



IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held remotely via video link on Thursday 19 November 2020 at 6.00pm

PRESENT:	Mr M Vinall – Chair	MV
	Mrs S Chapman-Allen	SCA
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP
IN ATTENDANCE:	Mr P Clifford – Deputy Headteacher	PC
	Mrs B Poole -Business Manager	BP
	S Penkethman	
APOLOGIES	Mr J Barrow	JB
	Mrs L Price	LP

1. **Welcome and Apologies**

The Chair welcomed everyone to the meeting and introduced two members of staff Ms S Short and Mr S Hawkes.

2. **Confirmation of the Clerk and the Meeting is Quorate**

It was confirmed that S Penkethman (Bucks Minuting Ltd) would be the Clerk for the meeting. It was confirmed that the meeting was quorate

3. **Appointment of Co-opted Governors**

- Mr J Barrow
- Mrs S Dobson
- Mr T Munn

It was explained that the three Governors terms of office would cease on 5 March 2021 and as they fulfilled the skills criteria identified through the skills audit they were re-appointed as Co-opted Governors for four years

Staff Governor appointment update

It was confirmed that Mrs Chapman-Allen had been appointed as the staff Governor.

It was AGREED to take the next item.

Staff Presentations

It was noted that Mr Hawkins had been conducting online teaching to YR5 and Ms Short had been teaching YR3 in school face to face.

Ms Short explained that

- It had been a very difficult two terms, but the pupils had made it pleasurable as they were so happy to be back in school
- The pupils had easily accepted the new measures i.e. having their hands sanitised before entering the School, being kept in their “bubbles” which has made it easier for staff
- The teaching has been kept at the same level as before, ensuring that all topics were being covered
- Interventions were in place for the pupils that needed them
- The pupils’ behaviour had been very good
- The staff had adapted as well, they were having to stay with the pupils in their bubbles throughout the day.

Mr Hawkins explained that

- He was teaching one hour of English and maths every day
- One hour of another subject was also covered
- Work was uploaded onto Microsoft teams
- 95% of the pupils were attending the live learning in YR5
- The families of the pupils that were not engaging were phoned every day and were offered hard copies of the work
- The challenges were technology was too slow or out of date and the internet was also slow
- Some of the IT issues within the School had now been solved
- YR5 and YR6 had had lessons on Teams in school before they had to self-isolate

A Governor asked when YR5 and YR6 could return back to School.

It was noted that they would return the following week. The School had ordered laptops for the pupils via the DFE scheme, but they had taken over four days to be delivered.

A Governor asked if any of the teachers had seen a difference in the ability of the children from being in lockdown especially those that had no IT access.

It was noted that in YR3 the pupils were very enthusiastic about completing their work, staff had not noticed large gaps in the learning. It was explained that those pupils that were having difficulties before lockdown were continuing to have difficulties. There were not the gaps in the learning that staff had expected to see.

The Headteacher explained that the pupils appeared to be more immature on the playground, more pupils had emotional problems. There appeared to be more domestic violence and families splitting up which the School was dealing with. The parents were more anxious as there was not the same interaction with the teachers as before.

A Governor asked about the safeguarding aspects of pupils being taught at home, many appeared to be home alone and did not have the correct resources to complete the learning.

The School kept an online register, and the pupils were supposed to log on at 9.30am. The School had received reports of pupils without an adult with them. The School had contacted First Response about this, and the School had also contacted the parents. All pupils should have their homework books.

A Governor asked if there was anything the Board could do to support the staff.

It was noted that some of the school laptops were older technology and the School’s Wi-Fi could be faster. The staff would be asked, and any comments would be reflected back to the Chair of Governors.

A Governor asked if individual pupils were having to stay at home what was provided for them.

Either a pack of work was emailed to the parent or a hard copy pack would be put together for someone to collect from school. Blended learning had not yet been trialled. Some parents were fearful and so the pupils were staying away from school and were struggling with the learning at home.

A Governor asked how many pupils in the lower school were not attending.

It was noted that the attendance was better than the School had expected even with YR5 and YR6 at home currently.

The Governors thanked Mr Hawkins and Ms Short for attending; they left at 6.35pm.

4. Governor Appointments

Confirm term of office

The Governors confirmed that the following appointments would be for one year until first meeting in autumn term 2021 or by 31 December 2021

Chair

The Governors appointed Mr Vinall as Chair in line with procedures agreed by the Governing Board

Mr Vinall in the Chair

Vice-Chair

The Governors appointed Mr Clarke as Vice Chair in line with procedures agreed by the Governing Board. Governors were asked to consider taking on this role on a joint basis and it would be discussed at the next Board meeting.

**Governors
to
consider/
Agenda**

Safeguarding Governor

The Governors appointed Dr Nurse as the Safeguarding Governor.

5. Notification of Any Other Business

There were no proposed items for discussion.

6. Declarations of Interests in Relation to Items on this Agenda and Any Changes to The Register of Interests

There were no declarations of interest.

Annual Completion of Pecuniary and Business Interest Form

All Governors were asked to complete either the annual pecuniary and personal interest form available on Governor Hub and return a copy to the School Office, detailing any changes to the register of interests. Or the declarations page on Governor Hub and then download a copy for the School.

7. Minutes of The Meeting Held On 1 July 2020

The Minutes of the meeting having been circulated, were confirmed and would be signed by the Chair as a correct record at the next face to face meeting.

8. Matters Arising from The Minutes Equality Objectives and report

A report of how the School had met the objectives set in 2015 was circulated prior to the meeting. The new proposed objectives were

1) Ensuring that the curriculum includes a rich range of cultural experiences, and challenges stereotypes through real-life role models and case studies

2) Improving outcomes for children in core subjects for vulnerable learners through support from appropriate interventions such as play therapy and nurture group.

3) To review levels of parental and pupil engagement in learning and school life, across all activities to ensure equity and fairness in access and engagement.

A Governor asked if they could be measured.

It was confirmed that objective 2 and 3 could be through reviewing the data and the initiatives in place. Dr Nurse and Mrs Chapman-Allen would review the proposed objectives, and these would be approved later in the term.

AN/SCA

A Governor asked what the biggest equality challenge was for the School.

The Headteacher clarified that the School was supporting all pupils from all backgrounds. She had approached some of the traveller families to become the voice of their community but there appeared to be some reluctance, especially since COVID-19. Some of the families had moved away from the area and she had contacted the traveller support worker at Buckinghamshire Council.

9. Governance

Structure

Annual Review of Instrument of Government

It was AGREED that this would remain unchanged

Succession planning

The Headteacher would advertise the Governor vacancies locally.

JD

Self-evaluation

- **Governor Skills Audit-** this would be considered by the Development Governor
- **Governors' Action Plan-** This would be considered by the Chair

JB

MV

Standing Orders

A draft had been circulated prior to the meeting and the changes were AGREED. There were no recommended changes to the delegations.

Collaboration Arrangements

There were no collaborations with other schools.

Governor Allowances

There were no recommended changes.

Code of Conduct

The model was AGREED, and all Governors would sign and send a copy to the School.

GIAS update

Dr Nurse would review the website for compliance

AN

School Website overview

The Deputy Headteacher had conducted an audit of the School's website. He would add the Catch-up Premium Strategy before the end of term.

PC

10. Strategic Management

10.1 Report of The Headteacher

A copy had been circulated prior to the meeting. It was noted that

- The key area of focus on the School returning was wellbeing
- This was not only for the pupils but the staff

- The staff were consulted on the risk assessments and the contingency plans for remote learning
- Staff had high expectations from the pupils as they still needed to continue their learning
- The School had requested six new EHC plans of which some had been refused. The SENCO would assist the parents with the tribunal appeals
- The School had also applied for high needs block funding.
- The School had been allocated a SEN school improvement officer and the SENCO could contact him directly.
- The wraparound care had been changed so that the pupils remained within their allocated “bubbles”
- The wraparound care commenced at 7.30am and would finish after school at 16.30pm and was only for parents who had no childcare alternatives. The bubbles were kept separately with the windows open.
- Staff were only within one-year group so there was no mixing of staff or pupils between the “bubbles
- No members of staff were allowed to stay in school after 6.00pm
- The School would receive catch up funding of £80 per pupil. The School had not applied for the tutoring scheme run by the DFE
- Staff had suggested holding booster sessions on Saturdays which would be considered for the Spring term 2021.

The Governors had no further questions and thanked the Headteacher for her report.

10.2 School Self-Evaluation Form

The Headteacher would review the document.

JD

10.3 Approval of School Development Plan (SDP) For 2020/21

The Plan had been circulated prior to the meeting and was APPROVED. Governors were asked to review the plan and submit any questions and comments to the Headteacher. It was explained that the Senior Leadership team (SLT) had reviewed the plan and any aspects from the previous plan that had not been achieved had been rolled over into the new plan.

Governors

The Headteacher had met with the School’s IT provider concerning the changeover to school email addresses. The Business Manager had reviewed the budget and it was noted that the School would require up to £30,000 to improve the School’s IT. All of the pupils had been issued with an email address. The School had held 452 online sessions which pupils could join for remote learning of which 398 had been attended which was 88%. 11% of the pupils received hard copies of work as they were not online.

It was explained that the internet was slow within the School buildings and this was a concern. The SLT were reviewing this so the broadband could be upgraded. Staff had received training on Microsoft teams and how to prepare documents for uploading.

A Governor asked how much it would cost to improve the Wi-Fi?

The Headteacher explained it would cost around £17,000. It was noted that the main issue was the School’s broadband into the building which was purchased from Buckinghamshire Council (BC). This was delegated to the Resources Committee to consider.

The Governors thanked Mr Clifford for his hard work especially regarding the School’s IT.

Resource
s
Committee

To consider Other Governor Roles

It was AGREED that the roles would remain the same. Mrs Paxman would become the Wellbeing and PSHE Governor.

The Governors also APPOINTED Mr Clarke as the Chair for the Resources Committee.

11. To confirm Governors have seen the financial monitoring reports of the school's budget position to enable the governing body to review income and expenditure against the agreed budget.

It was confirmed that the monthly CFR reports were available on Governor Hub. The September Q2 figures were discussed at the last Resources Committee meeting. The Committee also discussed the cleaning contract and staff absences including the removal of the staff absence insurance. It was noted that the brought forward surplus at the beginning of the financial year had been £179,000. The School was expecting an in-year deficit of approximately £40,000.

A Governor asked if the School was predicting a deficit over the next three years.

The Business Manager explained that the School's income should increase each year. However, the diner income this financial year was not expected to increase as the School would be continuing with grab bags not hot meals.

SFVS

A copy of the submission was shared at the meeting with the Board.

The Chair of the Resources Committee had been through the submission in detail. It was noted that

- The checklist questions had been answered in line with the previous year.
- The CFR sheets would be added to Governor hub each month
- The dashboard was reviewed by the Governors

A Governor asked about the RAG rating of the School in the pupil to teacher ratio.

It was noted that the School was in the lowest 10% and had been the previous year. The School appeared to be overstaffed as the two SLT members were non class based but still taught. Also, the School had a high number of TAs as there was a high proportion of SEN pupils.

The submission was AGREED and would be signed by the Chair. A commentary to explain the above would be added.

**12. Safeguarding
Annual safeguarding report to Governors**

It was noted that Mrs Chapman-Allen had produced a report which had been circulated to the Governors and submitted to BC by the due date.

E-safety update

There was nothing further to report.

Review of Single Central Record termly report

The Safeguarding Governor had not managed to review this. The Business Manager confirmed that it was up to date and the Headteacher had carried out a spot check.

KCSIE and declaration on G Hub

The Governors were asked to read the new KCSIE document and to declare they had done so on Governor Hub.

Governors

Confirm whistleblowing procedures were in place and appoint a whistleblowing Governor

It was confirmed that staff were aware of the whistleblowing procedures and the Chair of Governors was the Whistleblowing Governor.

**Standards
/ Agenda**

13. Committees

To agree:

- Membership- it was AGREED that this would remain the same
- Terms of Reference- The TORs for the Resources Committee, Pay Review Committee and Hearings and panels were APPROVED. The TORs for the Standards Committee would be reviewed

13.1 Resources Committee

- Cleaning Contract- the School was waiting for three quotes
- Teachers pay / Pay policy – The model BC pay policy was APPROVED. Governors were asked to read the policy and any questions should be circulated before the end of the week.

13.2 Standards Committee

This Committee had not met. The Chair would circulate dates for next term.

AN

13.3 Pay Review Committee

This Committee was due to meet before the end of term.

13.4 Hearing and Appeal Panels / Pupil Discipline Committee

These panels had not been required.

14. Governor Reports

14.1 Chair

The Chair had not taken any action under emergency or delegated powers.

14.2 Development Governor

There was nothing to report.

14.3 SEND Governor

There was nothing further to report.

14.4 Other Governors

As the Governors were unable to visit the School there were no further reports.

15. Items of Note

See DFE link information sheet on G Hub prepared by Bucks Minuting

Complaints Policy

https://www.gov.uk/government/publications/school-complaints-procedures?utm_source=849181bb-f8d0-4224-ab64-45497ee8353b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily#history

The Headteacher advised that the policy had been updated and was available on the School's website. The Governors ADOPTED the policy.

Other School admission changes

This was noted.

**16. Inset Days
2021/22**

<https://www.buckscc.gov.uk/media/4515237/final-calendar-buckinghamshire-term-dates-2021-22-with-new-logo.pdf>

- Wednesday 1st September 2021
- Plus 4 additional in-service training days to be decided by each LA Maintained school.

**JD /
Agenda**

This was deferred to the next meeting.

17. Policies

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Annual Review

- H&S
- Child Protection/ Safeguarding Policy
- SEN Policy
- SEN Information Report
- Behaviour Policy
- Behaviour Principles Written Statement (Maintained)
- RSE policy update
- Remote learning Policy
- Appraisal policy

It was noted that on the front of the policies was a summary of the changes. The policies were APPROVED and the Governors were asked to contact the Headteacher within one week with any queries.

Governors

18. Date and Time of Next Meeting

- Thursday 18 March 2021 at 6.00pm

19. Any Other Business

There was no further business for discussion.

20. Impact

The Governors considered their impact through their discussion and decisions. This included

- Inviting staff to explain their current working practices and how the Governors could assist
- Monitoring the budget
- Reviewing the equality objectives

21. Conduct of Meeting

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes but maybe not the restricted confidential minutes

The meeting closed at 8.40pm

.....Signature.....date

Chair

Minute	Agenda Item	Action
4	Joint Vice Chair	Agenda
6	Completion of annual declaration form	Governors
8	Equality Objectives	AN/SCA
9	Governor vacancies	JD
	Skills Audit	JB
	Action plan	MV
	GIAS	AN
	School Website	PC
10.2	SEF	JD
10.3	Broadband	Resources Committee
12	KCSIE	Governors
13	TOR Standards Committee	Standards / Agenda
13.2	Dates for Standards meeting	AN
16	Inset days	JD/ Agenda