



**MINUTES OF THE DISCOVERY SCHOOL**  
**GOVERNING BODY HOUSEKEEPING MEETING MONDAY 21<sup>st</sup> SEPTEMBER 2020**  
**This meeting was held virtually via Zoom due to the coronavirus pandemic.**

**PRESENT**

Miss Tina Gobell (Head Teacher)  
 Mrs Catriona Stringer (Current Chair and Co-opted Governor)  
 Mrs Annabel Cornall (Current Vice Chair and Parent Governor)  
 Louise Connelly (Parent Governor)  
 Dr T Ivanov (Parent Governor)  
 Mr Dave Waller (LA Governor)  
 Mr Roland Parrott (Co-opted Governor)  
 Mr Tony Steel (Co-opted Governor)

**Clerk** - Mrs J Roe

**Apologies** Jenny Baker, Kelly Dey

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
<b>PROCEDURAL</b>		
<b>1</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>1.1 The Clerk welcomed all to the meeting and explained that she would be Chairing until the election of the Chair/Vice Chair had been elected.</p> <p>1.2 Apologies were received and accepted from Jenny Baker and Kelly Dey</p> <p>1.3 The meeting was quorate</p>	
<b>2.</b>	<p><b><u>Election of Chair/Vice Chair</u></b></p> <p>All members of the FGB had been asked to submit their nominations for Chair/Vice Chair two weeks prior to the meeting.</p> <p>The Clerk had received two nominations for Chair; Mrs Catriona Stringer and Mrs Annabel Cornall.</p> <p>The Clerk had received two nominations for Vice Chair; Mrs Catriona Stringer and Mrs Annabel Cornall.</p> <p>Mrs Stringer had already expressed a wish to step down from the role of Chair but was happy to stand as Vice Chair and Mrs Cornall was happy to stand for the position of Chair of Governors.</p>	

	<p>The Clerk explained that both would be elected via a show of hands. Mrs Cornall's nomination for Chair was proposed by Mrs Catriona Stringer and seconded by Mr D Waller. Mrs Stringer's nomination for Vice Chair was proposed by Mr T Steel and seconded by Mr R Parrott. Both nominees were asked to temporarily leave the meeting whilst voting took place. The vote was unanimous for Mrs A Cornall to be elected as Chair of Governors and Mrs C Stringer as Vice Chair. Both were asked to return to the meeting and congratulated on their appointments. The Clerk expressed thanks to Mrs Stringer on behalf of the FGB and staff for all her hard work as Chair of Governors.</p> <p>Mrs Cornall then took over Chairing the rest of the meeting.</p>	
3	<p><b><u>Declaration of Business Interests</u></b> The Clerk reminded governors that they needed to update their Declaration of Business Interests on Governor hub asap, and also read and sign KCSIE part 2.</p> <p>The HT confirmed that all members of staff had completed KCSIE online.</p>	
4	<p><b><u>Governor Training</u></b> The CoG thanked all governors for submitting their skills audit. The skills audit had highlighted the need for further experience within HR and finance. The analysis had enabled the CoG, Vice Chair and HT to write an advert for new governors to fill the two Co-opted vacancies. The advert would request for applicants to have some knowledge of HR or finance. The CoG reiterated the importance of having strong financial planning on the FGB as it was a key area of compliance and someone with HR experience would enable the FGB to build upon their community links.</p> <p>The CoG stressed that the skills audit would be revisited regularly to review any skills gaps within the FGB.</p> <p>The Vice Chair of governors reminded the FGB that there was a bespoke training session with Offham School 'Preparing for Ofsted for Outstanding Schools' on the 13<sup>th</sup> October between 6.30 – 8.30 pm. This session had been cancelled earlier in the year due to the pandemic. Governors were encouraged to attend the online session and it was noted that there were 10 places for The Discovery School which would also be made available to members of the SLT.</p> <p>The CoG would be attending the District Governor's briefing webinar on 22.09.20 between 6.00 – 8.00 pm and encouraged other members of the FGB to attend.</p>	<p>FGB reminded of bespoke Ofsted graining 13.10.20</p>
5	<p><b><u>Governor Vacancies</u></b> Governors continued the discussion around the two co-opted vacancies. The CoG informed the FGB that an advert was currently with publishers with a view to going into the October edition of the Kings Hill Directory. The CoG had also researched</p>	

	<p>other opportunities for placing an advert and shared these with the FGB.</p> <p>A governor questioned which businesses the School would be targeting when trying to recruit for the two governor vacancies as he felt that the larger companies based on Kings Hill, along with the homeworkers would not necessarily see the advert in the Kings Hill Directory. It was agreed that the possibility of a leaflet drop into the larger businesses could be considered. It was agreed that it was important to have the right skills on the FGB, but just as importantly to ensure that any applicants were able to offer the commitment that was required. After some discussion it was agreed that the CoG and DW would have a separate conversation about the best way forward to ensure that all businesses were targeted in the most appropriate way.</p> <p>A governor asked whether Mrs Lyon's (who resigned at the July FGB) had been appointed due to her links with FODS. The HT said that Mrs Lyons had applied for the parent governor vacancy, but there had been more than one person apply for the post. At the time the FGB also had a vacancy for an Appointed Governor and it was felt that Mrs Lyon's HR background fulfilled the skill set that the FGB were looking for and so she was invited to apply for the Co-opted post. However, it was agreed that for transparency the HT would check the FODS minutes to see if there was any recording within them to dispute this.</p> <p><b>Instrument of Governance</b> Although the new IOG came into effect on the 16<sup>th</sup> March 2020, the pandemic had meant there had been a delay in receiving the signed version from Governor Services. The Clerk had circulated the new IOG to all governors and a copy of this is stored with these minutes.</p>	<p>CoG and DW to discuss best recruitment strategy for local businesses</p> <p>HT to check FODS minutes re Mrs Lyon's appointment as Appointed Governor.</p>
6	<p><b>TOR's</b> Governors had a lengthy discussion about the pros and cons of continuing with the Circle Model or forming a separate Finance Committee along with the FGB meetings. It was felt that the current Circle model enabled proper scrutiny around monitoring and was a far more effective model.</p> <p>A governor commented that when she had been a governor at another school there had been a separate finance committee which reported directly to the FGB, and she felt that this had facilitated sharing finance information in a more effective way.</p> <p>The BMT agreed that they had outstanding reports that needed to be written up but were unsure whether they wished to become a Finance Committee.</p>	

	<p>It was suggested by the Clerk that the BMT, CoG and HT review the two options of continuing with a BMT or setting up a Finance Committee and report their decision ahead of the next FGB meeting on 19.10.20 to enable the current TOR's to be drawn up. The Clerk would check with Governor Services whether there could be a stand-alone Finance Committee.</p>	<p><b>CoG/HT/BMT to review monitoring options.</b></p> <p><b>Clerk to contact Gov Services</b></p>															
7	<p><b><u>Code of Conduct</u></b> The Clerk had reviewed the Code of Conduct and this had been amended by the HT. This had been circulated to the FGB prior to the meeting and had been signed by all. All governors would print and keep their own copy. A copy of the Code of Conduct is attached to these minutes.</p>																
8	<p><b><u>GOVERNOR RESPONSIBILITIES</u></b></p> <p>It was agreed that to provide consistency all governors would remain in their current areas of monitoring wherever possible. Governors were mindful that because of the pandemic, they had not completed a full academic year of monitoring and that an Ofsted inspection would be highly likely. Governors had noted the DfE guidance for governor visits to be virtual but were aware that there needed to be some visits in school especially around safeguarding. The Vice Chair asked the HT how the various areas should be monitored between now and Xmas (either virtually or as a school visit).</p> <p>The Clerk reminded the FGB that there needed to be a named governor for Pupil Premium and also for the catch-up funding provided to schools during the pandemic. It was agreed that AC would take on these areas as they would slot in with her areas of monitoring within Leadership and Management.</p> <p><b><u>Governor Monitoring Pairs September 2020 – September 2021</u></b></p> <table border="1" data-bbox="280 1480 1185 2018"> <thead> <tr> <th data-bbox="280 1480 584 1563">Area of responsibility</th> <th data-bbox="584 1480 884 1563">Governor(S)</th> <th data-bbox="884 1480 1185 1563">Virtual or school visit required</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1563 584 1682">Leadership &amp; Management</td> <td data-bbox="584 1563 884 1682">Annabel Cornall/David Waller</td> <td data-bbox="884 1563 1185 1682">Virtual</td> </tr> <tr> <td data-bbox="280 1682 584 1800">Quality of Education</td> <td data-bbox="584 1682 884 1800">Annabel Cornall/Louise Connelly</td> <td data-bbox="884 1682 1185 1800">School visit or virtual depending upon focus</td> </tr> <tr> <td data-bbox="280 1800 584 1919">Behaviour, personal development &amp; welfare</td> <td data-bbox="584 1800 884 1919">Catriona Stringer/Tina Ivanov</td> <td data-bbox="884 1800 1185 1919">School visit or virtual depending upon focus</td> </tr> <tr> <td data-bbox="280 1919 584 2018">EYFS</td> <td data-bbox="584 1919 884 2018">Louise Connelly</td> <td data-bbox="884 1919 1185 2018">School Visit or virtual depending upon focus</td> </tr> </tbody> </table>	Area of responsibility	Governor(S)	Virtual or school visit required	Leadership & Management	Annabel Cornall/David Waller	Virtual	Quality of Education	Annabel Cornall/Louise Connelly	School visit or virtual depending upon focus	Behaviour, personal development & welfare	Catriona Stringer/Tina Ivanov	School visit or virtual depending upon focus	EYFS	Louise Connelly	School Visit or virtual depending upon focus	
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BMT	Roland Parrott David Waller Tony Steel	Virtual	
Health & Safety	Tony Steel Tina Ivanov	Virtual	
SEND	Annabel Cornall	Virtual	
Safeguarding	Catriona Stringer Tony Steel	Visit to school	
Head Teacher Performance Management Panel	Annabel Cornall David Waller Louise Connelly	Virtual	
School Website	Tony Steel	Virtual	
Wellbeing Champion	Catriona Stringer	Virtual or in person if required	
Training Governor	Kelly Dey	Virtual	
Pay Committee	Roland Parrott Tony Steel Catriona Stringer	Virtual	
GDPR	This will now become a stand-alone item on the FGB agenda		

Governors learned that the school website was being refreshed. A governor asked if the new website would be meeting the required accessibility guidelines. After discussion it felt that this was not statutory but seen as best practice. It was suggested and agreed that the school would have a disclaimer on the website signposting visitors to contact the school should they have any difficulties in accessing any of the information.

A governor from the H&S monitoring pair asked the Clerk for an up-to-date version of the H&S policy.. The Clerk agreed to contact the SBM.

It was noted that the CS and TS governor had carried out a H&S walk through the school prior to the re-opening in June and had also attended the first day of the school opening this academic year. Report to follow. The Chair had also agreed the school's CoVID-19 risk assessment.

The Vice Chair asked the HT whether Governor Visits were taken into account within the School's risk assessment, and the HT reassured governors that this was already in place. The school's risk assessment in relation to Covid was on the School Website.

Governors celebrated the fact that there had been a wellbeing governor as part of the monitoring for the past 2 years and this was now recognised as something that all FGB's should have.

**Clerk to email SBM re H&S Policy for H&S monitoring governors.**

**Report on H&S walkabout and visit to school to follow**

9	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b> No further discussion required as minuted under items 4&amp;5.</p>	
10	<p><b><u>CALENDER OF MEETING DATES</u></b></p> <p>This had been drawn up by the Clerk and circulated prior to the meeting. The clerk reminded the Pay Committee that they would need to set a date to meet prior to the end of October, and that the HT Performance Management Panel needed to arrange to meet with the External Advisor.</p> <p>The Pay Committee agreed provisionally to meet at 5.30 pm on the 19<sup>th</sup> October.</p> <p>The HT PM Panel will liaise with Vanessa Dunnet, External Advisor to arrange a mutually convenient date for the HT PM review.</p>	<p>HT PM Panel to arrange HT PM</p>
11	<p><b><u>GOVERNING BODY PUBLICATION REQUESTS</u></b> The Clerk explained that this reflected ensuring that all statutory documents were on the website and Governor Business interests were signed and up-to-date.</p>	
12.	<p><b><u>CHAIR'S UPDATE</u></b></p> <p><b><u>Child Protection Policy</u></b> Governors noted that as had been discussed at the FGB meeting 13.07.20, the Chair had signed the amended Child Protection policy as an extra-ordinary Chair's action.</p> <p><b><u>PM Visit</u></b> Discussion recorded under Part 2 Confidential Items of these minutes. The HT had received a letter from the PM, a copy of which is stored with these minutes.</p> <p><b><u>School re-opening.</u></b> Governors were pleased to learn of the positive re-opening of the school to all pupils. The Vice Chair and TC had been present on the first day and thanked the HT and staff for all their hard work in what had been a monumental task.</p> <p>The HT informed governors that in the first week attendance was 97% with overall attendance since that time 97.8%. However, the FGB were aware that with pupils and families having to isolate if they showed symptoms the impact this would have on these figures. Governors and the HT talked about the difficulties that were arising over staff cover for staff having to self-isolate and the difficulty in accessing tests. The HT commented that at the present time they were able to cover any staff absences internally, but there was no guarantee that this would be able to continue if staff absences continued to rise. Governors were reminded that this would inevitably affect staffing costs.</p> <p>Governors were disappointed to learn that the HT had received some negative comments from parents about the new school day,</p>	

	<p>particularly around the start and finishing time of the year 6 pupils who started school at 8.30 and finished at 2.30 pm. The School had followed the advice from the Educational Endowment Foundation on re-opening and also adhered to the DfE's recommendations on the amount of direct teacher instruction per day. The School was providing 26.25 hours per week which was higher than that recommended by the DfE of 21 hours in KS1 and 23 hours in KS2. The amount of direct teacher instruction has not reduced compared to previous years. Parents had compared the year 6 pupils' hours to that of another local school whose year 6 pupils were in school from 8.30 – 3.30 pm. without appreciating that the particular school closed at lunchtime each Friday. Governors supported the HT with her comments that the SLT had worked tirelessly to ensure that all pupils received the best quality of education whilst ensuring that the children's well-being remained a priority.</p> <p><b>Correspondence</b> The CoG had received one complaint. Discussion is recorded under Part 2, Confidential items of these minutes.</p> <p><b>Associate Governor.</b> Following on from advice from the Clerk that it was not good practice to have an Associate Governor within the Circle Model, it was agreed for Miss Jenny Baker to attend future FGB meetings as Deputy Head Teacher.</p>	
13	<p><b>SCHOOL IMPROVEMENT PLAN</b> The Strategic School Improvement Plan targets had been circulated to the FGB prior to the meeting. (Copy stored with these minutes). Governors learned that there were some targets that had been carried forward from the last SIP. The new Baseline Assessment for the Foundation Stage had been postponed by the Government until September 2021 because of the lockdown. The HT informed governors that the school would be working to close the gaps for all pupils who had been disadvantaged during the lockdown as well as all other vulnerable and disadvantaged pupils.</p> <p>Governors were informed that teachers had gone through the progression of skills for all year groups with the objectives being recapped in their planning so that they dovetailed together. The progression of skills was on the school website.</p> <p>This week the School were carrying out baseline assessments and gap analysis to review those that would need additional support through recovery groups that would be held before, during and after school.</p> <p>The CoG reminded governors that the FGB needed to fully understand what the school was doing in relation to its recovery plan and to be able to talk with confidence about this.</p>	

	<p>The HT explained that the pupils would be assessed on their previous year's curriculum (ie year 4 would be assessed against a year 3 curriculum) and that the rationale behind this was to ensure that teachers were able to highlight any gaps that needed to be worked on.</p> <p>A governor asked the HT whether pupils would be taught the previous year's curriculum. The HT said that the teachers would not be doing this but would be re-visiting areas of the curriculum to ensure that children's knowledge was secure as they would be unable to progress without these building blocks in place.</p> <p>There were no further questions about the new SIP, and it was agreed by the FGB.</p>	
14	<p><b><u>IMPACT OF MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair</li> <li>• Governors Business Interests updated</li> <li>• KCSIE for governors updated</li> <li>• Governor's Code of Conduct updated and signed</li> <li>• Governor Skills audit completed and reviewed</li> <li>• Update of Governor Training with Bespoke session 13.10.20</li> <li>• New Instrument of Governance circulated</li> <li>• Governor Responsibilities for monitoring visits discussed and pairs arranged, including HT PM Panel and Pay Committee</li> <li>• Calender of meeting dates approved</li> <li>• Provisional date for Pay Committee set</li> <li>• HT PM Panel set up</li> <li>• Discussion around whether to proceed with Circle Model or adopt a Committee model with introduction of Finance Committee</li> <li>• Discussion around PM's visit</li> <li>• Discussion and approval of new SIP</li> </ul>	
15.	<b><u>ANY OTHER URGENT BUSINESS</u></b> – nil of note	
16	<b><u>DATE AND TIME OF NEXT MEETING</u></b> Monday 19 <sup>th</sup> October <b>6.30 pm</b>	

Signed ..... Chair/Vice Chair

Date .....