



Full Governing Body Meeting

Monday 5<sup>th</sup> October 2020 at 5:30pm

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

**Present in person:** Lionel Atherton (LA); Jennie Bradley (JB); James Handley (JH) Head;  
Cat Labio (CL); Caroline Payne (CP); John Saynor (JSa); Jill Skidmore (JSk) Chair;  
Mary Teeboon (MT); Helen Woodruff (HW); and Laura McNulty (LM) Clerk.

**Present via Zoom:** There were no Governors who chose to join the meeting via Zoom.

**Actions:**

002 20/21 **Introduction and Welcome**

JSk welcomed all to the meeting. As new governors were present, all Governors introduced themselves. LA gave a prayer of thanks.

003 20/21 **What we are hoping to achieve this evening**

With two new Governors and all present in person for the first time in many months, it was agreed that we hope to achieve a friendly, informative, and productive meeting.

004 20/21 **Any other business**

1 item from JSa  
1 item from JH/JSk

005 20/21 **Apologies**

Sarah Bellicoso (SB) and Janet Haddock-Fraser (JHF). Apologies accepted. Elizabeth Brittain-Carlidge has not yet acknowledged her membership of this governing body. JSk to chase with trustees.

006 20/21 **Governing Body Membership**

Election of Chair. JSk agreed to stand again. There were no other nominations. LA proposed acceptance and the governors unanimously and gratefully agreed JSk as Chair for the next two years.

**Agreed**

Election of Vice-Chair. MT agreed to stand again. There were no other nominations. LA proposed acceptance and the governors unanimously and gratefully agreed MT as Vice-Chair for the next two years.

**Agreed**

There is a vacancy for a parent governor. An election is underway.

*Note following meeting: as of 8<sup>th</sup> October Mrs Sarah Fletcher is the new parent Governor.*

The trustees have nominated Elizabeth Brittain Carlidge (EBC) to act for them as a trustee Governors (as of Feb 2020). However EBC has yet to reply to contact from the school/governing body and has not attended a meeting. JSk to chase with the trustees.

**JS**

CP has agreed to stay on the Governing Body as an associate member to help and share her extensive knowledge and abilities. This position has no voting rights and CP will be asked to leave the room if confidential items are discussed. The Governors wish to thank CP for her ongoing and considerable support.

- 007 20/21 **Declaration of Business Interests**  
 Declaration of Pecuniary and Personal Interest forms were previously distributed and have been completed and returned by most Governors. LM to chase outstanding forms. **LM**  
 There were no declarations of business interests in the agenda of this meeting.
- 008 20/21 **Minutes of previous meetings**  
 The minutes of the meetings held on 3<sup>rd</sup> February, 9<sup>th</sup> June and 2<sup>nd</sup> September have been distributed (available on The School Bus secure page). The minutes were agreed to represent a true and accurate reflection of the meetings and were duly signed by JSk. **Agreed**  
**Agreed**
- 009 20/21 **Confidentiality**  
 Governors agreed that there were no confidential items within the minutes. **Agreed**
- 010 20/21 **Matters arising and actions**  
 There were no matters arising to be discussed.
- 011 20/21 **Committees:**  
**Curriculum Committee – Chair CL**  
 Not met yet this academic year. Will meet before next Governors meeting and feed back.
- Finance Committee – Chair JS**  
 Not met yet this academic year.
- Personnel Committee – Chair JS**  
 Not met yet this academic year.
- Buildings and H&S Committee – Chair JS**  
 Not met yet this academic year.
- 012 20/21 **Headteachers Report**  
 JH had distributed the report prior to the meeting. JSk praised JH for the quality of both the Headteacher Reports and School Newsletters, both of which are clear, informative, supportive and relevant. JSk specifically noted the importance of the safeguarding information for parents and information relating to online safety. JH confirmed that attendance is surprisingly high considering the time of year and issues from Covid-19.
- 013 20/21 **Sports Funding and Pupil Premium**  
 JH stated that there is nothing to report on these areas at the moment, but they are being closely monitored and a full report will be brought to Governors in due course.
- 014 20/21 **Policies**  
 Policies for approval by the Governing Body are now 'posted' to The School Bus website, which offers the facility for each governor to comment and/or approve them online. It was stressed to Governors that it is **essential that all governors view, comment and/or approve these before each meeting**, to ensure that discussion of changes can take place if necessary.
- Policies approved at this meeting:**
- Child Protection & Safeguarding
  - Child Protection Annex A
  - Complaints Procedure
  - Governor Allowances
  - Lettings

- SEND
- SMSC

- 015 20/21 **School Improvement Plan**  
JH explained that this will be reviewed in detail later in the year, and that despite Covid-19 the SIP is reasonably on track. The original document and updates can be found on The School Bus website.
- 016 20/21 **Chairs Report**  
Nothing to report.
- 017 20/21 **Extended School Provision**  
JH explained that this now consists of an external sports coach offering sports to those students who wish/need to stay after the end of the school day. The club is making a small loss but is agreed as an essential provision. JH explained to JB and JS, who are both new to the Governing Body, about the history of Taddington's after school provision over recent years.
- 018 20/21 **Parent View**  
There are currently not enough responses to show results. JH will prompt parents to login and comment.
- 019 20/21 **The School Bus website**  
LM and JH explained why documents are now posted in this way online, what else this website offers, and the necessity to read, comment and approve school documentation posted on here.
- 020 20/21 **Budget / Finance**  
JSk reported that the budget is looking healthy. Due to Covid-19 the school has seen some savings and some additional expenditure. The 3-year overview is based on 8 pupils each year starting in reception, which in reality is likely to be exceeded (bringing more funding).  
  
Governors agreed that the financial benchmarking documents were interesting but of limited value due to significant differences in provision (location, size of buildings, NOR, shared or sole head, etc).
- 021 20/21 **Virements, Approvals, Disposals and Transfers**  
No requests.
- 022 20/21 **SEND**  
JH reported that HW had delivered a staff meeting last week. Targets for children are being set. National under-funding for children with SEND, changes in staffing at DCC, and low budgets are making progress slow for diagnosis and additional support.
- 023 20/21 **Safeguarding and Safeguarding Audit S175**  
JH and MT are to pick up on working through the audit (little has been achievable since the national lockdown in March). New safeguarding safety procedures have taken JH a considerable amount of time but are now in place. JH has worked collaboratively with the cluster of schools to ensure that robust systems are in place and that throughout lockdown all members of staff and parents are aware of the updated arrangements.
- 024 20/21 **Governor Visits**  
HW has visited with appropriate safety measures in place.

JSe is to arrange to visit.

025 20/21 **Correspondence and Information for Governors**

Nothing to report. It was noted that The School Bus website offers in-depth but generic training on many relevant areas, which governors can access.

026 20/21 **AOB**

AOB1 – JSa

JSa asked about the prevention of mental illness and the importance of aiding social development and relationship training. He asked if our school does enough to support, educate and provide a conversation about the importance of wellbeing in our school community. JH and JSa will discuss this further. JSa and JB are to have special responsibility for Mental Health.

JH, HW and CP left the room.

AOB2 – JH/JSk

JSk explained the Headteacher Performance Management was due. CL, JSk and an external advisor had met last week and discussed JH performance management, whether last years targets had been met, and set new targets for this year. JSk explained that JH has completed 18 months at the school. He was unable to receive a pay incremental increase last year as he had not at that point been in school for a year. JSk explained that all targets had been met and recommended a 2 point pay increase. This is unusual but not unique and was affordable. Governors unanimously agreed.

**Agreed**

**What have we achieved that will make a difference to the children in our school?**

A very full, informative, and timely meeting.

The meeting ended at 6:45pm.

Date of next meetings:           **2020 - Monday 16<sup>th</sup> November**  
  **Monday 14<sup>th</sup> December**  
  **2021 - Monday 25<sup>th</sup> January**  
  **Monday 1<sup>st</sup> March**  
  **Monday 29<sup>th</sup> March**  
  **Monday 24<sup>th</sup> May**  
  **Monday 28<sup>th</sup> June**  
  **Monday 19<sup>th</sup> July**

All meetings held in Taddington School.