



IVER VILLAGE JUNIOR SCHOOL GOVERNING BOARD MEETING

MINUTES of the meeting of the Governors of the School held remotely via video link on Thursday 18 March 2021 at 6.00pm

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|----------------------|------------------------------------|---------------------------------|
| PRESENT: | Mr M Vinall – Chair | MV |
| | Mrs S Chapman-Allen | SCA |
| | Mr C Clarke | CC |
| | Miss J Digweed | JD |
| | Mrs S Dobson | SD |
| | Mrs L Price | LP |
| IN ATTENDANCE | Mr P Clifford – Deputy Headteacher | |
| | S Penkethman | |
| APOLOGIES | Mr J Barrow | Apologies received and accepted |
| | Mr T Munn | |
| | Dr A Nurse | |
| | Mrs R Paxman | Apologies received and accepted |

1. **Welcome and Apologies**

The Chair welcomed everyone to the meeting and the apologies were noted.

It was noted that Mrs D Orr, Miss H Rowe and Miss R Bjork were attending the meeting to give a presentation.

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

- Governor recruitment

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.

Staff Presentations

It was explained that during lockdown for the remote learning provision

- School started at 9.30am
- One hour of English and one hour of maths was offered each day
- The register was taken daily so there was contact with every pupil
- Through the live lessons, pupils were able to ask teachers questions and receive direct feedback

- The timetable was kept to as much as possible as if the pupils had been in school with the routine the same. This assisted the pupils when they returned to being back to school as the routine remained the same
- Break out rooms were used with the TAs so the pupils could work in smaller groups
- Once a week each YR4 pupil was able to read individually to a teacher or TA
- A social session was introduced so the pupils could meet in a mixed group for 15 minutes once a week
- An on line version of the book being read in school had been found so the pupils could continue with the reading when they returned to school.
- Online PE sessions had been held as well.
- The live lessons worked well and the feedback was positive
- The Deputy Headteacher assisted with any technical issues that arose
- YR5 and YR6 coped better than the other year groups
- Parents had direct contact with the teachers via email

It was explained that during lockdown for the pupils coming into School

- The pupils followed the same timetables as those at home
- All of the resources were on line
- If the pupils had questions, then the lessons could be expanded as their school day was longer
- Therefore, additional subjects could be introduced i.e. art or more practical maths
- PE was dealt with on different days and the pupils remained within their “bubbles”
- First news was introduced whereby pupils could talk about an article that may have worried them
- The pupils had to make new friends within their “bubbles” as their friendship group may be at home. They had continued speaking to each other since all the pupils had returned
- The pupils were able to interact with the pupils online at home
- The majority of the pupils in school were vulnerable or had an EHC plan. There was, therefore, a range of abilities which was challenging for the staff. However, there were four TAs per group who were with them for the whole day.

The Governors thanked the staff for all their support of the families and the pupils.

A Governor asked if there was anything that had not worked and what was the lasting impact on the pupils not being in school.

It was noted that there had been issues with Microsoft Teams. Some pupils were frustrated if their internet connection was lost, so some lessons had to be emailed to the families. The discussions about the books being read had been missed. Until the assignments had been handed in it was not always clear if the pupils had understood the teaching. Not all of the pupils had the best learning environments at home either. Some pupils would not always re-join after the break time and so were contacted by the School. It appeared that it was the same pupils answering the questions, and it had been difficult as the pupils’ cameras were not turned on. The teachers were now trying to address any gaps in the learning although not a huge gap had been noticed. The pupils were finding it difficult since returning to re-establish their friendship groups, there was more talking on the playground rather than playing.

A Governor asked if all of the pupils had returned into School.

It was confirmed they had except for two pupils and the School was working with the families.

A Governor asked what challenges the staff had faced.

The Deputy Headteacher had dealt with any IT issues whereas the SENCO had dealt with any safeguarding issues on a daily basis.

A Governor asked if this situation occurred again would the School be prepared.

It was noted that Teams had been difficult to use but it was believed it would evolve over time. New staff laptops would be required, the breakout rooms had worked well. Staff were always seeing what other schools were offering and were happy to share best practice with each other. Live lessons had been difficult for staff, but it had enabled them to keep their relationships with the pupils ongoing.

The Board thanked the staff for attending the meeting and they left at 6.50pm

5. Minutes of The Meeting Held On 19 November 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.

6. Matters Arising from The Minutes

- Joint Vice Chair- Mrs Price expressed an interest and so was APPOINTED as Joint Vice Chair.
- Equality Objectives Update –These had been completed and were available on the School's website

<https://www.iverivillage-jun.bucks.sch.uk/equality-objectives.html>

- TOR Standards Committee- This would be considered at a later date.
- Collaboration with Chalfont St Giles Village School- The Board AGREED to a formal collaboration.

Standards
Committee
Clerk

7. Strategic Management

To ratify any Board decisions made via email since the last meeting.

It was confirmed no remote decisions had been made since the last meeting.

7.1 Report of The Headteacher

A copy of the report had been circulated prior to the meeting and Governors had submitted questions to the Headteacher beforehand. It was noted that

- The pupils had returned back into school very calmly
- The School had received very positive feedback from the parents
- By using the catch-up funding additional adults would be employed so additional group work could take place
- The Deputy Headteacher would be taking a small group in YR5
- Assessments were taking place so learning gaps could be identified

7.2 Self-Evaluation Form (SEF)

This was currently based on the remote education offer. A SEF for 'normal' school would be updated for the summer term.

7.3 School Development Plan

The priorities for the next term included transition from the infant schools and for YR6 to the secondary schools. The Headteacher and SENCO would be meeting with the Headteacher from Iver Village Infant school to work more closely.

The School had a residential trip booked for 17 May 2021. There had been no guidance available from the DFE so the Headteacher was unsure if the trip could go ahead. It was noted that if the trip had to be cancelled then this would be covered

by the School's insurer. The Business Manager had contacted PGL and the parents accordingly.

The Board APPROVED the plan for the summer term. Governors were encouraged to conduct their visits remotely if they were unable to enter the School.

7.4 Submission of Provisional Budget Plan, 3 year plan and budget checklist

The Board delegated to the Resources Committee to agree the budget which was due to be submitted to the LA in May 2021. The budget would then be ratified at the next FGB meeting.

Resources
Committee

8. Safeguarding

- Governor report- there was no report available.
- CHP policy up to date- it was confirmed that the policy was up to date.
- Single Central record check- It was confirmed that this was up to date.
- Designated Mental Health Lead in School – This would be Sarah Chapman-Allen
- KCSIE update January 2021- The link was noted.

[Keeping Children Safe in Education \(KCSIE\) updated January 19th 2021 \(safecic.co.uk\)](https://www.safecic.co.uk)

The Headteacher advised that wellbeing surveys had taken place. The School had applied to the Community Board for funding for Mrs Chapman-Allen to attend the mental health first aid course.

9. Committees

9.1 Resources Committee

This Committee had met and had discussed

- The budget plan and draft budget plan
- The IT plan and the use of the DFCG for the replacement of the Whiteboards
- The SFVS had been submitted to the BC by the due date
- The monitoring of the hub kitchen.

9.2 Standards Committee

There was nothing to report.

9.3 Pay Review

This Committee had met to discuss the Headteacher's recommendations for the staff. The Chair had, under exceptional powers, agreed to the increases so the pay date could be met. The Committee had subsequently ratified the decision.

9.4 Hearing and Appeal Panels and Pupil Discipline Committee

These panels had not been required.

10. Governor Reports

10.1 Chair

The Chair had under emergency or delegated powers signed contracts for the SENCO to assist three other schools. The Board RATIFIED the decision.

The Chair advised that Mr Barrow would be leaving the Board. The Governors thanked him for his support and hard work.

10.2 Development Governor

Governors were advised that they could access online training via NGA and BEP.

10.3 SEND Governor

Pupil Premium/Catch up Governor

<https://www.iverillage-jun.bucks.sch.uk/pupil-premium.html> link to our PP page

<https://www.iverillage-jun.bucks.sch.uk/school-covid-info.html> link to our catch up plan – this will evolve

[Pupil premium - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Other Governors

11. Items To Note

The following links were noted.

COVID-19 related

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Get laptops and tablets for children who cannot attend school due to coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

OFSTED

[Ofsted: coronavirus \(COVID-19\) rolling update - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Remote learning Provision on website

[Review your remote education provision - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

It was confirmed that the School's provision for remote learning had been published on the School's website.

Teachers Pay Grant and Pension Grant

[Teachers' pay grant methodology - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

From the 2021 to 2022 financial year, funding for the 2018 and 2019 teachers' pay awards will be paid through the schools and high needs national funding formulae (NFF), instead of as separate grants.

Governors Handbook

<https://www.gov.uk/government/publications/governance-handbook>

Cyber Security

<https://www.ncsc.gov.uk/information/school-governor-questions>

The GDPR Governor would review the questions for Governors.

Developing a whole school approach to environmental sustainability

[Vision, ethos & strategy | Environmental sustainability - National Governance Association \(nga.org.uk\)](http://nga.org.uk)

12. INSET Days

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

The following dates were noted and were in agreement with Iver Village Infant School

- Wednesday 1st September 2021
- Monday 1 November 2021
- Tuesday 4 January 2022
- Friday 27 May 2022
- Thursday 21 July 2022

13. School Voluntary Funds

The Trustees had met and reviewed the accounts which had been examined by an independent financial person.

14. POLICIES

- Conduct and discipline tool kit – This was APPROVED
- Protection of biometric information of children in schools and colleges Policy- The School did not require this policy
- Pay policy – updated in accordance with Bucks Sep 2020. The policy was APPROVED.

15. DATE AND TIME OF NEXT MEETING

- Tuesday 13 July 2021 at 6.00pm

16. ANY OTHER BUSINESS

Governor recruitment

The Headteacher would contact the local publication and would also add an item in the School's newsletter. The Chair would consider placing an advert on the SGOSS and Inspiring Governance websites. The Business Manager would contact the Slough Business Partnership.

MV/ JD

17. IMPACT STATEMENT

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

- Challenging the Headteacher
- Approving the development plan for the summer term which would be monitored
- Approving the draft budget for 2021/22
- Succession planning

18. 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 7.50pm

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

Chair

| Minute | Agenda Item | Action |
|--------|----------------------|---------------------|
| 6 | Terms of Reference | Standards committee |
| | Collaboration | Clerk |
| 7.4 | Three year plan | Resources Committee |
| 16 | Governor recruitment | MV/JD |

