

**MINUTES OF THE DISCOVERY SCHOOL**

**FULL GOVERNING BODY MONDAY 19th OCTOBER 2020**

**This meeting was held virtually via Zoom due to the coronavirus pandemic.**

**PRESENT**

Miss Tina Gobell (Head Teacher)

Mrs Annabel Cornall Chair and Parent Governor)

Mrs Catriona Stringer (Vice Chair and Co-opted Governor)

Louise Connelly (Parent Governor)

Mr Dave Waller (LA Governor)

Mrs Susan Lyons (Co-opted Governor)

Mr Roland Parrott (Co-opted Governor)

Mr Tony Steel (Co-opted Governor)

Dr T Ivanov (Parent Governor)

**In Attendance**  Mrs Angela Alexander (School Business Manager, SBM)

**Clerk** - Mrs J Roe

**Apologies** Kelly Dey, Jenny Baker

|  |  |  |
| --- | --- | --- |
| **ITEM NO** | **ITEM FOR DISCUSSION** | **ACTION POINT** |
| **PROCEDURAL** |
| **1** | **WELCOME AND APOLOGIES FOR ABSENCE*** 1. The Chair welcomed all to the meeting
	2. Apologies were received and accepted from Jenny Baker and Kelly Dey
	3. The meeting was quorate
 |  |
| 2. | **REGISTER OF BUSINESS INTERESTS**  The Register of Business Interests was up to date. No business interests were declared. |  |
| 3 | **FINANCE AND BUDGET.** The CoG thanked Mrs Alexander for attending the meeting. The CoG informed governors that further to discussions at the FGB meeting on 21.09.20, it had been confirmed that the FGB would be able to operate under the Hybrid model of Governance. She explained how this would work and had sought the comments of the BMT as to whether they would be happy to work as a Finance Committee. This had been agreed. Mr Roland Parrott was elected as Chair and Mr Tony Steel as Vice Chair. Governors received a verbal update from RP on the recent BMT monitoring visit on 16.10.20 to review the 6 monthly monitoring. A full report would be circulated to the FGB.The School was in a healthy financial position with the end of year surplus looking to be £80,000 (eighty thousand). The BMT had discussed how the CoVID pandemic had affected the extended schools funding. Whilst the income had reduced, the school was still looking to break even in this area. Although the BMT were mindful that the School budget could not be used to fund the facility, they were keen to ensure that it was kept open to support working parents. There had been a lengthy discussion at the BMT meeting concerning school trips. As the PGL trip had to be cancelled all refunds had been made with some of the money being carried over for future trips as and when they were allowed. All the refunds made were within the current budget. Should the trip not go ahead, the school could make an insurance claim for the money. The monitoring had also included discussion on CoVID costs versus CoVID costs claimed back. This had included the provision for pupils from other schools. The School had received catch up funding of £80.00 (eighty pounds) per pupil. The reality was that the school had been spending far more than this per pupil but the BMT had been in agreement that this additional expenditure was the right thing to do to support the pupils. They had ensured that there was affordability within the budget to do this. The monitoring visit had looked at the future funding stream and how the funding formula would be changing again. The BMT had noted that from information circulated by KCC the school would likely return to a full roster based on these statistics. The BMT were mindful that the Pay Committee would be meeting to review Teacher’s pay awards and had reviewed the budget to ensure that all options were affordable. The BMT had thanked the SBM for her work in regard to changing cleaning contract to inhouse. Following the retirement of the ICT technician the school had appointed a Network Manager on a scalable contract. Although appointed for one day a week, he is currently working on an ad hoc basis to cover the Windows 10 upgrade and migration to Office 375.Thanks were expressed to the SBM for her hard work on ensuring the budget remained on track.  | **6 monthly monitoring report to be circulated to FGB – BMT**  |
| 4 | **MINUTES OF THE PREVIOUS MEETINGS** 4.1.  **13.07.20** These were agreed to be a correct reflection of the business of the meeting and will be formally signed by the CoG when school returns to normal operations.**21.09.20** (FGB Housekeeping meeting) These were agreed to be a correct reflection of the business of the meeting and will be formally signed by the CoG when school returns to normal operations.4.2 Updates on agreed governor actions; The clerk had circulated the actions from the last FGB meetingsActions Outstanding from FGB meeting 20.01.20* 3. 9 monthly monitoring – BMT will circulate report shortly
* 3. Benchmarking comparisons – BMT will circulate report
* 4. School’s Finance & Business Plan – Report awaited.

Actions from FGB 13.07.20* 3.7. Governor Visit Policy – This will be circulated to the FGB for review by the HT.
* 3.6. RP will contact Tom Tugendhat re Parliamentary Report in relation to the laser lighting.
* 8. H&S Policy was reviewed by the CoG as an Urgent Chair’s Action. The H&S Policy have received the updated H&S Policy and are currently reviewing all associated documents. A report will be circulated once all reviews have taken place.

Actions from FGB 21.09.20* 4. Bespoke Governor Training – for discussion under item 8, Governor Training & Development.
* 5. Governor Vacancies – The CoG commented that following an advertisement in ‘Inspiring Governance’ there had been an application received for one of the Co-opted vacancies. The CoG had also emailed one of the flyers to the Chair of the Local University of the Third Age and a further application had been received. Due to GDPR the Clerk hadn’t circulated the applications to the FGB but verbally read out statements from both potential candidates. Governors were mindful of the skills that had been highlighted following the completion of the recent skills audit matrix. Although governors agreed both candidates would be suitable to join the FGB, prior to appointing them the CoG would meet with both candidates to discuss with them further the responsibilities, commitment and training that would be required.
* The HT commented that the minutes of the FODS meetings had been reviewed to see whether Mrs S. Lyons’ appointment had been in relation to her links with FODS but there was no evidence of this.
* 6. TOR’s – The clerk had drafted up a standing order for the Finance Committee that had been circulated. Once this had been approved, the TOR’s would be amended to reflect the FGB adopting the Hybrid model of Governance. Governors were happy to approve them once circulated rather than wait until the February FGB meeting.
* 8. Governor Responsibilities – Clerk to email SBM to obtain updated H&S Policy for H&S monitoring pair. See Action 8 from FGB meeting 13.07.20.
* CS & TS commented that there report on the H&S walkabout following the re-opening of the school in June had been forwarded to the HT and agreed it would be circulated to the FGB later in the week.
* 10. HT PM Review – The CoG informed the FGB that a date for the HT PM review had been arranged for Friday 13th November.
 | **CoG to sign minutes when sch running normally****CoG to sign minutes when sch running normally****BMT to circulate monitoring reports & review School’s Finance & Business plan** **Gov Visit Policy HT to circulate to FGB****RP to contact local MP re laser lighting.****H&S pair to circulate monitoring report****CoG to meet with both candidates for further discussions re role of governor.****CoG to update TOR’s. Clerk to circulate. FGB to approve via email.** **CS/TS monitoring report to be circulated** |
| 5 | **Governing Body Matters** 5.1. Discussion had been covered under item 4 of these minutes.5.2. Clerk’s PM review – The CoG will meet with the Clerk to carry out her PM review. 5.3. TOR’s – Covered under item 4, sub item 6.  | **CoG to carry out clerk’s PM review** |
| 6 | **Governing Body Monitoring Visits** The CoG reminded governors of the importance of carrying out monitoring visits. It was recognised that due to the circumstances of the lockdown these had gone off the radar, but the CoG felt that the FGB would have to become more creative in how they monitor visits virtually. The CoG had looked at the SIP in detail and was keen to create a Calender of monitoring visits which would enable there to be more of a link between the SIP and monitoring. As the school is likely to have an Ofsted inspection this academic year, the CoG was keen that monitoring visits and reports need to be diarised for term two so that there is at least one monitoring visit per area to show that effective monitoring was in place. Governors learned that the SIA would be coming into school to review the SEF and analyse data and this in turn will raise areas that the FGB need to be able to articulate about. Governors agreed that this would be a more effective way to move forward with their monitoring. At the recent bespoke Ofsted training there had been a query raised about the governors role in the monitoring of the Single Central Record. Although advice from School Governance had been given that Ofsted were keen for governors to move away from monitoring the SCR, governors were keen to continue to carry out spot checks and would take a single line from the SCR to review in order to satisfy compliance. The monitoring pair had recently completed a spot check and were happy that the school was meeting the necessary requirements. A monitoring report will be circulated shortly. *The SBM left the meeting* | **SCR monitoring report to be circulated**  |
| 7 | **GDPR**  The HT commented that there had been one pupil subject access request. There had been no breaches to report.  |  |
| 8 | **Governor Training & Development** A governor was booked on for finance training next month.A governor queried the Myako online training that had been sent via email. The HT explained that this was an online training platform that the School had subscribed to. Training for governors was not compulsory but there were topics on there which could help governors expand their knowledge. It was agreed that the Clerk will ask the School Office Manager to provide an update of any courses completed by governors so that these can be shared at FGB meetings. Bespoke Ofsted Training. The CoG provided an update on the bespoke Ofsted training 13.10.20. One of the areas that Ofsted would focus on would be monitoring. After debate it was agreed that governors would rag rate questions centred around an Ofsted inspection to assess what areas of knowledge there needed to be a further focus on. The HT drew governors attention to one inaccuracy that had been delivered at the training which was that interim inspections would not be included or bare influence on any future inspections. After greater discussion it was agreed that governors would use their monitoring visits from Term 2 as a starting point to build upon so that they are secure in their knowledge when there is an Ofsted inspection. The CoG will circulate the slides from the training and Ofsted would feature as a stand-alone agenda item at future meetings to enable governors to carry out their self-evaluation.  | **Clerk to liaise with Office Manager to obtain update from Myako training.**  |
| 9 | **Pay Committee**  The Pay Committee had met prior to the FGB meeting. They had discussed in great detail the appraisals from the past year and the challenges that staff had faced. Having received confirmation of the affordability of the pay increases from the BMT, the Pay Committee had reviewed and discussed both the Government and Union proposals. They had agreed to the Union proposal as they had wanted staff to be recognised for their hard work in the exceptionally challenging circumstances of the year. Additional discussion is recorded under part 2 confidential items.  |  |
| **SCHOOL IMPROVEMENT**  |
| 10 | **Head teacher’s report** This had been circulated prior to the meeting. The CoG reminded governors that it was important that they had an understanding of the CoVID catch up funding and how it was being used. Future HT reports would contain information on the catch up funding so that governors could see the impact evidenced against pupil performance. The HT commented that the catch up funding was being used for Years 5 and 6 as it was felt developmentally that these year groups would be better placed to cope with an extended school day. The School had applied for the DfE catch up tuition programme for disadvantaged pupils. However, as the funding would be targeted at those schools with the greatest number of disadvantaged children, the school may not be successful. The School had completed baseline assessments in all classes and gap analysis had been carried out. A governor asked the HT in what areas there were gaps. The HT commented that the biggest area was in writing. It was felt that this was because children had not sustained lengthy periods of writing during the school closure period. There was evidence of a fall in their writing stamina and good handwriting which has a detrimental effect. In the early years the period of school closure had affected phonics. A governor enquired whether it would be possible for governors to see the difference in data between those pupils who were in school as key worker children and the pupils who were at home. The HT said that she would ask the DHT to look into this as gap analysis had already been carried out for parents’ consultation evenings. A governor challenged the HT as to whether the school was prepared enough to ensure that these gaps did not happen again should there been another closure. The HT commented that there was a significant difference moving forward for schools should a lock down happen again. The government would be expecting schools to not provide educational activities, but that Schools would have a legal duty to provide a full education. Governors had a lengthy discussion with the HT, challenging her on the poor broadband width and how this affected the ability to provide home learning. The HT commented that the school was migrating over to Windows 365 during half term. The School had purchased a school learning programme called Dojo. Governors learned that this would mean class teachers would be able to teach to those in their classroom bubbles whilst delivering the lesson simultaneously to pupils at home. Governors heard that the school was also using their You Tube channel as a resource for home learning should it become necessary. The lessons would be scaffolded by the teacher and uploaded onto You Tube. A governor asked for clarification on why the broadband width was so poor when the majority of Kings Hill had fibre connection. The HT explained that the School was tied into a contract with EIS. The SBM had been working hard to release the school from this contract which was proving very difficult as it was completely unaffordable for the School to break the contract. The HT said that the school had wanted to transfer to London Grid for learning. Whilst governors understood the difficulties around this situation, they were keen that the HT sought further advice on this as they did not feel that the current situation with EIS was acceptable. The HT will liaise with the SBM and Network Manager. Governors continued to debate the situation as this formed part of the risk register for the school in the current CoVID situation. They felt strongly that the current situation was not acceptable, and the EIS contract should be reviewed carefully and challenged whether EIS were not adhering to their contract as they were not providing a proper service. The Finance Committee would work with the SBM to try to find a way forward with the situation. A governor asked whether there would be any merit in looking at the gap analysis for the Year R and Year 1 pupils. The HT commented that they had not completed the NFER testing so it would be hard to analyse. | **HT to request from DHT data for key worker versus pupils at home.****HT to liaise with SBM and Network Manager re EIS contract****Finance Committee & SBM to review EIS network contract** |
| 11 | **Policies**The following policies had been circulated to either the FGB or appropriate monitoring pair prior to the meeting and were agreed by the FGB;* Accessibility Plan
* Attendance Policy
* Child Protection Policy
* Online Safety
* Appropriate Use Policy
* Capability Policy
* Complaints Policy
* Disciplinary Policy
* Equality information and Objectives
* Equality Policy
* Pay and Reward Policy
* Teacher Appraisal

The Governor Visit Policy will be circulated to governors for approval at the February FGB meeting.The Curriculum Policy had been received by the Quality of Education monitoring governor, who wanted to have a further discussion with the DHT at her monitoring visit to ensure that remote learning was incapsulated within the policy. It was noted that the Pay & Reward Policy had been reviewed at the Pay Committee meeting for recommendation of approval by the FGB. The Pay & Reward Policy was approved by the FGB.  | **HT to circulate Gov Visit Policy** **QofE monitoring governor to discuss Curriculum Policy with DHT** |
| 12 | **Safeguarding** the Safeguarding governors had carried out a spot check on the SCR as discussed under item 6 of these minutes.The CoG informed governors that she had seen the Annual Report on Safeguarding and signed this.  |  |
| 13 | **Staff Wellbeing**The Wellbeing governor informed the FGB that there was a meeting in November for those involved with the Wellbeing Award. The Assessor would be visiting the School again in December. It was agreed that it was important not to lose sight of the good work that the School had done during the closure. The FGB agreed that it was important to seek the views of parents and pupils through a specific wellbeing questionnaire. In addition planning is being undertaken to develop a whole school questionnaire in term 3.  | **Views of parents/carers/pupils to be sought from wellbeing questionnaire. Whole school questionnaire to be undertaken in term 3** |
| 14 | **Community Engagement.**The CoG asked the LA governor whether in his capacity as a Parish Councillor he would be happy to provide governors with updates on any community news/events affecting the local community and stakeholders. It was felt that it would be useful to have this information to share with the FGB so they could take this into account with any decisions that they needed to make. The LA governor was happy to do this and will report back at every FGB meeting. He updated governors on a planning consultation from Berkley Homes and that because the Local Plan had not yet been approved, the Parish Council were receiving an unpredented number of planning applications for land on and adjacent to Kings Hill.  | **LA governor to report at FGB mtgs on community engagement** |
| 15 | **Impact of the meeting*** Robust challenge from the BMT Team on the six monthly monitoring
* FGB to adopt hybrid model of Governance
* Two applications have been received for Co-opted governor roles, FGB had discussion around both these applications.
* Governing Body Monitoring – lengthy discussion about introduction of monitoring visit Calender to link to SIP
* Feedback on recent bespoke Ofsted training with Ofsted to feature as stand-alone item on future agendas to enable better self-evaluation of FGB
* Rigorous challenge from Pay Committee on recommended Teacher Pay Awards and appraisals.
* Review of Pay and Rewards Policy and approval by FGB
* CoVID catch up funding discussed with HT including gaps highlighted through pupil assessment and gap analysis
* Policies approved – see item 11 for full list
* Safeguarding – Challenge of best way to review SCR
* Staff wellbeing – Wellbeing governor meeting with wellbeing team in November, views of parents and pupils to be sought in the form of a survey
* Community Engagement – LA governor to provide FGB with updates on any community business pertinent to the FGB at future FGB meetings.
* CoG to meet with FODS Chair to support with lack of funding opportunities.
* CoG had personally written to all staff to thank them for their hard work during pandemic.
 |  |
| 16 | **Any other Urgent Business**  The CoG informed governors that due to personal reasons the HT would be self isolating for a short period of time and would be working from home. |  |
| 17 | **Chair’s Actions/Correspondence**  * The Chair of Governors had investigated a formal complaint. No further action was required.
* A letter had been sent to parents informing them of the change of Chair of Governors (copy stored with these minutes)
* The CoG would be meeting with the Chair of FODS to support them during the current challenging times as funding opportunities have been very limited.
* The CoG has written a card to all members of staff to say thank you on behalf of the governors. The FGB thanked the CoG for taking the time to do this.
 |  |
| 18 | **Confidentiality** 9. Pay Committee report |  |
| 19 | **Upcoming dates**The HT commented that the pupils would be having a hot meal after half term. Governors learned from the CoG that the nativity would be taking place this year in the form of a pre-recorded production. There had been very positive feedback from parents and the CoG asked the HT to pass on the FGB’s thanks to all those who were involved.The school had recorded a video with a script written by pupils for prospective parents. This would be on the website by the end of the week.  |  |
| 20 | **Impact of Monitoring Visits**  No further discussion as covered under item 6. |  |
| 21 | **Date and time of next meeting**  Monday 1st February 2021The clerk reminded the Finance Team that they would need to set their meetings for the remainder of the year. The clerk will liaise with the SBM to arrange these.  | **Clerk to liaise with SBM to arrange Finance Committee meetings** |

Signed ………………………………………………………………. Chair/Vice Date ………………………………………….

**Action Summary from FGB meeting 19.10.20**

|  |  |  |
| --- | --- | --- |
| **Item no** | **ACTION** | **RESPONSIBILITY** |
| 3 | 6 monthly monitoring report to be circulated to FGB | BMT (now known as Finance Committee) |
| 4 | FGB minutes to be signed when FGB meetings resume in School | CoG |
| 4 | BMT to circulate monitoring reports & review School’s Finance and Business Plan  | BMt (Finance Committee) |
| 4 | Governor Visit Policy to be circulated | HT |
| 4 | Laser Lighting – RP to contact Tom Tugendhat re Parliamentary Report | RP |
| 4 | H&S Pair to circulate monitoring report on H&S Policy and associated documentation | H&S pair |
| 4 | CoG to meet with both Co-Opted Governor candidates | CoG |
| 4 | Terms of Reference to be. Updated and FGB to approve via email  | CoG to amend, FGB to approve |
| 4 | H&S Walkabout monitoring report to be circulated | CS/TS |
| 5 | Clerk’s PM review | CoG |
| 6 | Single Central Record monitoring report to be circulated | CS |
| 8 | Myako training update – Clerk to liaise with Office Manager to receive update on training on Myako  | Clerk |
| 12 | Governors to receive data on difference between key worker and non key worker children progress during lockdown  | HT to liaise with DHT |
| 12 | EIS Contract further information required on broadband issues | HT/SBM to liaise with Network Manager re EIS contract |
| 12 | EIS contract to be reviewed in further detail | SBM/Finance Committee |
| 13 | Governor Visit Policy to be circulated for approval at FGB meeting February 2021 | HT to circulate to FGB |
| 13 | Curriculum Policy – Quality of Education monitoring governor to discuss Curriculum Policy with DHT. | Q of E governor and DHT. |
| 13 | FGB to seek views of parents/carers/pupils through wellbeing questionnaire.Whole school questionnaire to be developed during term 3.  | CS |
| 14 | LA governor to report at future FGB meetings on Community engagement  | DW |
| 21 | Finance Committee to set meetings for remainder of school year. | Clerk to liaise with SBM/Finance Committee |