



Minutes of the ordinary meeting of
the Local Governing Committee of
Meadow Primary School held
Virtually by Teams on Thursday
1st October 2020 at 6.00 pm

PRESENT:	Sheila Morrison	Chair
	Laura Benardout	Head of School
	Sandra Edwards	Co-Opted Gov
	Vanessa Hackett	Co-Opted Gov
	Sathya Raviendrakumar	Co-Opted Gov
	Sam Owo	Co-Opted Gov
	Jean Inwood	Co-Opted Gov
	Jenny Ede	Co-Opted Gov
	Angus Rahi-Young	Parent Gov
	Colin Rogers	Parent Gov
	Amanda Dunnell	Associate Member
	Louise Histed	Associate Member
	Suzanne Stubbings	Associate Member
	Shelley Levers	Associate Member
	Nicola Marrable	Staff Governor

In attendance: Mrs Amanda Fry (Clerk)

		<u>ACTION</u>
	SM welcomed everyone to the meeting.	
1.	<p>BOARD BUSINESS</p> <p>(a) SM asked all Governors to declare that they are in a secure and confidential environment and advised that AF is recording the meeting. All Governors declared that they were in a secure and confidential environment.</p> <p>(b) Apologies were received from Mary Gerrie which were accepted.</p> <p>(c) SM asked if any Governor had any Declarations of Interest specific to this agenda. There were no declarations of interest.</p>	
2	<p>MINUTES OF LAST MEETING</p> <p>SM asked if there were any comments to the Minutes of the Meeting held on 25th June 2020. There were no comments and SM asked AF to look into whether we can sign them virtually</p>	Action AF
3	<p>URGENT MATTERS ARISING FROM THE MINUTES</p> <p>AF advised that all declarations have been received and the spreadsheet has been sent to BET</p> <p>SM advised that we wanted to adapt and add to the piece that BET put out on Black Lives Matter. LB will look at this that this week</p> <p>Safeguarding courses covered by agenda</p>	Action LB

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	<p>SM asked LB about the calendar for key dates. LB advised that this has started but it has been abandoned as parent/partnership meetings are not happening so we are using Sway which is a Microsoft Office method of communication to make sure we are getting information to parents clearly.</p> <p>SM suggested that we do a collection for GJ to celebrate her promotion and all the work she has done at Meadow. SM will look into Money Pool through PayPal and will then invite GJ to a presentation off site with 5 other Governors present.</p>	Action SM
4	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-2021</p> <p>(a) SM is happy to continue as the Trustee responsible for liaison with the Local Authority in the event of allegation (Child Protection) against the Headteacher. All Governors agreed for SM to continue.</p> <p>(b) SEND Trustee appointment – CR is our SEND Governor and will be the Trustee appointment. All Governors agreed. CR with contact Kate about what the difference is as a SEND Trustee.</p> <p>SM advised that SL & SE's term of office expires in June 2021 so that will be carried forward to the next meeting.</p> <p>CR's appointment as Parent Governor expires on 12th October 2020. SM advised that he should continue but as a Co-Opted Governor. VH nominated and AGY seconded for CR to become a Co-Opted Governor.</p>	<p>Action CR</p> <p>Action AF</p> <p>Action AF</p>
5	<p>PROCEDURAL MATTERS</p> <p><u>Code of Conduct</u></p> <p>SM advised that everyone has received the Code of Conduct. AF advised that all Governors signed and dated the Form which was sent virtually and will be attached to the minutes.</p> <p><u>Open or Closed Meetings</u></p> <p>SM advised that we have always had our meetings 'Open' and if anyone wants to attend they have to give the Clerk 14 days notice. It was agreed that we would continue with Open Meetings. NM advised that a SKIT member of staff would like to observe the next LGC Meeting – NM will send AF her details</p> <p><u>Alternative Participation/Voting Arrangements</u></p> <p>CR advised that he queried with BET about Virtual participation being for the entire meeting and they have added in a clause which states 'unless in exceptional circumstances with prior agreement from the chair'. This was agreed by all Governors.</p> <p><u>Confidentiality Statement</u></p> <p>SM advised that the wording has changed slightly but Governors must respect the confidential nature of discussion and not disclose their business or decisions'. All Governors agreed.</p>	Action NM/AF
6	<p>COMMITTEES MINUTES AND OTHER REPORTS</p> <p><u>Resources Meeting held on 6th July 2020</u></p> <p>SM asked if anyone had any questions on the Minutes of the Resources Meeting held on 6th July 2020 and there were no ratifications to report. There were no questions.</p>	

	<p><u>Committees to agree Terms of Reference</u></p> <p>SM advised that Resources and School Effectiveness Terms of Reference have been agreed but we need to look at Data as the brief for this Committee needs updating. SM will look at updating the Data brief and this will be carried forward to the next meeting.</p>	Action SM
7	<p>CHAIR'S ACTIONS</p> <p>SM advised that she agreed the Risk Assessment with LB on behalf of Governors which is now on the website. LB advised that it is a working document so it does change.</p>	
8	<p>EMERGENCY PROCEDURES</p> <p>LH advised that Surrey County Council have been provided with contact details. A copy of the Emergency Plan is held by the Areas School Officer and the Surrey County Council Emergency team which again has all contact details on there.</p> <p>LH advised that the fire alarm and intruder alarm are both linked to a call centre and they have all the keyholder details. LH advised that she is checking with Health & Safety advisers to see if any other schools provide other details to the police apart from information about a break in or fire and in the event police need to hold contact details are Governors happy for that information to be provided. All Governors agreed. LH will also ask the other keyholders if they are happy for their information to be passed on</p> <p>SM asked LH to report on Health & Safety Commission – What would we need to demonstrate to HSE if they called? SM explained that the HSE could call the school and ask certain questions about health and safety because of coronavirus. LB advised that there is a pack held centrally in her office with all the information in the event that the HSE call and also if Ofsted check in.</p>	Action LH
9	<p>STRATEGIC WORKING GROUP</p> <p>SM advised that this group was originally SM, 3 Vice Chairs and maybe another Governor who had an interest in the topic for discussion. SM would like to suggest it is now all Governors and the Terms of Reference would need to be changed and it should also become decision making as well. All Governors agreed. SM will amend the Terms of Reference.</p>	Action SM
10	<p>GOVERNORS SDP</p> <p>SM advised it is the same one from last year and includes Ofsted readiness and Safeguarding the Future, looking at our strategic role, and finally supporting Well Being. SM would like to meet with one or two Governors virtually to go through Ofsted readiness. SM asked CR if we could pick up Safeguarding the Future in Resources as it is about finance, HR and site plans. CR agreed. Supporting Well Being was JH, but she has not been well, and is taking a six month sabbatical. SM will look at this and will discuss with a couple of Governors.</p>	Action SM
11	<p>GOVERNORS ACTION PLAN</p> <p>SM apologised to JI as she did receive her report on monitoring 'Relationship and Sex Education'. SM advised that there were three reports she had not received.</p> <p>SM asked Governors if they are not happy doing a certain link to let her know. All governors will carry on with the links as they are at the moment. We only did half a year on this and it would be good to carry on this year with the same Action Plan.</p>	

	<p>SE asked if her link should still be 'Boys Writing' or should it be more general. LB stated it should be more in line with the SDP with Cross Curricular Writing, Pupil Engagement in Writing, Skills Focus Writing which will be more beneficial.</p> <p>SM asked Governors to link with whoever the member of staff is twice a term either virtually or by phone.</p> <p>CR pointed out that the Governor for Pupil Premium is blank. SM asked SO to do it but CR could include Pupil Premium in Inclusion. LB advised it would be good to have the same person but there is perhaps space for CR and SO to work together. CR advised it would be good to do it together as it covers the outcome for pupils with regard to Data and Resources for the funding. It was agreed this will be reviewed at the next LGC meeting.</p>	Action SO/CR
12	<p>SKILLS AUDIT, CHAIRS EVALUATION AND GOVERNING BODY SELF EVALUATION</p> <p>SM advised that she and VH think it would be good to do the Skills Audit again in January so VH will send out the information so she gets it back in January. Chair's Evaluation, Governing Body Self Evaluation will also be done in January.</p>	Action VH
13	<p>KEEPING CHILDREN SAFE IN EDUCATION (Part 1)</p> <p>SM advised that everyone has signed Part 1 of Keeping Children Safe in Education and the spreadsheet will be attached to the minutes. Part 2 is the Governing Body looking at the managing of Safeguarding and SM will look at that, as Safeguarding Governor, and will do a report for the next meeting.</p>	Action SM
14	<p>ADMISSION APPEALS</p> <p>SM advised that at this time last year we did not have any appeals and do we need to do anything this year. LH advised that we have not had any appeals.</p>	
15	<p>NURSERY</p> <p>SM advised that this will be the first item that is discussed at the Strategic Working Group so we have an agreement from all Governors about what the situation is going to be with regard to a Nursery.</p>	
16	<p>WEBSITE UPDATE</p> <p>SS advised that the new website will go live either at the end of next week or beginning of the following week. It is very much on the BET structure with some updates happening automatically to make it easier to maintain</p>	
17	<p>SCHOOL LEADERSHIP AND MANAGEMENT</p> <p>LB advised that she had received no questions on her Headteacher Report. SM advised if there are no questions we can accept the HT report.</p> <p>SM advised that we have talked about the Catch up programme in other Committees, talked about Risk Assessments and LB is going to write a new SEF</p> <p>LB advised that there is an update on Safeguarding. The school has just taken on a new child who is on a Child Protection Plan.</p> <p>LB advised that when she did the curriculum audit it was decided that it needed an overhaul and used a package called Cornerstones as they wanted a curriculum which is bespoke to Meadow and would engage the children. Elements have been taken from Cornerstones and modelled it in a way that suits Meadow. Alongside that is our new writing curriculum which is</p>	Action SM

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<p>fully cross curricular and skills based and our reading curriculum has moved to a whole class skills based approach.</p> <p>LB advised that SL has done a lot of work on the Recovery Curriculum and trained all the staff in what to look for in the children in terms of recovery and trauma and staff have had very few issues.</p> <p>LB advised that the Catch Up funding we are going to receive is in the region of £48K from the Government. LB met with local heads to talk about ideas and look at patterns and trends and we have done our own assessments at Meadow and there are just different size gaps throughout the school there are no trends or patterns and we are looking at how to deploy these resources.</p> <p>LB advised that she is attending an Artificial Intelligence Programme tomorrow which assesses children's gaps and sets them some learning modules online.</p> <p>SM asked that on the Executive Summary all children had come back to school apart from two. LB advised that they are not back yet and due to the circumstances of one family they are not happy to send their child back and this has been referred to the Inclusion Officer at Surrey – they can still be kept on roll but it will be unauthorized absence. The other child has numerous health needs but will hopefully be in next week.</p> <p>SM asked if there is a contingency plan if there are cases of Coronavirus. LB advised that there is a full contingency plan which will be published on the website.</p> <p>CR asked what happens to children that have to self isolate because someone in their household is positive. LB advised that is in the contingency plan. SL advised that we have put together from a template from SAFE, different scenarios, if there is another complete lockdown, learning from last time adapting some of the things we would do, expectations of staff, if a bubble was to be locked down and live lessons. If a child is self isolating because of someone in their household we will send work home for them to do.</p> <p>LB advised that to date we have had no confirmed cases. SL will send the contingency plan to AF to distribute.</p> <p>SO asked that when you looked at the risks in September around risks for staffing for Covid – it set expectations for staff who are self isolating but well enough to work from home – who is making the determination that they are well enough? LB advised that it means if they have not got Coronavirus. LB advised they will tighten up on the wording of that</p> <p>LB advised that the SDP now has a current position rather than base lining every point and the current position is useful as there were some points from last year's SDP that weren't finished. We have been careful about what success looks like as that is the most important part and what we are looking for in terms of evidence of impact and have tied this into our monitoring schedule this year and will be a much more streamlined process.</p> <p>SO advised that this format is so much clearer and easier to read.</p> <p>SM advised that in School Effectiveness we are going to monitor the School Development Plan and as a full governing body we will not monitor it in the way we have done but the minutes of the School Effectiveness Meetings will come back to all Governors which takes it out of LGC</p> <p>SM thanked LB for a very comprehensive report and SDP.</p>	<p>Action LB</p> <p>Action LB</p> <p>Action LB/AF</p> <p>Action JI</p>
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18	<p>TERMS OF REFERENCE</p> <p>SM wants to change point 12 to read School Development Plan and not School Improvement Plan. Also Strategic Group needs to go into these Terms of Reference. SM will re-draft these and send out to all Governors to approve.</p>	Action SM
19	<p>LINK GOVERNOR REPORTS</p> <p>SM has had a report from JI and has not had reports from 3 Governors. NM advised that she has put her report in files in Teams. It was agreed that each Governor will connect their link twice a term.</p>	
20	<p>GOVERNOR TRAINING</p> <p>VH asked if all Governors could access Educare and do the Child Protection Refresher which has had a new section which allows for COVID. VH advised that if Governors have other courses to do they should have received emails.</p> <p>SM asked SS if we still get one full governing body training in the package we have as it has now changed. SS advised that we don't and we would purchase that separately. VH advised we used Ruth Merton to do our training which is on par cost wise and gives us better value for money. SM advised that she has given us virtual training free. VH will send Ruth's details so everyone can register. SS advised that Governors can still go on as much training with Strictly as they want. SS can run a report of what training Governors have done and will send VH a copy of it.</p>	<p>Action All Govs</p> <p>Action VH/SS</p>
21	<p>HEALTH & SAFETY ISSUES/ACCIDENTS</p> <p>LH advised that there have not been any incidents since the last meeting.</p> <p>LH advised that we have launched a new accident reporting system which all staff have been trained on. All the minor first aid is being done in the classrooms and staff are going to record that themselves so we have a record that is accessible to everyone.</p> <p>LH advised that BET have now issued their own Health & Safety Policy which will override all the individual school ones. LH will report back on that if there are any major issues but will this will need to go to the Resources Committee for their next meeting.</p> <p>LH advised that in Resources today we are looking at making the perimeter of the site totally secure with car park gates being locked and the pedestrian gate at the front and looking to put intercoms and keypads on there. Someone will be coming in to give us advice on what would be good in those areas.</p> <p>LH advised there was a fire drill last week which went well. The new QR Code for Test and Trace in place now. First aid updates, we are now able to book courses in person. We are still going ahead with all the enhanced cleaning regimes, children are keeping in bubbles, we have hand sanitizers on walls around the school. We are now requiring all visitors to wear masks, there is only one member of staff who is wearing a face shield</p> <p style="text-align: center;">JI left and at 1920</p>	Action LH/AF
22	<p>EVALUATION OF MEETING</p> <p>We have looked at how the school is taking care of children Looked at the contingency plans to help their education Discussed the catch up programme</p>	

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	Link Governors will help in the education of children All Governors have signed Part 1 of Keeping Children Safe in Education.	
23	<p>ANY URGENT ITEMS AFTER THE AGENDA WAS SET</p> <p>SO is interested in what the school is doing in terms of inclusion and diversity for non-white children. Looking at the reports from Data and School Effectiveness meetings and notices that there were a couple of racist incidents that were consistently reported. LB has appointed someone to take the lead on SMSC which is Spiritual, Moral, Social and Cultural Education to check that we are promoting a multi-cultural community but as a school we still have work to do. Victoria Archer is leading on SMSC and it is in the SDP and was also mentioned on the inset day. SO agreed to be the link for SMSC.</p> <p>SM mentioned the Lenny Henry programme on Channel 4 about black composers and the school may want to use some of the music in the assemblies.</p>	Action LB/SM
10	<p>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</p> <p>The date for the next Local Governing Committee Meeting will be on</p> <p>Thursday 25th February 2020 at 6.00 pm</p>	
11	PART II BUSINESS	

The meeting finished at 7.30 pm

Chairman

Date.....