



**MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 28th MARCH 2022
This meeting was held virtually via Teams**

PRESENT

Miss Tina Gobell (Head Teacher)
Mrs Annabel Cornall (Chair and Co-opted governor)
Mrs Catriona Stringer (Vice Chair and Co-opted governor)
Mrs June Budd (Co-opted governor)
Mrs Louise Connelly (Parent governor)
Mrs Katy Steele (Parent governor)

Apologies Kelly Dey – Staff Governor, Jenny Baker DHT

Clerk - Mrs J Roe

AGENDA NUMBER	ITEM FOR DISCUSSION	ACTION
1.	<u>Welcome and Apologies for absence</u> The Chair welcomed all to the meeting. Apologies for absence were received and accepted from Kelly Dey and Jenny Baker. The meeting was quorate.	
2.	<u>Register of Business Interests and other declarations</u> No updates were made.	
3.	<u>Consideration of AOUB items</u> Nil	
4.	<u>Membership update.</u> It was agreed for the Chair to provide a report under Item 8, Chair's Report.	
5.	<u>Minutes of the last meeting 07.02.2022</u> These had been circulated prior to the meeting and were approved. <u>Actions from the minutes of the meeting</u> 4. <u>Membership update</u> – Refer to item 8, Chair's Report. 5. <u>TOR's to be sent to HT</u> – Clerk to send to HT 5. <u>Safeguarding Monitoring Reports to be circulated</u> – Reports had been circulated and uploaded to the shared area.	Clerk to send TORs to HT

	<p>5. <u>Recovery Fund Report</u> – The HT had met with the CoG and discussed the Recovery Fund Report as part of the monitoring visit.</p> <p>7. <u>Clerk to email governors re Working group on school uniform.</u> The clerk had emailed the FGB. A further email will be sent as a reminder.</p> <p>7. <u>Staff Wellbeing – Results of questionnaire to be shared with FGB.</u> – Refer to item 7, HT Report.</p> <p>9. <u>CofG to write to staff re 5-star hygiene rating.</u> The Chair confirmed that she had written to congratulate the staff.</p> <p>9. <u>Fire Risk Assessors – HT to check credentials.</u> The HT had asked the SBM to research this further but due to the SBM's considerable workload, action to be an agenda item for the next FGB.</p> <p>10. <u>GDPR HT to check KCC model policy</u> Following a governor questioning whether the policy was accurate in terms of leaving the European Union, the HT had reviewed this further and updated it to reflect the exit from the EU.</p>	<p>Clerk to send reminder email re Sch Uniform working party.</p> <p>HT to feedback on Fire Risk Assessors at FGB mtg 23.05.22</p>
6.	<p><u>School Improvement Plan & Monitoring visit reports</u></p> <p>The updated SIP had been circulated prior to the meeting (copy attached to the minutes).</p> <p>The CofG had noted that the SIP had been rag rated but not completed around cpd but assumed that this was due to illness. The HT confirmed that this was the case as between October and December it had been a very challenging time with staff absent due to Covid and there had not been the capacity to release staff to attend training. The HT reassured governors that considering all the challenges the school was on track to meet the SIP targets.</p> <p>The HT informed the governors that since January although the Covid numbers amongst staff were high, they had been manageable.</p> <p>Discussions then centred on the rag rating of the milestones in term 4 for coaching middle leaders and subject leaders. A considerable amount of work had been put in to coach subject leaders to become more confident in talking about their subject knowledge. The CofG reminded governors that</p>	

	<p>this had been a huge piece of work which had commenced 2-3 years ago and was something that the DHT was passionate about. The CofG said there had been a cultural shift particularly with middle leaders in driving up standards.</p> <p>The Chair described how as part of the Science Extravaganza week governors had been invited into school to see what the children had been learning. She commented that this visit was an innovative way of subject evaluation without staff feeling that it was like a formal observation. The visit had captured so much information that could be linked to all aspects of the SIP. The governors who attended commented on how special it had been to see the older pupils nurturing the youngest and the sense of pride that the children had in talking about their work.</p> <p>A governor talked about how enthusiastic the children had been in what they had been doing and the respect that they had for each other. Another governor commented on how polite the children had been when showing them around the school and what a pleasure it had been to be part of the experience.</p> <p>A governor had liked the creativity that had gone into the science week with pupils keen to explain their methods and reasons as well as responding well to questioning.</p> <p>Governors agreed that this had been an excellent way of showcasing pupils work and enabling them to talk about prior learning.</p> <p>Governors who attended the Science Extravaganza also commented on how well informed the children in Year 6 were in explaining about the different names had been chosen for the new class names.</p> <p>The Chair of Governors suggested that meeting the Science subject leaders could be the focus for a monitoring visit for the Quality of Education governors in term 5. Governors learned that the Science leaders would be doing a deep dive after Easter.</p> <p><u>Monitoring Visits/reports</u></p> <p>The Chair of Governors had attended a pupil premium meeting with the HT and a year 6 teacher and had been able to observe what the teacher had been doing to close the</p>	<p>QofE monitoring visit with Science Leads term 5.</p>
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	<p>pupil premium gaps. She reminded governors that it was important to demonstrate outstanding governance through not only questioning the HT at FGB meetings but by going in to see what was happening in school.</p> <p>Term 5 monitoring would focus on reviewing the term 4 milestones of the SIP.</p> <p>The CofG asked the HT to clarify what was happening with the digital leaders. The HT explained that the digital floor books had been introduced but were being driven by the computing leads. Mr Hipkiss was keen to ensure that the digital leaders take the lead with presentations and podcasts and hoped that these would commence before the next FGB meeting, although it was unlikely to be completed until the end of the academic year. The Child net programme had limitations on primary schools becoming involved with Internet safety and so the focus had shifted with the term 4 milestones on the SIP reflecting the change. It was suggested that the behaviour and attitudes monitoring governors could focus on digital leaders at their next monitoring visit.</p>	Behaviour and Attitudes monitoring to focus on digital leaders.
7	<p><u>Head Teacher's Report</u></p> <p>The HT report had been circulated prior to the meeting and a copy filed with these minutes.</p> <p><u>Staff wellbeing survey.</u></p> <p>The HT reported to the governors on the results of the recent staff wellbeing survey. The full survey report would be circulated to governors.</p> <ul style="list-style-type: none"> • 73 members of staff had completed the survey (47 were support staff, 26 teaching staff) out of a total of 114 staff members. • The school had used the Edinburgh mental wellbeing scale. • The surveys were anonymous so that staff could answer freely without judgement. • The survey had focussed on general well-being rather than being work specific as it was felt that everyone had been affected in some way by the pandemic. It was felt that staff were having life rather than work stresses. • The SLT wanted to gain a baseline on how staff were feeling coming out of the pandemic to enable 	HT to circulate staff wellbeing survey report.

	<p>effective ways of signposting them to the right support.</p> <ul style="list-style-type: none"> • 21 of the surveys submitted had met the criteria of possible clinical depression with 14 evidencing criteria of moderate depression. • A total of 42% were showing signs of depression. The FLO was now in the process of drawing up a sheet of resources to signpost staff to. • The results were not statistically different between staff and support staff. • The lowest scores in the questions were that staff 'Did not have any energy to spare' and "had difficulties feeling relaxed". • The highest scores were that "they felt useful often" and "felt able to make up their mind about things" as well as "Feeling loved and supported". • It is hoped that the positive areas would serve as a cushion for the negatives. • Relationships with others scored highly. • Over half the staff said they had no energy to support others which the HT said was not a surprise as the last two years had been relentless. • Conversations through reflected supervision indicated that staff had greater family responsibilities. <p>Staff were feeling exhausted with low resilience, but the school were trying to look at ways to limit pressures on staff. Staff had been working at school long after they should have finished with hidden online training to complete. The SLT had calculated this training into a school day and so the forthcoming INSET day had been added to their holiday allowance.</p> <p>A governor had noted that the school also provided staff with the option of a hot meal when they had parent consultations.</p> <p>The HT informed governors that as the demographic of the staff was largely women, a speaker had been invited in to speak to all staff on the menopause and perimenopause so that staff could support others who were going through the menopause or perimenopause. This was held during a staff meeting and all staff were expected to attend.</p> <p>The HT said that the SLT were mindful of thinking of other ways that they could support staff.</p>	
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	<p>Members of the SLT had carried out reflective supervision training and so were more skilled to support in a more purposeful way.</p> <p>A governor asked if there were any other training opportunities such as mindfulness that could be beneficial to staff. The HT replied that the FLO would be working on ways that staff could feel supported.</p> <p>A governor was aware that there were some free subscription services available to teachers for mindfulness through Apps etc.</p> <p>The HT said that the priority was to ensure that staff remained well and to make sure that their resilience did not get too low.</p> <p>The HT spoke to the FGB about attendance. Attendance had been impacted by Covid throughout the school and an outbreak of Chicken Pox in the younger year groups. Having disaggregated Covid 19 from the attendance figures, attendance was around 96.3%, which was still higher than the national average.</p> <p>The HT reassured governors that she meets with the Attendance Officer every month reviewing pupils whose attendance falls below 92%. The figure for persistent absence is 90% but the 92% allows the school to try to improve attendance for these pupils. Pupils with persistently high absence levels have individual attendance plans. Governors agreed it was important to challenge those with poor attendance at an early stage.</p> <p><u>Health & Safety</u></p> <p>The planned H&S compliance visit for 29.03.2022 had been cancelled because of Covid amongst the inspectors. Governors will be updated once a revised date has been arranged.</p> <p>Accident data evidenced that accident rates were still at a reassuringly low level.</p> <p><u>Class names</u></p> <p>The HT reminded governors that a list of the class names was included as an appendix to her HT report. The</p>	<p>Governors to be informed of revised H&S compliance visit.</p>
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	<p>Diversity Council had very articulately spoken to the SLT with their reasons for the new class name choices. The SLT were keen for the names to be the children's choice, however, one of the class names posed some safeguarding issues. As DSL lead the HT had taken the decision that the class name of Ada Lovelace, mathematician, would not be appropriate and so the class name would remain as Edison class. However, Ada Lovelace would be celebrated as part of the upcoming National Numeracy Day.</p> <p><u>Disadvantaged Children and Catch-up support</u></p> <p>Details of the Catch-up support had been shared with the CofG as part of her monitoring report. In addition to the Recovery Premium funding the school had topped this up with money from the devolved revenue. In term 5 the focus would be on pupils in Years 2 and 6 to prepare them for the next phase of their education, with year 2 moving to KS2 and year 6 moving to secondary education. There will be a re-evaluation in term 6 to look at other year groups, with the likely focus to be on year 5 to ensure that they are as literate as possible in preparation for the 11 plus examination. Governors were reminded that the school could not provide support for the exam itself.</p> <p>Governors were asked to be mindful that statutory assessment results this year were not likely to be as high as previous years particularly around greater depth, as there had not been enough time to get evidence to meet the required criteria. The HT commented that it was important to get as many pupils as possible to at expected, particularly at the end of KS2. There was evidence of a good level of numeracy.</p> <p><u>Parental Survey</u></p> <p>Full details of the Parental Survey would be circulated by the HT. The school had received a total 143 responses out of a possible 632 which equated to approximately 22% of parents. As the remaining ¾ of parents had not responded it had to be assumed that they were satisfied with the school. The results were positive with only 14 parents strongly disagreeing with some of the statements.</p> <p>When responding to questions on SEND, 53 parents were not sure if the school gave their children enough SEND support. The SLT had debated whether this was because</p>	<p>HT to circulate Parental Survey results.</p>
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	<p>parents didn't know the answer, or, if they had answered the question when they hadn't needed to.</p> <p>In response to the questionnaire the focus was going to centre on those parents who did not know rather than those who strongly disagreed as it suggested communication was not as good as it should be. Parents would be invited to PPG meetings to try and get an understanding of what it was they would like more information about.</p> <p>The SENCo was going to be arranging coffee mornings for SEND parents to try to find out what they would like more information on. The SEND governor commented that information for SEND parents had also been identified when the SEND monitoring pair had met with Mrs Pullen Inclusion Manager and was part of their action plan to get as much information from all stakeholders as possible.</p> <p>A governor asked the HT whether the school-led tutoring had impacted upon staff wellbeing and staff workload. The HT responded by saying that there had been a total of 15 sessions planned and there had been a midpoint catch up with staff to see how they were managing. The 15 sessions had been completed and future sessions would be led by different members of staff. Those staff who had participated commented on how enjoyable they found the sessions as it enabled them to have dedicated time with pupils.</p> <p>A governor asked if the HT knew who the 14 dissatisfied parents were. The HT said that the questionnaires were anonymous.</p> <p>The wellbeing governors would email the HT to agree on the date and focus for their next monitoring visit. The HT felt a safeguarding visit would be beneficial.</p> <p>A governor asked for assurance that the school were compliant with the upcoming KS1 and KS2 SAT's tests. The HT would like governors to come into school as the CoG and Vice Chair had done previously to carry out spot checks to ensure that the papers were stored within the guidelines specified by the DfE and on test day to observe the distribution of the papers, counting up and packaging to ensure compliance was met. It was agreed for the HT to forward a timetable to the clerk who would circulate it to the FGB.</p>	<p>Safeguarding monitoring governors to liaise with HT for topic for next visit</p> <p>HT to send clerk timetable for forthcoming SAT's</p>
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8.	<p><u>Chair's report</u></p> <p><u>Governor vacancies</u> Governors had a long discussion about ensuring that the current vacancies were filled appropriately. The parent vacancies would be advertised after Easter. The letter was going to be reworked to make it less formal to encourage more parents to apply. The Chair and clerk were going to arrange a coffee drop-in session for parents to find out more information and the commitment required. The Chair would provide an FGB update for the next school newsletter.</p> <p>Governors discussed the options available for sources of possible recruitment for Co-opted governors. The Clerk and Chair had suggested approaching Universities to attract younger applicants for the roles. The clerk and a governor suggested a former pupil of the school who could be approached.</p> <p>The HT said that the Inclusion Manager was going to be speaking to a parent about the possibility of becoming a Diversity Advisor to the FGB. The clerk reminded governors that they would need to look at their constitution before appointments were made.</p> <p>The Chair would be sending out a document linked to the Equality Policy. She talked to the FGB about not only the legal responsibilities but also the holistic view on how the school were equipping all pupils to be able to access the curriculum and promote high levels of self-esteem. Governors were reminded to be aware of the Accessibility Plan and how as governors they should be ensuring that reasonable adjustments were being made. The HT commented that the school funds places for SEND pupils to attend after school clubs by ensuring that they have their key worker with them. The school pays the key workers over time for attending.</p> <p>The Chair had spoken to Hannah Pullen to ask whether following their presentation to the SLT regarding the new class names, they would like to present to the FGB. Dates for this are to be confirmed and the Chair will send out details.</p> <p>The HT reminded governors that they needed to consult on the School Uniform Policy, but with the warmer weather approaching she asked for governors to make a temporary</p>	<p>Chair of governors to re-work parent election letter.</p> <p>Clerk & Chair to organise coffee morning</p> <p>Chair to write update for school newsletter.</p> <p>Chair to circulate document linked to Equality Policy.</p> <p>Chair to send out dates for Diversity Council to present to FGB.</p>
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	adjustment to the policy to approve for boys and girls to be able to wear a short sleeved open neck shirt rather than a shirt and tie. Governors approved this temporary adjustment.	
9.	<p><u>Finance, Health & Safety update</u></p> <p>The FPP had met on 25.03.2022. The school budget was in a positive position with a carry forward of approximately £15,000 (fifteen thousand pounds) and thanks were given to the HT and SBM for their hard work. The FPP had noted the challenges around staffing costs due to the pandemic with a total spend of around £50,000 (fifty thousand pounds) rather than the £20,000 (twenty thousand pounds) budgeted.</p> <p>The SFVS had been circulated to all members of the FGB and scrutinised at the FPP meeting. The SFVS had not shown anything unexpected, and it was recommended by the FPP that the FGB approve the SFVS. The FGB approved the SFVS.</p> <p>The FPP had discussed the ongoing issues with the boiler repairs. They had discussed energy costs and noted the lack of opportunity for comparison in suppliers and prices. The SBM had confirmed that this was an ongoing piece of work and recommended that the school stay with the current supply for the next financial year. The HT commented that following the FPP meeting, the DfE had issued advice for schools to stay with their current energy supplier and given an accredited list.</p> <p>The carry forward was 3.7%, therefore under the 4% permitted and within the balance control mechanism. The HT said that the school would be able to claim for exceptional staffing costs from the DfE.</p>	
10	<p><u>Policies</u></p> <p><u>Finance Policy</u> This had been circulated to the FPP ahead of their meeting and was agreed and approved.</p> <p><u>Lettings Policy.</u> This had been circulated to the FPP and scrutinised at their meeting on 25.03.2022. They had anecdotally discussed increasing the fees for hirers but then on reflection felt that as a school there was a moral duty to provide a facility for the local community. The SBM said that the school currently had a list of trusted hirers. They therefore did not feel it appropriate to increase hirers costs. The Lettings policy was ratified by the FGB.</p>	

11	Governor training and development Nil to report	
12.	Correspondence. Following his recent appointment as Head Teacher, the Chair read out a letter that she had received from Mr P Hipkiss expressing his gratitude to the STL and Governing Body for their support. He paid particular thanks to the HT for her support, mentorship, and guidance.	
13.	<p>Any Other Urgent Business A governor had heard a news item on new guidance to ensure that the school days were equating to 32.5 hours per week and asked whether this impacted the school. The HT said that the school already met the requirement.</p> <p>The Chair of Governors informed the FGB that the SBM had successfully completed her Business Management Degree. Congratulations were expressed by all members of the FGB.</p> <p>The clerk informed the FGB that a complaint had been escalated from Stage 1 to Stage 2 of the Complaints Policy. A panel had been convened to meet with the complainant. The complaint was not upheld.</p>	
14.	<p>Impact of meeting</p> <ul style="list-style-type: none"> • Review of updated SIP • Positive feedback on Science Extravaganza Week • Discussion of staff wellbeing questionnaire results • Discussion of parent questionnaire results • Update on attendance • Review of catch-up funding • Questioning on SAT's compliance • Discussion around best ways of gaining new governors • Discussion around Equality and diversity • Update from FPP committee on positive budget position • Update from FPP committee on energy providers • Approval of Lettings Policy • Approval of Finance Policy • Note of thanks from PH to HT 	
15	Date and time of next meeting Monday 28 th March @6.00 pm.	

Signed..... Dated

