



FULL GOVERNING BODY Meeting

OVERSTONE PRIMARY SCHOOL
150 Sywell Road, Overstone, Northampton, NN6 0AG

MINUTES of the virtual FULL GOVERNING BOARD MEETING
held on 26th November 2020 at 6.30pm

Present: Janice Mardell (Headteacher) (JM), Kathryn Hamilton (Chair) (KH), Veronica Trotter (Vice-Chair) (VT), Andy Halliwell (AH), Dee Dawson (DD), Ellen Higgs (EH), Stephanie Welsford (SW), Bridette Ledgerwood (BL), Sue Collins (SC), Tilly Thompson (TT) and Erica Cullen (Clerk) (ELC)

Min No.	Subject	Action
1.	ATTENDANCE AND APOLOGIES KH welcomed all to the meeting. There were no apologies.	
2.	PECUNIARY INTERESTS AND DECLARATION OF INTEREST <i>None declared.</i> <i>However, EH advised she would need to complete a new form because of the appointment of the new School Business Manager.</i> ACTION 1: JM to make note for school file ref no apologies. ACTION 2: KH to send new form to EH.	JM to file KH
3.	MINUTES OF PREVIOUS MEETING The minutes of the previous meeting of 29 th September 2020 were approved and virtually signed by the Chair (KH). ACTION: KH to email minute approval and copy of minutes to Isabel for school file.	KH
4.	MATTERS ARISING – 11.06.20 - <u>Attendance</u> ELC to c/f for KH action point. - <u>Code of Conduct</u> Upon amendment of ‘minimum number of attendances per year’, the Code of Conduct was approved. ACTION 1: ELC to advise ref guidance on attendance. ACTION 1: SW to amend document concerning attendance.	Clerk SW
5.	HT REPORT The Report was distributed to Governors before the meeting.	

	<p>The following are highlighted for the Minutes:</p> <ul style="list-style-type: none"> - <u>Staff Wellbeing</u> Staff are still working extremely hard and coping well. - <u>Pupil Wellbeing</u> All children are continuing to work well and have adjusted to the new regimes and guidelines. A Christmas Magic show will take place for Y5 & 6. Class Christmas parties in December. - <u>Risk Assessment</u> Nothing to report. JM will update when necessary. - <u>Pupil Premium</u> Interventions continue, either individually or in groups. - <u>Sports Premium</u> Funding has continued for this year. A Change for Life club is being run on Monday lunchtimes. Outdoor activities are offered to children within bubbles. - <u>Staff Training</u> The following training is being undertaken or completed: My Concern Epi pen Maths subject leader SENCO cluster Multiplication Tables Check Finance Seminar Exceeding in writing - <u>Attendance</u> JM reported that pupil attendance is sitting between 97-99%, which is very good considering the current pandemic situation. JM also reminded the Governors that Covid absences are not included in the attendance data. - <u>School Improvement Partner</u> Caroline Barton has visited the school and her report has been uploaded to GovHub. - <u>Cluster Schools/Heads Meetings</u> Cluster HT meetings have continued virtually. JM advised this support continues to be invaluable 	
6.	<p>SAFEGUARDING & HEALTH & SAFETY</p> <ul style="list-style-type: none"> - Governors were advised to refer to the TLS and Resources Minutes. 	

	<p><u>From HT Report:</u></p> <ul style="list-style-type: none"> - <u>Leads</u> AT advised that Anuska Lockey (AL) has completed her DSL training. The school now has three Safeguarding Leads – AL, JM and DD. - <u>Funding</u> Catch up funding has been used to ensure any pupils who have not remained on track following lockdown have provision. - <u>My Concern</u> The school is planning to purchase the online Safeguarding Tool called ‘My Concern’, which will enable the staff to store all information in one place. The Safeguarding Leads have attending two training sessions each. 	
7.	<p>SIP JM has distributed this report to all governors and went through at the meeting, along with the Covid related plan.</p> <p><u>SEF</u> JM working on the SEF, which will be fed through to link in with the SIP.</p> <p><u>Catch-up Funding</u> Please see Item 5 above.</p>	
8.	<p>BUDGET UPDATE This has been covered in the Resources Committee Meeting.</p> <p><i>TT enquired if the Sports Grant will lose some money.</i> <i>JM advised that only that which was c/f last year - £6k would be clawed back and school will spend this so that doesn't happen.</i></p>	
9.	<p>GOVERNOR ACTION PLAN EH advised the new version has been distributed and that this plan will be prioritised in Terms, with higher priorities being discussed between governors and SLTs.</p> <p><i>TT advised meeting booked on 3/12 regarding SEND and EYFS.</i> <i>VT advised meeting took place on 25/11.</i> <i>SW advised meeting has taken place.</i> <i>SC advised staff interview has taken place.</i></p> <p>ACTION: Governors to arrange virtual meetings with SLTs.</p> <p><u>Google Suite</u> SW advised that the review of ‘Google Suite’ will be discussed at the next TLS meeting.</p>	Govs

	<p><u>Website Audit</u> Stephanie Welsford advised that this will be amendment on the next version.</p>	
10.	<p>GOVERNANCE</p> <p><u>Constitution</u> Nothing has changed since last meeting.</p> <p><u>Governor Attendance</u> Nothing to report. ACTION: ELC will update – ongoing.</p> <p><u>Code of Conduct</u> See Item 4 above.</p> <p><u>Succession Planning</u> <i>SW asked when she should start planning for Chair role.</i> <i>KH advised for September 2021.</i></p> <p><u>Annual Performance Check / Governor Improvement Plan / Skills Audit</u> <u>Skills Audit</u> All Govs to complete personal audit on GovHub and advise KH when done. Skills Audit to be c/f to next meeting. ACTION 1: Governors to complete Skills Audit. ACTION 2: ELC to c/f to next meeting.</p> <p><u>Vacancies</u> KH advised 1 x parent governor vacancy. Isabel has shown interest in becoming a full governing body member, not an Associate member and it was agreed that it would be beneficial to the school for Isabel to join the Resources Committee. ACTION: ELC to investigate recruiting Isabel as a Co-opted governor and c/f to next meeting.</p> <p><u>Composition</u> ACTION: ELC to update Governor Hub.</p> <p><u>Training</u> It was agreed that Governors update the training log on their personal profile pages on GovHub, to commence from September 2020, but to also add any relevant training from the previous year if possible. ACTION 1: Govs to update accordingly on GovHub. ACTION 2: JM to advise ref annual Governor Safeguarding Training.</p> <p><i>BL asked if there is a standard 'training timetable/planner' for Govs to possibly follow.</i> <i>ELC advised she will investigate on NGA.</i></p>	<p>Clerk</p> <p>Govs Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Govs JM</p>

14.	<p>CORRESPONDENCE</p> <p><u>Letter to School</u> KH reported that a letter had been received from a parent and further information will follow. ACTION 1: JM & KH to report at next meeting if possible. ACTION 2: ELC to c/f to next meeting.</p>	JM/KH Clerk
15.	<p>AOB</p> <p><u>FOOPS – Friends of Overstone Primary School</u> KH asked Governors for donations to the FOOPS hamper please and that raffle tickets are available to purchase.</p>	
16.	<p>DATE OF NEXT MEETING</p> <p>A 'virtual' Full Board Meeting is to be held on Tuesday 2nd February 2021 and 6.30 pm.</p>	

There being no further business, the meeting closed at 7.35 pm.

Signed (Chair of Governing Board) Date: