

Charlton Kings Junior School
Full Governing Body Meeting Minutes via Microsoft Teams
Thursday 30th April 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)
Mark Hawkins	MH		
Peter Williams	PW		
Nick Jukes	NJ	Apologies	
Sheena Habben	SH	None	
Russell Grimshaw	RG		
Sue Selwood	SS		
Christopher Hunter	CH		
Andrew Lackey	AL		
Lee Pajak	LP		
Reece Nineham	RN		
Gavin Roberts	GR		
Lesley Crompton	LC		

1	Apologies and welcome	Action
	AM has resigned from the governing body due to work commitments. SS more parent Governors were to be recruited before Covid-19 school closures this will restart in September now with the new intake.	SS
Promoting Outstanding Governance		
2	Register of pecuniary interests / conflict of interest	Action
	There were no declarations of interest in items on the agenda.	
3	Governing Board Updates	Action
	LP has accepted the Head Teacher position at Kingsway Primary School – congratulations! <ul style="list-style-type: none"> - SS will move into this role following appropriate actions taken by the Governors in line with the recruitment process. - Advice on this process is being sought on Tuesday 5th May in a meeting with CP, Marcella Scoles (Education Lead for LA) and Sandra Shepherd (Performance advisor for LA). There will be a meeting for all of the Governors on this aspect in the coming few weeks. 	CP

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	<p>A new class teacher is being advertised, there is currently a lot of interest in this role.</p>	SS
	<p>A caretaker role is needed – it was agreed that a change from the previously advertised site manager role to a caretaker role was necessary, although the contracted hours on this role would be dependent on the skills of the successful applicant. The hours at the end of the school day were most needed – to lock gates, to be on site until all staff have left, to assist hall lettings etc....</p> <ul style="list-style-type: none"> - The current site manager (Alex) is able to continue supporting the school site in the morning and could be on hand for emergencies. The possibility of sharing a caretaker with another school was discussed however it was decided that the role would be more straightforward if employed solely for CKJS. <p>A clerk (RR) has been appointed.</p> <p>AF reported that support staff pay increase hasn't occurred as school closure due to Covid-19 occurred when these talks were ongoing. This is to be monitored and reconsidered at the next meeting, with an appropriate budget set aside to implement as and when necessary.</p>	SS
	<p>SBM Report</p> <p>AF – summarised the content of the SBM report which had been made available prior to the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • Normally a report on expenditures would be submitted for academies, however due to Covid-19 situation this is now not required. • The BFRO due 19th May 2020 is also no longer required. However, AF has completed the majority of the work on this so that when schools return to usual business that we are up to date. • Normally schools report in July on a 3-year budget, the date has not yet been confirmed due to Covid-19 – for CKJS this does not represent a huge proportion e.g. lettings • The May Census has also been cancelled due to Covid-19 situation. • Finances will still be allocated to the school as previously done. • The Teachers pay and pension grant will continue along with the Sports grant. • We are waiting on the CIF bid; allocation has changed on when this will be announced – potentially May but could be June/July. The Government is redefining which schools are eligible for this money. • School Residential Trips have had to be cancelled (Abernant, France and Stackpole). Families had paid in full for Abernant and France trips and had just paid deposits for the Stackpole trip. AF has been in discussion with the trip providers to secure the return of this money. A claim has been made through insurance for the Abernant and France trips and since then the provider has offered to honour the refund if it cannot be worked out with the insurer. With regards to Stackpole trip will use 	<p>Agenda</p> <p>AF</p>

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	<p>insurance, option to absorb the cost now and then claim back later with the insurer or the provider.</p> <ul style="list-style-type: none"> FSM – the nationwide Government programme – e-vouchers which need to be ordered – platform is not working well and proving to be very difficult for orders to be made and for parents to receive the vouchers. SS reported that due to AFs persistence this has meant that fortunately CKJS has been more successful than other schools. AF is placing orders as early as possible to enable parents to be able to get the vouchers on time. <p>GQ: How much is owed for the trip? Can we afford to pay the parents? ANS: Total amount is £26-£27k, however as Stackpole trip had only deposits paid at the time of school closure's this amount is £2.5-£3k.</p> <p>GQ: Any parents requesting money back? May be more urgent if families are struggling financially during the Covid-19 situation. ANS: Several emails and letters have been sent to parents to inform them on how the school were dealing with the situation. SS has at these points asked parents to get in touch with the school if they are experiencing financial difficulties, as yet no one has indicated this.</p> <ul style="list-style-type: none"> AF discussed the leak situation - Positive H & S audit done before lockdown. Leak current priority. AF thanked RG for helping out. Aspects of the leak were probably raised last year but the extent was not known. Heating system needs to be replaced. Due to Covid-19 don't know if CIF bid will be successful, the money was going to be used to resolve this issue. HT, DHT and SBM offices affected. Invited a builder to do a survey. LP/SS discovered a small river under the floor which then has affected the walls. Everything is uncovered. RG agreed to work with builders to try locate the leak – hasn't been found, floor has asbestos so will need contractors to advise on how best to go ahead with finding the leak and resolving this issue. John Timony from WWA has worked for the school for a while and the CIF bid was submitted through them. Someone is coming to the school (01/05/2020) to see what can be done. <p>GQ: Does it invalidate CIF application if work starts before we get it? ANS: AF – No there is an emergency CIF we can bid for.</p> <p>GQ: Would building insurance cover this cost? ANS: AF – Hopefully, John will advise on whether an emergency CIF bid is necessary. There were hopes the builder and plumber could solve the problem. But the floor needs to be drilled with John and the contractors to find the source of the leak and then decide if emergency CIF bid or insurance is the right way to go.</p>	<p>AF</p> <p>AF</p>
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	<ul style="list-style-type: none"> • RG reported that the asbestos lagging was causing problems. A professional will need to come in to see how that can be uncovered safely to find the leak. • Need temporary heating arrangements for the offices/toilets – this can be relatively cheap – all this is within the CIF bid for new pipes for the new heating system. • Could be expensive to get the leak fixed. <p>AF left the meeting.</p>	Agenda
4	Minutes of the previous meeting to be approved – 27th February 2020	Action
	<p>The minutes 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>Covid-19 management</p> <ul style="list-style-type: none"> - Much has changed since the report on what the school has been doing, SS asked if anyone had any questions. - PW - Well done SS for managing the situation well, been very comprehensive. - SS reported that it was a fast-changing situation sometimes hour by hour, so it is impressive the response the school have managed during this time. - There has been great feedback from the community in managing this time. SS tried hard to keep the children calm and to reduce anxiety as much as possible for all. There have been no negatives regarding school actions during this time. - The school has received a couple of suggestions for items on home learning which has helped the school reflect on what they can do. - There will be lots of problems and issues with children returning at some point. - Katie James meeting with SS – to talk about transition ideas for Year 2s coming up. - AL commented that as a parent he found the home learning work had been awesome, and work has been given in day by day order. The padlets have been really interactive. - Teachers have put in a lot work behind the scenes and are still having PPA meetings via zoom. - Padlets have been great to keep in touch, lots of work for teachers to reply to and set up. Lots of activities have been planned. - SS reported feeling proud of teachers for their hard work during this challenging time. 	SS

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	<ul style="list-style-type: none"> - Government home learning also available, but not necessarily how CKJS works. The government have set up the Oak National Academy with video lessons the children can access online. Some of the lessons are in a different order or use different strategies to those used at CKJS. CKJS teachers can direct children to specific lessons if they feel they are relevant and useful. - There is good community spirit. <p>GQ: What are the TPs doing? ANS: The staff teams are made up of a mixture of teachers and teaching assistants to look after key children. Some teachers are going through the online content. Richard is still doing sports activities and there has been some safeguarding activities. The TPs have been asked to some online safeguarding and SEND training. If available, they have been included in the cover rotas and are in school once every three weeks for the Emergency care the school is offering.</p> <p>GQ: Are the staff feeling connected together? ANS: Staff have padlets and each team has its own WhatsApp group, so yes hearing from Teachers regularly and people seem happy.</p>	
6	Chairs Business	Action
	<p>Website CP reported that AM used to audit the school's website before his resignation, it was agreed that RR will now do this following training from AF. It was suggested that every 6 months an audit trail would be carried out and out of date material would be removed and flag up anything that may need removing.</p> <p>New Clerk (RR) in role.</p> <p>Congratulations to LP taking up Headship role at Kingsway Primary School.</p> <p>Congratulations to SS who will be taking on the Acting Headship role at CKJS.</p> <p>CP in current talks with Governors. Governor services have been involved and a meeting is to be arranged with the local authority to advise on the Head Teacher appointment process.</p> <p>Class teacher to be recruited, lots of interest currently</p>	<p>RR/AF</p> <p>CP</p>
7	Operations Committee matters arising	Action
	<p>Internal audit panel –(PW/CH) – to be carried forward</p> <p>New clerk to Governors (CP) – website updates – AF to train RR</p> <p>Staff Survey – Staff health and well-being project</p>	<p>Agenda</p> <p>AF/RR</p>

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	<ul style="list-style-type: none"> - SH – Well-being policy was updated in January. - SH reported that AM had been working on this also before he left. The draft policy was sent out to teachers in February/March (SS) – however no comments have come back on this. - SH noted that all current support mechanisms for mental health and well-being were included in this policy and that other relevant policies had been checked and referenced. There are lots of supportive measures in place. - There is a section on the responsibility of the Governing body, funding for support (EAP programme), employee responsibility and that reporting procedures have been highlighted. - SS happy with the policy and commented that it is a good time to send it out currently. - SS reported that links have already been sent out to staff as to how to access support, with some uptake from staff. - Governors agreed that this policy could be sent out to staff. There is also an opportunity here to thank staff for their initial input into the well-being project and a note of recognition of the staff's efforts during this pandemic. SH agreed to draft an appropriate response to the staff. 	SS
8	Curriculum and Learning committee matters arising	Action
	<p>Governor/subject leader link work (SS/AL)</p> <p>Current situation is a good opportunity for virtual meetings. Subject areas have been allocated to Governors as per the minutes from the FGB on 28th January 2020.</p> <ul style="list-style-type: none"> - SS mindful of additional pressures on staff and suggested approaching subjects which are further ahead in their development allowing the other subjects time to develop. SS to contact subject leaders. - LP recommended that the teachers contact the corresponding Governor directly via email to arrange a suitable meeting, by the May half term. Governors can then contact the teacher if the teacher has not made contact. - CP to look at Geography first as the D & T subject has not yet developed much. The teacher who has been developing Science is leaving so this will need to be taken on by another teacher. <p>Pupil Premium (NJ)</p> <ul style="list-style-type: none"> - Due to the pandemic in school provision for this area has stalled. - The focus has been on <u>all</u> vulnerable children (a proportion of which are FSM). All of the families of this group of children have been contacted regularly, checking what their needs are and if the children would benefit from attending school. NJ found that many families were anxious about this, but the feeling is now that some families may be needing a bit of respite. Contact is ongoing. - Some examples of support in place; e-vouchers for meals have been ordered, 1-1 tuition provided for one pupil, laptops have been loaned to support home learning, some children have come into school. 	<p>SS</p> <p>Link Governors</p>

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	<p>staff cannot implement any developments to improve performance. This could be especially difficult if there are some hard conversations to have. SH indicated if issues are noted then it enables everyone to pick up again when business returns to normal. The technology is there, a chance to say thank you and gives staff the opportunity to talk if they want to say something. SS would be happy to write to staff to ask if they would like that opportunity e.g. “we didn’t manage to carry out appraisals because of Covid-19, is there anything you would like to discuss?”</p> <p>GQ: What do the SDP targets mean? Can we answer where the school and Governors have been working to reach these targets? ANS: Some of it answered by SEF, SEND provision has been detailed quite a lot. Curriculum has been a big focus for Ofsted. Individual subjects are developing. However, it’s the curriculum as a whole.</p> <p>Curriculum CP – Feels this is a big focus area for Governors, we need to know what is being done toward the SDP targets. The curriculum as a whole, cultural capital and the scrutiny around subject areas will happen. How the subject areas fit into CKJS curriculum, what is that curriculum and how do the Governors articulate this? More development in this area so that Governors know where the school is going next, the curriculum journey – particularly as the Head Teacher is changing. Need to feel more equipped to talk about what’s been done so far.</p> <ul style="list-style-type: none"> - LP – Focus has been on integrity of individual subject areas. Firm body of knowledge from National Curriculum, then knowledge structures – this has been done very well and is robust. LP discussed the layers of how the curriculum is built and reflected on the cultural deficit at CKJS and how this influences the daily opportunities for the pupils. Cultural deficit is not so apparent at CKJS. Four main areas – Academic, social, emotional/spiritual and attitudes. Clear vision and intent statements so can talk about it meaningfully – one overriding statement that brings them together. <p>GQ: LP/SS are you going to talk about this strategically? Curriculum strategy. GQ: Is it worth using the Governor Training section to educate the Governors in depth about the school’s priority on reading for example? To gain greater insights. ANS: This is a good idea.</p> <ul style="list-style-type: none"> - SH commented that this would bring the process to life and would be better than reading a document. - SS recommended when planning out meetings for next year this could be woven in - LP suggested Governors could walk around the school to see subjects in action when schools return to normal business. Governors could answer questions as a group which would then enable Governors to talk about examples of the curriculum would. Pivotal to upskill the Governors on this. 	<p>SS</p> <p>CP/SS/RR</p>
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	<ul style="list-style-type: none"> - Subject leaders would be invited to present in person, or through video, to the governors. Governors would gain an understanding of the subject intent, implementation and impact and how it linked to the overall curriculum. - CP noted that Holy Apostles and Rowanfield schools had been scrutinised over the Curriculum in their Ofsted “that the Governors hadn’t been challenging enough to curriculum leaders” - LP suggestion – Governors go away and come back with one question about the curriculum that Ofsted may ask, so that we can begin to answer those questions and challenge our knowledge. - CP has learning walk templates that have been sent to SS which have good questions to ask. - LP asked NJ if he could record himself talking about an aspect of PP support and save this on the Governor Hub so Governors can watch and then create a library of training videos. - SH – commented that it would be great to have videos, however there is something to be said about live feedback, and to get direct thanks from the Governors, instantaneous feedback. Telling the teachers, they are teaching us. - CP perhaps subject leaders can choose a medium that suits them. 	NJ
11	School Development Plan	Action
	<p>SEF CP – SEF is part of SDP. Schools are encouraged to do this; it documents where we are and where our areas for development are. SS has made a good start, it reads well. A very good document.</p> <ul style="list-style-type: none"> - SS - This SEF has been modelled on CKJS previous one, Lakeside schools most recent and the Ofsted framework. This is to ensure points are covered and the Ofsted framework categories are considered. <p>GQ: What’s the impact? ANS: LP clearly supported by evidence statements which validates the comments in the SEF, doesn’t need to be overly long and descriptive.</p> <p>GQ: Perhaps little soundbites could be added/woven through e.g. reading improved by 20%, so that Ofsted could then delve deeper into the associated documents. ANS: Governors agreed that whilst the SEF in place currently is a draft, this idea could be incorporated.</p> <p>GQ: Does everyone understand the link from the SEF to the SDP to the work the Governors do? ANS: Yes</p>	
Compliance		
12	Health and Safety	Action

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	<p>External (GCC) H&S audit delayed to 9 March. (PW) Occurs every 3 years, report is on Governor Hub, good solid report. Now have a whole year to execute the eight areas identified.</p> <ul style="list-style-type: none"> - In normal circumstances RG and PW would have walked around with the auditor – due to Covid-19 this hasn't been done, however possibly could check through the report with a walk around whilst adhering to social distancing. It's a good report with not many issues. - Currently no asbestos report on site. It shouldn't have been missing when the auditor came. Concern it may have disappeared? - AF has been looking at getting the report retrospectively reinstated. This would involve a new asbestos survey being carried out. - It's possible the last asbestos report would not have included the pipe work cladding as this would have been behind wall/under flooring. <p>GQ: Who performed the survey? Was it the LA? ANS: Not sure. PW will liaise with AF to rectify this. Governors agreed that this matter is of an urgent nature and that the school should not be without a working asbestos register. PW will follow up this matter.</p>	PW/AF
13	Risk Register	Action
	<p>New risks, global risks, safeguarding, C&L, H&S (AL) AL – Covid-19 current impacts have been added to the log, we need to add in long term impacts – staffing/progress/finance etc... We need to discuss this.</p> <p>GQ: What would we like to record on this register with regard to the long-term risks of Covid-19? ANS: LP – local heads have been talking about when business returns to normal, in the current climate plans could be made and then changed quickly. There are check lists currently available for immediate return to school life in a managed careful way. There will be lots of children and staff alike that cannot come back due to shielding or unwell. Emotional fall out from that. Missing time at school will impact the youngest children most. We will need to carefully manage the transition of the Year 2 children into Year 3. The school is in a fortunate position from the finance stream. We have a stable staff base and it is likely the recruitment field will be larger. It is almost impossible to manage what this situation will look like in 3,6, 12 months etc....</p> <p>GQ: What would your actions be if for example teacher 2 on B team is now in hospital with Covid-19? ANS: PHE giving guidance on this, call PHE for actions to be taken e.g. minimising risks, contact tracing, testing etc.... This is similar to what the school was dealing with prior to lockdown, immediate risks.</p> <p>GQ: Does this need to go on the risk register now? ANS: LP – Public Health issue, there are specific documents which would manage the rapidly changing information. There is an emergency plan in place e.g. bomb threat, gas leak – giving a structured response. The advice for</p>	

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	<p>Covid-19 would be supplementary advice that is updated frequently. Decision making process so far has been clear and swift.</p> <p>GQ: Do we need to put Head Teacher vacancy on the risk register? ANS: PW the transition period should be on there but it is being managed and mitigated. AL reported he was updating the risk register as the Governors were talking.</p> <p>GQ: Do we need dividers to split classrooms? ANS: No. Some guidance from the Government will be needed when the return happens e.g. for parents who choose not to send children in over Covid-19 concerns.</p>	
14	Child Protection/Safeguarding	Action
	<p>Consider action plan resulting from the section 175 audit SS section 175 audit is general for all schools, some of which is more relevant to secondary schools.</p> <ul style="list-style-type: none"> - All staff to do online prevent training. LC looks at this audit. - Sex and Relationships policy – Coming in in September, Harriet Jackson had been working on it, but now needs to be shared with a parent group. SS going to follow up as Covid-19 situation prevented this from happening. A range of stakeholder’s views are needed and could be gathered via email or other means. To be gathered by the next Curriculum and Learning meeting (before September), which will be ratified at the next FGB. - Children have been encouraged to attend if they have social workers. There are 2 x child protection pupils – staff have advised social workers when there has been an absence. - There has been one urgent MASH meeting, SS has since followed this up as the social care team had not got back to her following that meeting – SS is due to talk to a social worker on 01/05/2020 - There is one child in need pupil – this child was deemed safer at home and the school has been had regular contact. 	<p>SS/agenda</p> <p>SS</p>
15	Complaints	Action
	None	
16	Policy Review	Action
	<p>H&S policy</p> <p>New Clerk policy review cycle</p> <ul style="list-style-type: none"> - RR to work with SS on timely review <p>LAC-Lesley</p> <ul style="list-style-type: none"> - NJ sent report, LC looked through this – a great report, there were a lot of links in there – not sure if they needed to be there. 	SS/RR

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	- SRE-to be ratified at next C&L Meeting	
17	A.O.B	Action
	Agenda items to be sent prior to meeting <ul style="list-style-type: none"> - Leak covered in previous sections – please see section 5 - Head Teacher recruitment – some questions have come to CP; any other queries speak to CP – the more the better. - Week of 4th May a meeting with Education Lead in Local Authority – Marcella Scoles – to discuss the process - If people internally apply, a lot is done externally to minimise conflicts of interest. Governors need to know the process of this. - Staff will be involved in the process. Initial meeting staff will not be involved. 	
	<p>Next meeting will likely be a similar format to this where operations and curriculum and learning committees are combined in the FGB meeting - as there is less going on at school currently to prompt agenda items.</p> <p>The meeting closed at 9.20pm</p>	

Relevant papers attached: <ul style="list-style-type: none"> • • 	Signed by Chair of the committee: Date:
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