final scoring system, can decide whether to appeal the CIF bid or apply for an emergency bid. - AF acknowledged that only one primary school has been awarded the CIF bid locally. - Therefore, the heating system cannot be replaced over the summer period as hoped. <p>Cancelled school trips, reimbursed families? (AF)</p> <ul style="list-style-type: none"> - The insurance and/or providers have either reimbursed, or agreed to reimburse, all the money that had been paid. - Parents will be paid back via cash or bank transfer this week, which is inline with the communications to parents to date. <p>Pre-planning application for building work update on progress (AF)</p> <ul style="list-style-type: none"> - The provisional quote gained is approx. £6000 - AF is aware that a smaller construction locally (below 100sqm) did not require planning permission. Is this a possibility for CKJS? As this could prevent the school from spending all of the money available for this project. The current plans are for a much bigger building (bigger than the school hall). - PW recommended that it would be more beneficial to go through planning process so that the authorities endorse the construction and would consult with neighbours also. - SS commented that there is not enough money to go ahead with the larger building plan and indicated that Deb from Paint Pot would be keen to come on board. The building needs to be big enough for a full class to come in and do activities such as music/cooking, ideally at least classroom and a half size. - ID confirmed that normal classroom dimensions are around 56sqm <p>GQ: Should we be deciding on the size of the building first before going for planning? Then we can work out the budgets and planning applications.</p> <p>GQ: What's the long-term requirement of this space?</p> <p>GQ: What's the different between the costs of the two different sized buildings?</p> <p>GA: For the smaller building including toilets, a total space of 99sqm this is about £150,000. For the larger building, including toilets, a total space of 200sqm is about £254,000.</p>	<p>Agenda</p>
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	<ul style="list-style-type: none"> - PW recommended that as a Governing board we need to carry out an exercise on what exactly is needed, to build a business case and costings. A specific meeting around this is needed. <p>Governors agreed that more information was needed before we move forward. PW/AF will get together to organise a meeting.</p> <p>Internal audit panel (PW/CH)</p> <ul style="list-style-type: none"> - AF happy that everything is in place for this. - PW informed the Governors that the reconciliations can be done effectively virtually. <p>AF left the meeting 19.26pm</p> <p>GQ: Have the secondary auditors been organised to join the audit? GA: We can demonstrate we have strong controls in place, happy to organise secondary auditors on the advice of the initial audit team.</p>	PW/AF
8	Curriculum and Learning committee matters arising	Action
	<p>Key focuses for new academic year in relation to Covid-19 impact</p> <ul style="list-style-type: none"> - SS informed the Governors that the school needs to understand what major gaps there are in the children's learning and plan for this. The DfE has given some guidelines as to what teachers can do to build on learning missed, linking curriculum aspects that can on each other. <p>GQ: Do we need to include the impact of remote learning platforms on the risk register? GA: The Government are keen for schools to react to blended learning.</p> <ul style="list-style-type: none"> - SS informed the Governors that there is one pupil who is unlikely to be back at school in September. Google classrooms hasn't been used as yet however Adrian is looking into this for remote platforms. - Recommended the use of Showme, you can upload pre recorded videos and interact with children via live chat. <p>Link Governors to report on subject leader meetings</p> <p>GQ: When we speak with the subject leaders should we asking them what the impact has been on the subject area from Covid-19? GA: Math's and English are going to be the greatest focus areas; however, you can ask the subject leaders this if you wish.</p> <ul style="list-style-type: none"> - CP enquired as to which of the Governors had spoken to their respective subject leaders. A couple had and the Science subject lead is now leaving the school at the end of term so SS will become that point of contact until a new science lead is in place. - SS acknowledged that other Governors will need to be allocated to other subject areas. - It was agreed to carry this forward. <p>Form added to admissions pack for families to indicate they might fall into lower income group due to Covid-19 (NJ/SS)</p>	<p>SS</p> <p>Agenda</p>

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	<ul style="list-style-type: none"> - This has been carried out and staff are now waiting to see what impact it has. - SS has available a community link which can be sent through to families who do not qualify for additional support but may appreciate a little extra help. 	SS
9	Governor Training	
	<p>Governor services – sign up for training (RR), Source Clerk training - EASE company (RR)</p> <ul style="list-style-type: none"> - Course with Governor Space signed up for, awaiting initial call with a mentor before completing online modules over two terms. <p>TBA a course for Clerk, Chair and Head Teacher – when schools reopen – September onwards (CP/SS/RR)</p> <ul style="list-style-type: none"> - RR to carry out some Clerk training initially before booking onto this. <p>Meeting SS, CP & RR to look at the year ahead – TBA</p> <ul style="list-style-type: none"> - Discussed in point 5. <p>Declarations of interest – Please can all Governors update this for the coming academic year - Log on to Governor Hub to confirm this.</p>	RR RR Governors
Promoting Outstanding Teaching and Learning		
10	Headteacher Report (including staffing update)	
	<p>Caretaker role (AF)</p> <ul style="list-style-type: none"> - Advertised for a site manager, deadline is this Friday. We may be able to get someone to start ASAP or in September depending on the individual's current situation. <p>Teaching and Teaching Assistant roles (SS)</p> <ul style="list-style-type: none"> - The Year 6 teacher (and science lead) is leaving at the end of this term. She has been replaced by CN – who is an NQT and has been into school. He is very keen and seems promising. SGN and ES in Year 6 will support. - HJ, who held a job share teaching post, will now become the part time SENDCO as well as a PPA teacher. - There is another NQT joining who used to be a teaching assistant at the school, has since completed a PGCE and will now be working with LM and covering CN's NQT cover. - There is a teaching assistant who is now retiring (who has during lockdown been shielding). - AM, who covered PPA and was RE lead is leaving due to family issues. - MO an agency worker who has been working at the school for over a year, has left to carry out teacher training and the school has now sourced another agency worker who will be supporting SEN in the school. - LP will finish as headteacher at the end of August to take up the headteacher position at Kingsway School. - CP proposed to send the staff who are leaving an email from the Governors as we cannot see them as we would during normal times. <p>HT report</p>	CP

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	<ul style="list-style-type: none"> - Some items have now changed since this report was written, for example the school is now preparing for September following updated guidance. <p>GQ: Will staff have a holiday over the summer? GA: Yes</p> <ul style="list-style-type: none"> - SS confirmed that reports are going out, Year 6 ones went out on Friday and the rest are going out next week. - Year 3 transition is working well, more vulnerable children have had quiet tours around the school. - Parents will attend a zoom meeting on Wednesday evening to replace the schools normal transition meeting. This will go through routines with the new teachers. - CP recalled that Governors are normally available during the normal transition meeting, and offered to be available on the zoom calls should any staff wish to have a Governor present. - NJ clarified that there will be a number of zoom meetings taking place simultaneously which will make it difficult for CP to be present at all. - SS offered to carry out a zoom meeting with parents in September, instead of the usual open morning, to discuss any issues with parents then. <p>Staff offered chance to discuss any issues for those appraisals that could not be carried out due to Covid-19 (SS)</p> <ul style="list-style-type: none"> - Staff have been invited to finish the appraisal process. One person has taken this up whilst everyone else asked to postpone this. The midyear reviews were also given the option for appraisal, however most did not want this. - CP is going to source information on HT appraisals for the next term. 	<p>SS</p> <p>CP</p>
11	School Development Plan	Action
	<p>NJ recording of an aspect of PP to upskill Governor knowledge (NJ)</p> <ul style="list-style-type: none"> - Not yet carried out as NJ was unsure what it was. - SS suggested NJ could do a model one for teachers to follow his example. Perhaps the topic could be Music instead of PP. <p>GQ: Do we want this to be a pre recorded video or would a live interaction with Governors be better? So that questions and answers can take place. GA: SS commented that a choice should be given for the format.</p> <ul style="list-style-type: none"> - NJ recommended that it would be better in person with the Governors to satisfy the accountability to Governors process. - CP agreed and recommended getting these sessions booked into the meetings. <p>Amend wording to reflect that we are striving toward the focus priorities (SS)</p> <ul style="list-style-type: none"> - This has been completed and can be referenced in the accompanying documents of the HT report. 	<p>NJ</p>
Compliance		
12	Health and Safety	Action
	Asbestos register (PW/AF)	

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	<ul style="list-style-type: none"> - We now have an asbestos register which has four asbestos reports within and all the documents needed. The site manager is working on an update. 	
13	Risk Register	Action
	<p>GQ: Has anything been added to the KPS risk register?</p> <p>GA: LP recommended the register probably needs a Covid-19 statement of its own, but it would straddle all aspects of the school. The risks are multiple. There is the long-term impact on performance, disparities between vulnerable groups, mental health, Ofsted and welfare to name a few.</p> <p>A discussion was held around the enormity of the impact of Covid-19 on all aspects of the school.</p> <ul style="list-style-type: none"> - Whilst Ofsted will not be making judgments next term there will be visits with a focus on connecting families, keeping welfare up to date including staff welfare, signs of a rapid return to learning. - Other considerations are communication with secondary schools about the new cohorts learning needs, phased returns in September, mental health focus and a curriculum which intensifies towards Christmas. - There will be lots of assessments needed to be carried out to adopt a suitable recovery curriculum from the regression during Easter time and the sporadic learning over the summer term. - It will be important not to transfer the perception of risk and to allow the children the joy of being back at school. - LP suggested the school would need to consider training for staff in terms of mental health support and awareness, targeted interventions and bereavement. - There will need to be a big focus on reading. - The government has proposed additional funding of around £80 per child for tutoring, however the school is awaiting an update on this. - AL updated the register during the meeting to reflect the Governors comments around Covid-19. - AL welcomed Governors to have a look at what he had written and to edit where they see appropriate. 	
14	Child Protection/Safeguarding	Action
	<p>Ratify Sex and Relations Policy so it is ready for implementation in September (SS)</p> <ul style="list-style-type: none"> - Governors ratified the Sex and Relations Policy at 20.05pm 	
15	Complaints	Action
	None	
16	Policy Review	Action
	Clerk Policy review cycle (SS/RR)	SS/RR

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