



FULL GOVERNING BOARD Meeting

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

MINUTES of the virtual FULL GOVERNING BOARD MEETING held on 29th September 2020 at 6.30 pm

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), and Erica Cullen (Clerk) (ELC)

Min No.	Subject	Action
1.	ATTENDANCE AND APOLOGIES KH welcomed all to the meeting. Apologies were received by the Clerk from Pat Thompson, Nick Barber and Sue Collins. These were accepted by the Chair. Nick Barber had previously advised JM, KH and ELC of his resignation which will be effective from 30/09/20. The Board would like to minute thanks to Nick for his service to the Board and the school.	
2.	PECUNIARY INTERESTS AND DECLARATION OF INTEREST <i>None declared.</i> ACTION: JM to make note for school file.	JM to file
3.	MINUTES OF PREVIOUS MEETING The minutes of the previous meeting of 11 th June 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 - EH advised that the approval of the TLS Admissions & Agreements was omitted from the minutes of 11.06.20 and is hereby documented by ELC.	Info for records
5.	HT REPORT - <u>Attendance</u> JM reported that attendance is still quite good, although there were 105 half day absences recorded which were Covid-related. JM advised the Board that Covid-related absences are not placed on the attendance log for school, so would not affect attendance.	

7.	<p>SIP HT has distributed this report to all governors. A performance review for the HT was performed on 29/10/20. HT working on the SEF, which will be fed through to link in with the SIP.</p>	
8.	<p>BUDGET UPDATE This has been covered in the Resources Committee Meeting. Note: A large c/f will occur due to school closure/lockdown.</p> <p><u>Catch-up Funding</u> JM advised that this funding amounts to £80 per pupil which will be used mostly for part-time teachers. JM also advised that the school is hoping to fund more teaching support.</p> <p><u>Other Queries relating to the Budget/Finance:</u> <i>KH asked if any staff are self-isolating.</i> <i>JM replied that online learning will be covered and the school will finance this.</i> <i>VT asked what would happen if staff went on holiday during the school breaks and then had to isolate if the school would have to pay the salary.</i> <i>JM replied that the school would have to cover this and the staff wages.</i> <i>BL asked whether the school insurance would cover this.</i> <i>It was then generally discussed and agreed that the staff should not put themselves in that position wherever possible due to the repercussions that could follow.</i></p>	
9.	<p>STAFF TRAINING The following training has taken place:</p> <ul style="list-style-type: none"> - <i>Safeguarding Update</i> - <i>Orienteering</i> - <i>DSL</i> - <i>Developing your Role and Effectively Supporting Learning (all TAs).</i> - <i>Metacognition and Questioning in the Primary Classroom.</i> <p>JM updates the HT Report with any training sessions and keeps a record in school. JM also advised that there is very good virtual training available and that all TAs have completed any training required.</p>	
10.	<p>GOVERNOR ACTION PLAN EH advised that this will be worked on soon. JM advised that the school hopes to plan a calendar. VT suggested online meetings and requested staff email addresses to be able to carry these out. KH asked if a date had been diarised and EH & JM advised that the school is prioritising subjects for monitoring at the moment as part of the SDP. These subjects will be History, Science and Art. JM reported that the Governor Action Plan will run alongside the SDP.</p>	

11.	<p>GOVERNANCE</p> <p><u>Attendance</u> The register for 2019/20 is on the school website. ACTION 1: KH to email register to Julia Barker and copy to ELC. ACTION 2: ELC to update and send to JM (HT) annually.</p> <p><u>Code of Conduct</u> It was agreed a 'working party', consisting of JM, KH, VT and SW would go through the recently distributed Code of Conduct and feed back to the next Full Meeting. KH will ask remaining governors to advise any suggested amendments. AH advised the last Code of Conduct ratified was dated 2017. ACTION 1: KH to email governors for any amendments. ACTION 2: Working Party to meet and agree any amendments to the Code of Conduct.</p> <p><u>Succession Planning</u> KH advised this is working well and that training can help governors to consider putting themselves forward for roles within the Board.</p> <p><u>Annual Performance Check / Skills Audit</u> VT advised that the blank format skills audit is on Governor Hub. ACTION: Governors to complete personal Skills Audit on Governor Hub.</p> <p><u>Vacancies</u> NB has resigned from the Board. JM to put out an advert for a new parent governor to replace NB.</p> <p><u>Composition</u> It was noted that DD term of office had expired. The Board agreed to re-instate DD. ACTION 1: ELC to renew DD's term of office commencing 29/09/20. ACTION 2: KH to review composition and advise ELC so that Governor Hub can be updated.</p> <p><u>Membership</u> - Chair and Vice-Chair <u>succession planning/membership</u> KH is the current Chair (Full Board) and VT is the Vice-Chair (Full Board) – both are happy to continue these positions. It was noted for the minutes that SW is the (Chair-in-waiting) ACTION: Training for any position that governors wish to be considered for, should be completed when available to assist with succession planning.</p>	<p>KH Clerk</p> <p>KH JM, KH, VT, SW</p> <p>Govs</p> <p>Clerk KH/Clerk</p> <p>Govs</p>
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	<p>The following policies were approved at the TLS Committee Meeting and were ratified at the meeting:</p> <ul style="list-style-type: none"> - Behaviour & Exclusion Policy - Terms of Reference - TLS Committee 	
14.	<p>MINUTES FROM COMMITTEES & MATTERS ARISING</p> <p><u>Resources Committee</u> Nothing to report.</p> <p><u>TLS Committee</u> Nothing to report.</p> <p><u>Performance Management Committee</u> A vote took place for JM % pay increase and this was approved. % increase to be implemented accordingly.</p>	
15.	<p>CORRESPONDENCE</p> <p><u>Resident Driveway Issue</u> JM advised that the school had received a letter from a local resident to express her concern regarding parents/carers using her driveway to turn around in. JM reported that this issue has been resolved and that the local resident did not require a response – she just wanted to let the school know and this was discussed with the Board. JM is continuing to ask parents/carers to be respectful when parking at the beginning and end of the school day.</p> <p><u>Parental Grievance</u> A complaint was made and dealt with using the correct procedures and is now resolved.</p>	
16.	<p>AOB</p> <p><u>FOOPS – Friends of Overstone Primary School</u> KH advised that FOOPS are doing a Christmas raffle and asked for Governors to kindly contribute to the usual Governor hamper. These items should be taken to the school office. Items could include food, drink, toiletries etc.</p> <p><u>Governing Board Health Check (Governor Hub)</u> <i>ACTION: Governors to have a look at the Health Check on Governor Hub and this will be c/f to the next meeting.</i></p>	Govs

17.	DATE OF NEXT MEETING A 'virtual' Full Board Meeting is to be held on Thursday 26 th November 2020 at 6.30 pm	
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There being no further business, the meeting closed at 8.20 pm.

Signed (Chair of Governing Board) Date: