



## IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held remotely via video link on Wednesday 1 July 2020 at 6.00pm.

<b>PRESENT:</b>	Mr M Vinall - Chair	MV
	Mr J Barrow	JB
	Miss R Bjork	RB
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP
	Mrs L Price	LP

<b>IN ATTENDANCE:</b>	Mr P Clifford – Deputy Headteacher	PC
	Mrs B Poole- Business Manager	BP
	S Penkethman - Clerk	

### 1. **Welcome and Apologies**

The Chair welcomed everyone to the meeting, there were no apologies.

### 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. **Notification of Any Other Business**

It was agreed that the following items would be discussed under Any Other Business

- Keeping Children Safe in Education (KCSIE)- Governors noted a new document had been circulated for September 2020.
- Term of Office for staff Governor- The Clerk explained that the term of office for Miss Bjork was due to finish on 11 September 2020. The NGA had recommended that Boards should continue with the terms of office for staff and parent governors due to COVID-19 until the School would be able to hold elections. The Board therefore AGREED to extend the term of office until the end of the autumn term 2020 so an election could take place.
- Black Lives Matter

### 4. **Declarations of Interests In Relation To Items On This Agenda And Any Changes To The Register Of Interests**

There were no declarations of interest or changes to the register of interests.

### 5. **Minutes of The Meeting Held On 6 May 2020 and Matters arising**

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. There were no matters arising

## 6. Minutes of The Meeting Held On 10 June 2020 and Matters arising

It was confirmed that no minutes had been taken. The meeting had been recorded and shared with the whole Board afterwards.

## 7. Strategic Management Report of The Headteacher

A copy of the report had been circulated prior to the meeting. The Headteacher explained that the School was having to adapt almost on a daily basis.

It was noted that

- The number of pupils attending the School had increased to 40% with some attending either full or part time.
- Microsoft Teams teaching was also taking place for YR3 to YR5
- Parents had been very supportive of the School and its provision
- A remote sports day would be held, and the parents would be asked to submit photos
- For the YR6 pupils the transition forms had been completed and sent to the relevant secondary schools
- The SENCO had contacted the SENCO's in the secondary schools as well
- The YR2 pupils would not be visiting the School before September 2020. The Headteacher would be sending out a transition letter to the families
- Staff had agreed to return to school a week earlier at the end of the summer break so that pupils could say goodbye to their old teacher and meet their new teacher before the autumn term commenced.
- Safeguarding was continuing as before COVID-19.
- There were nine EHCP pupils and three EHC plans waiting to be confirmed. There was one pupil with an EHC plan joining YR3 in September 2020.
- The SLT were waiting for the DFE guidance about opening the School in September 2020
- There had been no feedback from Buckinghamshire Council (BC) regarding the School's COVID-19 Risk Assessment that had been submitted
- The Free School Meals (FSM) voucher scheme was continuing to operate and if any pupils entitled to FSM were attending school then they received a meal in the School diner.
- The PGL trip due to take place in October 2020 had been moved to March 2021 although this would mean the cost per pupil may increase to £110. If the School had cancelled the trip it would have lost £4,000.

**The Headteacher commended the staff for going above and beyond including cleaning their areas of work and for agreeing to return in the summer break.**

### School Development Plan (SDP) Update

It was noted that the SLT had started to work on the SDP for 2020/21. The Headteacher advised that

- Wellbeing would be the key feature for the autumn term
- The School had signed up to a scheme which provided wellbeing resources and the curriculum would include a large amount of time for PSHE and PE
- The School would be prepared for remote learning if necessary, through Microsoft teams

- Staff had already completed mental health training

*A Governor asked if it was the intention that the mental health training would feed into a short term SDP.*

The Headteacher had completed a course on creating a recovery curriculum and how pupils had suffered loss with feelings of abandonment. Therefore, the first half term would be focusing on wellbeing including P4C. Teachers would then focus in the second half of the term on identifying and filling the pupils' gaps in their learning.

*A Governor asked if it was the SLT's intention to create a short term SDP then a medium plan then a longer term plan.*

The Headteacher explained that a plan would be drafted to identify what would need to be covered. However, each class may need different approaches, and this would be determined by the class teachers. In the beginning of the term the lessons would not be for an hour at a time as the pupils may have poor concentration. The older pupils may be able to build up their concentration quicker than the younger pupils. Staff will create their own plans depending on their pupils needs which would then feed into the SDP.

*A Governor asked about extra financial support from the Government*

It was noted that each school should be allocated additional funding for tutoring but there were no details available.

## 8. Other Items to be considered for this term

**Appointment of Clerk for 2020/21-** It was AGREED that the current arrangements would continue with Bucks Minuting Ltd.

### **Purchasing decisions for 2020/21**

#### **Governor training and value for money and Governor package for 2020/21**

It was noted that the Board would require some form of training for 2020/21 and the Development Governor was asked to identify what providers were available. The Board AGREED to continue purchasing Governor Hub for another year.

JB

*A Governor asked about the change in school email addresses.*

It was explained that the School's IT provider was assisting with this. New email addresses would be issued to the Governors before 24 September 2020.

JD

**Contract renewals-**There was nothing to consider.

**Admission policy and 7year consultation rule-** The Governors were advised that other local schools may be altering their admission arrangements and so may be running consultations at the beginning of the autumn term.

### **Annual Safeguarding report to be completed for the autumn term**

**2020-**The SENCO was working on the document which would be submitted to BC by the due date 11 September 2020. This would be reported on at the next meeting.

FGB

**Equality Objectives and annual report-** This would be reviewed in the autumn term. New objectives would be set and sent to the Equalities Governor.

FGB

**Performance Management Arrangements-** It was AGREED that Mr Vinall, Mr Barrow and Mr Munn would continue in this role. The Pay Review Committee would comprise of Dr Nurse, Mr Clarke and Mr Munn.

**Appointment of external reviewer –** It was AGREED that this would continue to be Mrs Hilary Goddard.

**Appointment of Chair and Vice-Chair –** Governors noted that this would take place in the autumn term and nominations could be made to the Clerk via email beforehand or at the relevant meeting.

**Possible allocation of roles and responsibilities in preparation for the Autumn Term-** This would be covered in the autumn term 2020.

**Governor email addresses-**This had been covered earlier in the meeting.

The Business Manager advised that the monthly CFR reports were being shared with the Governors regularly. Although the Finance Committee had not met there was nothing further to report. The School would be unable to apply for any additional costs incurred due to COVID-19 as an inyear surplus had been predicted in the budget for 2020/21.

**Mrs Poole left the meeting at 7.00pm**

**9. Committee Reports**

The Standards Committee had not met.

**HR/ Complaints Panels/Pupil Discipline Panel**

These panels had not been required.

**10. Governor Reports  
Chair**

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

*A Governor asked about Governor visits in the future.*

It was noted that these would be acceptable at the start of the new academic year. The H&S Governor should visit to review what the School had put in place. Governors would be asked to social distance during a visit. The Headteacher would forward a timetable of the transition week to the Governors to arrange a visit accordingly.

**11. Policies**

**RSE Policy-** the Headteacher advised that she would repeat the consultation with the parents in the autumn term and will introduce the new programme in the spring term 2021.

**12. Date and Time of Next Meeting**

The Clerk would circulate dates for 2020/21.

**13. Any Other Business**

**Black Lives Matter-** This would be considered with the Equalities Governor when the new objectives would be discussed. The SLT had reviewed the School's resources.

JD

Agenda

Equalities  
Governor

**14. Impact**

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

- Agreeing the risk assessment via email prior to the meeting that had been put in place
- Considering reviewing the Equality Objectives
- Discussing the SDP for the autumn term 2020

**The Governors thanked the Headteacher, Senior Leadership Team, teachers and staff for their hard work and dedication to the School.**

**15. 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 finished at 7.35pm

Signed ..... Date .....

CHAIR

Minute	Agenda Item	Action
8	Governor training	JB
	Governor email addresses	JD
	Annual Safeguarding report	Agenda
	Equality Objectives and report	Agenda
10	Transition timetable	JD
11	RSE policy	Agenda
13	Black Lives Matter	Equalities Governor