

SEVENOAKS PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON THURSDAY 26th MARCH AT 7.30PM (via teleconference)

Governors Present: Steven Collins – Chairman,
Jeremy Barker, Sarah Collins, Ian Harby, Simon Leigh, Cassie Malone, Amanda Manuel, Sophie Matthews,
Melanie McInerney, Miriam Nadarajah, Deb Neale, James Neill, Mark Nicholson, Eleanor Robinson, Gareth Walters,
Patrick Widdowson and Jo Wildman

Also in attendance: Suzanne Rodenhurst(Bursar) Kath Baillache (Clerk)

ACTION

Melanie McInerney, who had set up the teleconference call and circulated the admission details went through the list of attendees present on the line. The unprecedented decision had been taken to hold governors meetings remotely (Resources meeting on 18.3.20 had already also been undertaken via teleconference) for safety reasons during the Covid-19 outbreak and governmental personal health recommendations.

A request had also been made that governors be allowed time a 8pm to participate in the clap for carers. Agreed.

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received in advance from Jane Durkin and Alex Kevan.

Business Interests - No changes to declarations of business interests were made by those present. As it may be some time before meetings occur face-to-face governors were also reminded that they have a responsibility to update their own profile on Governorhub with their business interest information and confirmation that they have read Keeping Children Safe in Education 2019. Clerk had sent an audit out earlier in the week highlighting those who still needed to complete these. She agreed to re-check post meeting and remind those with outstanding actions.

KB

2. **TELECONFERENCE MEETING OUTLINED**

A streamlined agenda had been circulated to ensure critical matters were covered.

Chair's Action Point - Following an email from the Education People on 16th March regarding virtual governance, which is not covered by the governing body's current terms of reference, the Chair asked all present to agree that the board could operate all or some of their meetings via telephone or video conference. Chair suggested that quorum would stay unchanged however GB needs to agree to conduct meetings in a virtual space. All present to the teleconference on a secure link agreed. This additional term will be added to the annual changes to the terms of reference due in term 1 next academic year.

For the purposes of the meeting suggested that rather than asking for consent for each item requiring a vote that dissenters should speak out instead for speed of action. Agreed that this was sensible

3. **MEMBERSHIP MATTERS**

Welcome - quite a few new governors to welcomed to their first Full Governing Body (FGB) meeting:

James Neill - governor co-opted in December. He observed the December Learning and Development meeting and was welcomed to his first FGB meeting.

Jeremy Barker - governor co-opted in December. He attended the March Resources meeting and was welcomed to his first FGB meeting.

Gareth Walters - LA governor. Noted that the LA panel had approved his appointment following submission of papers for their last panel hearing in February 2020. All present confirmed his appointment and welcomed him officially to the governing body. The clerk agreed to send appointment forms and paperwork post meeting.

Eleanor Robinson - elected by a majority following the parent governor election count on 16th March. The clerk had circulated her biography to all governors for information following her election. Eleanor was welcomed to her first governors meeting and gave a brief resume of her background.

All parties to the call were asked to give a 20 second synopsis of their GB experience for the benefit of the new governors, this being her first governors meeting.

Governor biographies - chair suggested that this might be an excellent opportunity for governors to check that their individual biographies on the website were up to date.

ALL

Revised Instrument of Government - following constitution discussions at the last two FGB meetings the clerk had submitted the revision to KCC and a draft had been returned for the chair to sign. The instrument made by KCC on 25th February states that the GB shall consist of:

- 6 parent governors
- 1 Local authority Governor
- 1 Staff governor
- 1 headteacher
- 8 co-opted governors

Total number of governors reduced to 17 from 20. Noted that with the completion of the parent governor election this week that GB was now full. Also noted that the terms for all appointees would remain as 4 years with the ending of existing terms of office to remain unchanged. Also noted that the GB also has 2 associate members currently: Deb Neale and Sophie Matthews. Draft Instrument approved by all. Chair signed the document post meeting and returned it to school. The clerk agreed to forward an electronic version to KCC.

4. MINUTES OF THE PREVIOUS FGB MEETING ON 12th DECEMBER 2019 AND MATTERS ARISING
Chair went through the minutes page by page. No points of accuracy were highlighted.

The actions, most of which had been completed by the clerk, were run through.

Monitoring - noted that so far two monitoring reports had been circulated:

- Personal Development - visit undertaken by Miriam Nadarajah in December 19
- Leadership report - visit undertaken by Mark Nicholson and Melanie McInerney on 28.1.20
- Early Years - A verbal update had also been supplied by Miriam Nadarajah at resources relating to Early years.

Also noted that monitoring was obviously on hold currently but asked that any outstanding reports were prepared and forwarded to the clerk for circulation.

Minutes were approved without amendment as a true record of the meeting. Chair agreed to add his electronic signature and forward to the clerk post meeting.

5. COMMITTEE MEETINGS UPDATES

Resources Committee meeting (18th March 2020)

Resources chair summarised the main areas of the meeting, held on the day the government announced that schools would be closed from Friday 20th March to the majority of pupils. Therefore noted that a large part of the meeting had covered practicalities related to this.

Monitoring - circulated for December, January and February showing an in-year revenue surplus at end of February of £182,372. Noted that this figure is higher than governors would normally expect however noted there were exceptional circumstances largely as a result of changes in staffing. However noted that this surplus will allow the investment in additional leadership that is required for the size of the school for next year.

Year end position - since the meeting (on 20th March) the Bursar ran the year end figures which were submitted to KCC. She stated that although she had accrued as much as she was able, these showed an increased year end surplus than that forecast in February of £237,451. Governors queried the further increase:

- Maternity payments for staff received early (expected April)
- Additional higher needs funding received

Confirmed that sign off of the accounts is normally by 1st April however this is likely to be delayed.

First budget figures - following the receipt of budget information from KCC on 16th March, Bursar had produced an initial run of figures which showed a positive position for year ending 2021 and the position at the end of year 3 is healthier than normal. Headteacher pointed out that this is largely as a result of the increase announced in per pupil funding which means an additional £300K for the school. Headteacher and Bursar intend to look through the figures line by line and build in increased leadership capacity required for a school that has grown from 2 to 3 form entry. Headteacher has had discussion with governors around staffing and leadership structure but has been holding fire to implement this from September. Increased funding will enable school to put a more sustainable staffing structure in place for the school. She is keen to make the investment quickly. Agreed that this was sensible.

Premises discussions - boiler problems and building snagging were discussed.

Covid-19 response - Chair asked governors to recognise that following Wednesday's announcement that the headteacher and senior leadership team had worked tirelessly and asked that governors recognised the contributions made in a difficult 24 hours. He noted that the speed and appropriateness of their action had been incredible in a

time with immense tension and uncertainty. However to their credit by Thursday a plan was in place to enable provision to be in place for Monday 23rd March for vulnerable children and children of key workers. The headteacher in turn recognised the support of her incredible staff team during a difficult time.

A parent governor also noted that from a parent perspective she had found the communications home and support for children excellent.

Majority of governors left the call in order to participate in the clap for carers - post clapping, a governor pointed out that this was also for the school staff who were enabling those frontline workers to do their jobs.

Learning & Development Committee meeting (due 23.3.20 - cancelled)

Noted that decision to cancel this meeting was made quite late due to the unexpected pressures behind the scenes. The meeting was scheduled mainly have been to review the pupil data as at February 2020. Committee chair confirmed there was nothing urgent to sign off tonight. Agreed that the review of data would be picked up in due course.

6. **COVID-19 - SCHOOL RESPONSE**

Headteacher provided an update on actions taken since the Resources meeting.

Daily provision - provided from Monday 23rd March for vulnerable pupils and children of key workers. So far numbers per day have varied quite a lot first day: 5, today 8 children and Monday 30th 20 children booked in. Provision starts at 8am and on parental request has been extended to 5pm (headteacher believes Sevenoaks Primary is the only school providing extended provision rather than normal school day locally). Noted that some local schools were offering no provision and that there was currently no consistency across educational landscapes. Thought that some schools may be too small and also noted that there was a growing risk that staffing cover may be insufficient.

Staffing - staff who are willing and able to volunteer have been placed on a rota and are working in two teams. These will be reviewed weekly.

Catering - children and staff on site are catered for on site. Confirmed that the school will absorb this cost.

Free School Meals - Initially the school were providing food packs, which were delivered to families. However going forward an online service will be used. Bursar has found a company (WOND) who can provide vouchers redeemable by these families in supermarkets.

Hub provision - Headteacher confirmed that she had a virtual meeting with KCC on 24th March regarding offering a local hub facility, however KCC at the time of speaking had no safeguarding plan in place. Headteacher did however offer to consider running a hub once KCC return with a plan. Noted that KCC took on board some of the processes and procedures that had been put in place by SPS to cope with day to day challenges.

Easter Holidays - confirmed that provision will be available over the Easter break.

A governor asked how confident school was that they were **meeting the needs of vulnerable children**? Confirmed that it was difficult to keep in touch with all families of vulnerable children. Some children with educational health care plans have been coming in, however some families are in self-isolation for health reasons. Noted that all vulnerable families have had homework and in some cases food delivered. Headteacher confirmed that each case is viewed individually. Some children on ECHPs are being supported well at home. She confirmed that there is no one coming to the provision that the school is concerned about. Agreed that next stage would be to have a rota of calls and contacts to check on vulnerable pupils and families. Headteacher is considering a plan.

A governor asked about **support from outside agencies** e.g. occupational and speech therapy? Initially most have cancelled, however as time goes on many are providing 1:1 support via phone or video link and having to provide more creative ways of providing support in the short term. Agreed that this would not replace the relationship built with a child however it was the best fit in current circumstances.

NHS View - the Chair of governors, who works for NHS gave a brief update from an NHS perspective:

- Based on data from Imperial - UK 2.5 weeks behind China and Italy.
- Excel being converted to become a 4000 bed facility for London
- Peak under review, though impact on elderly and vulnerable should not be underestimated
- Need to be prepared for a response that goes into the summer.

7. POLICIES DUE FOR REVIEW

Schools Financial Value Standard - this is an annual statutory return where GB has to demonstrate to KCC that they are effectively monitoring the schools finances.

Format has changed this year, to an excel format checklist with lots of questions to answer. These are ostensibly the same as previous years. Draft was circulated with the papers and Mark Nicholson was thanked for completing.

New this year was a dashboard tab which enables comparison of costs against similar schools. Governors agreed that this benchmarking was a useful addition. Noted that some of these areas should be reviewed as part of budget setting.

Noted that **teaching and teaching assistant ratios** were currently skewed for the school. Some of the comparisons may be against single form entry schools also noted that economies had been made in school this year with a reduced reliance on supply teachers. There has also been staff turnover and experienced teachers on upper pay scales have been replaced by teachers at the lower end of the pay scales. As previously discussed, know that this will be changing from September with the new staffing structure which will include increased leadership capacity and a cover teacher role. Expectation would be that next year school would have a more comparative average teacher cost and experience. Headteacher would also like to bring specialist teachers into the model as there is more scope to afford this. This year there are also some staff on temporary contracts who will not be paid over the summer and there have been some additional resignations over the last few weeks:

- Part-time teacher leaving at Easter and won't be replaced
- Year 3 teachers on a temporary contract but decided not to renew for terms 5&6 (if need to will appoint temporary cover until the end of the academic year)

Agreed that the staffing structure would be reviewed in detail as part of budget setting.

Teacher contact ratio - a governor noted that this was higher. Explained that school gives more time for planning to staff. This is a new initiative this year and rather than being given an afternoon for planning, staff are given a whole morning. Melanie McInerney pointed that out that historically with quite a few part-time staff who would not always receive non-contact time, therefore this guideline figure was easily distorted.

Governors approved the SVFS and thanked Mark for preparing. Chair agreed to add an electronic signature and forward to the Bursar for submission to KCC before the deadline of 31st March. *Bursar forwarded to KCC on 29th March 2020.*

8. Governor Training

Governor Training Package - governors informed that SLA training package was due for renewal on 1st April. Chair of governor recommended to GB that this was renewed. Suggested that additional time for those working at home would provide an ideal opportunity to complete some online training. Governors agreed to the renewal, thought that this is taken automatically by KCC.

For new governors, Gareth and Eleanor, Clerk agreed to add them to governorhub once their scanned governor forms were received and forward them a link. Confirmed that the online training link and how to access it was included within the governor induction pack.

9. AOB

Thanks to staff - the governors gave their unanimous thanks to the headteacher and the whole school team and asked that these were passed on.

Mental health - headteacher informed governors that the schools well-being leader (Alice Moore) had put together resources for parents regarding mental health of children during these unprecedented times, these are due to go out tomorrow. Also noted that Moneysupermarket.com had some good free mental health resources available.

Chair Succession - Steve Collins has been deferring his leaving date for about the last 6 months, but confirmed that he would remain in post until the end of current situation.

Thanks to governors - all were thanked for making time this evening for this call which had worked well. Asked to stay safe, take heed of government advice and look after their families and wider society. Noted that all were likely to have challenges not yet identified at both a personal and school level.

Meeting closed 8.55pm

Date of next meeting: Tuesday 12th May 2020 at 7.30pm.

Signed by the Chair of Governors : _____ Date: _____

Term 5 starts Thursday 16th April and ends Friday 22nd May (Inset days - none)

Tuesday 12th May 7.30pm Full Governing Body (budget sign-off)

Term 6 starts Tuesday 2nd June and ends Wednesday 22nd July (Inset day 1st June) *Data Point 29th June*

Tuesday 23rd June (to be confirmed) 7.30pm Resources Team

Monday 29th June 7.30pm Learning & Development Team

Thursday 16th July 7.30pm Full Governing Body

Actions arising from this meeting:

Action	By whom	Date	Completed
1. Clerk to check all governors have updated Governorhub profile with KCSIE reading and business interests and email governor with items outstanding.	KB	Post Meeting	
2. Governors recommended to check and update their individual biographies on the school website	ALL	Post Meeting	

SUMMER 1 MEETINGS		
<i>Monitoring L&D</i>		<i>Monitoring Resources</i>
<ul style="list-style-type: none"> Safeguarding audit Subject twilights? 		<ul style="list-style-type: none"> Budget detail HR
<i>Etc as agreed</i>		<i>Etc as agreed</i>
Whole GB – Budget & Safeguarding Meeting		
Review yearend figures Approve budget Receive Safeguarding audit		
SUMMER 2 MEETINGS		
<i>Learning & Development</i>	<i>Resources</i>	<i>Full GB</i>
Pupil attainment & progress: <ul style="list-style-type: none"> Additional external data c/f T4 Latest internal data c/f T4 Disadvantaged Pupils c/f T4&5 Pupil premium verbal update c/f T4 SEND update T4&5 Disadvantaged Pupils Pupil premium verbal update SEND annual report 	Finance <ul style="list-style-type: none"> School meal pricing c/f Breakfast club pricing c/f Budget monitoring SEN funding & expenditure 	HT Report <ul style="list-style-type: none"> SDP Update c/f T4 Attainment & Progress, published data & internal term 4 &6 reviews c/f Safeguarding update c/f T4 Pupil premium & PE funding impact update c/f T4 Pupil & Staff absence c/f T4 Website compliance c/f T4 Full year SEND review Annual review of exclusions
Curriculum: <ul style="list-style-type: none"> Curriculum development c/f T4/5 Staff CPD c/f T4/5 IT proposal next year c/f	Staff Update: <ul style="list-style-type: none"> Staff structure proposals c/f Interim reviews c/f Review PM plans Absence Resignations / recruitment Training Workload 	From Resources <ul style="list-style-type: none"> Minutes taken as read, note finance monitoring Actions arising from other monitoring
Standards	Premises <ul style="list-style-type: none"> Receive H&S report X2 Projects for review 	From L&D <ul style="list-style-type: none"> Minutes taken as read
PE Spend verbal update	Compliance <ul style="list-style-type: none"> GDPR 	Policy approval
Behaviour Update	School Financial Risk Register	GB strategy <ul style="list-style-type: none"> Progress on 6 key strategic priorities GB training
		Membership Matters
Receive T3&4 monitoring reports	Receive T3&4 monitoring reports	Receive T3&4 Monitoring reports
Draft dates for next year	Draft dates for next year	Draft dates for next year
Policies <ul style="list-style-type: none"> Assessment for Learning (3yr) Attendance (2yr) Community Cohesion (2yr) Curriculum policy (3yr) Online Safety (ann) Homework policy (3yr) Single equality (3yr) Teaching & Learning (3yr) Volunteers in School (3yr) Data protection (2yr) Relationships and Sex Ed (3yr) SEND (ann) 	Policies <ul style="list-style-type: none"> Lettings policy (3yr) c/f Security Protocol c/f Governors Allowances (ann) Finance Policy (ann) 	Policies <ul style="list-style-type: none"> Confirm single Central Record up to date SEND - ratify Finance Policy - ratify