



Full Governing Body Committee

Meeting Title:	Full Governing Body		
Meeting No:	2020/2021/02 Virtual Meeting		
Date:	Monday 02 November 2020		
Time:	1900 - 2037		
Venue:	Virtual Meeting		
Attendees:	Clare Boyden Liz Doswell Akif Khan Vicky Kollnberger Karen Mackin Nicci Morris Dan Pearman Gordon Rimmer Russell Woodman	Health & Safety Governor Chair of Governors Safeguarding & PP & LAC Sports Funding Head Teacher Deputy Head	Co-Opted Governor Staff Governor Co-Opted Governor Parent Governor Co-Opted Governor Co-Opted Governor Co-Opted Governor Parent Governor
Apologies:	Sotos Mandalos, Jonathan Salmon and Lindsey Thompson		
Clerk to Meeting	Pat Arthur		
Invited			

	The Hillside Governing Body agreed to hold a Full Governing Body meeting via Zoom. Governors understood that they would be in an environment that was conducive to confidentiality and private communications.
1	Welcome and Apologies The Chair welcomed all to the meeting apologies were received from Sotos Mandalos, Jonathan Salmon and Lindsey Thompson
2	Declaration and Conflicts of Interest There were no conflicts of interest other than those on the Register of Business Interests.
3	Governance <p>a) Nomination for the election of Vice Chair</p> <p>The Clerk said she had one nomination for the role of Vice Chair – Vicky Kollnberger, the clerk asked governors if they would like to discuss the nomination. KM said she seconded the nomination and other governors supported the nomination. VK confirmed she accepted the position.</p> <p>b) Confirmation of Governor Resignation</p> <p>The Chair confirmed Anne Moses had resigned as a governor and had thanked her for her contribution. The Chair reminded governors of the process when resigning, they should notify the clerk rather than the chair. The chair said that he hoped no other governors would resign.</p> <p>c) Update for and agree process for Parent Governor Election and appointment of Returning Officer</p> <p>The Clerk explained to governors the process for Parent Governor Elections and the need for the FGB to approve the Returning officer. The Head said she would like the Clerk to be the Returning officer for</p>

	<p>both Parent and Staff governor elections. The Head agreed the school's admin assistant would work with the Clerk.</p> <p>Governors agreed to the clerk being the Returning Officer.</p> <p>d) Pay Committee and HT Performance Management Committee</p> <p>The Chair advised the committee of the need to agree the committee members for Pay and HT performance Management. The Chair asked the Clerk to explain the rationale behind the committees.</p> <p>The Clerk explained the Pay Committee is required to agree the teachers' pay, the HT performance pay increases, any increases in new staff pay scales and ensure there is sufficient budget each year for these increases.</p> <p>FGB would agree the delegated powers at the start of the summer term each year for each of the committees.</p> <p>The Pay committee would meet twice a year and the HT PM committee once a year.</p> <p>The Pay committee would consist of 3 governors one of whom would sit on the HT PM committee.</p> <p>HT PM Committee would be 2 governors and the Head said this year it would also have Anne Stockwell from the LA. In future years Governors could choose to have someone else rather than the LA.</p> <p>The chair made a recommendation for each committee and asked governors to approve.</p> <table border="0" data-bbox="220 994 1168 1167"> <tr> <td data-bbox="220 994 408 1025">Pay Committee</td> <td data-bbox="831 994 1168 1025">HT Performance Committee</td> </tr> <tr> <td data-bbox="220 1028 408 1059">Gordon Rimmer</td> <td data-bbox="831 1028 1043 1059">Vicky Kollnberger</td> </tr> <tr> <td data-bbox="220 1061 432 1093">Vicky Kollnberger</td> <td data-bbox="831 1061 1027 1093">Sotos Mandalos</td> </tr> <tr> <td data-bbox="220 1095 384 1126">Karen Mackin</td> <td data-bbox="831 1095 1023 1126">Anne Stockwell</td> </tr> <tr> <td data-bbox="220 1128 408 1160">+ Head Teacher</td> <td></td> </tr> </table> <p>FGB agreed the above committees.</p> <p>The clerk said she would send the Terms of Reference to member of the committee for review prior to the next meeting, which would be convened to agree the HT Pay.</p> <p style="text-align: right;">Action: Clerk to send T of R to the Pay committee for review</p> <p>The Head asked if the SBM could sit on the Pay Committee. The Clerk explained the Head could ask the SBM to attend with her or in her place, however, they are not members of the committee, but to provide information to the committee</p>	Pay Committee	HT Performance Committee	Gordon Rimmer	Vicky Kollnberger	Vicky Kollnberger	Sotos Mandalos	Karen Mackin	Anne Stockwell	+ Head Teacher	
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4	<p>Approval of Minutes 14 September 2020</p> <p>Governors were asked to approve the minutes of the Virtual meeting held on Monday 6 July 2020. .</p> <p>Governors approved the minutes with no corrections, and these will be signed at the next physical meeting. The minutes have been updated to show the date approved, by the Clerk</p>										
5	<p>Matters Arising</p> <p>Page 2 – School to provide Governors with year group addresses. Action Complete</p> <p>Page 5 – School to write Policy on when a COVID test is required and to add to the Risk Assessment – Action Complete</p> <p>Page 6 – School to write Policy on Blended Learning -Action complete – see item 6 for comments</p> <p>Page 7 – School to send CB link for Level 2 Safeguarding training - Action DP</p> <p>CB asked the school to confirm if governors would be undertaking online level one training this year?</p>										

	<p>DP said governors would be sent a link to undertake online safety training and the head confirmed they would need to undertake level one safeguarding training. The clerk advised governors they would need to read the specific section in Part 2 of the KCSIE document and she would send the details out.</p> <p style="text-align: right;">Action: Clerk to send out Part 2 of KCSIE document</p> <p>KM asked if she should do the Level 2 training as well as CB. The Head agreed she should.</p> <p>Page 8 – DP to send list of school staff to governors – Action complete.</p>									
6	<p>Policies for Review</p> <p>VK said she had been working with DP to update the list of policies for review. There are currently 4 policies which should be sent to governors/sub committees for review and approval.</p> <p>Intimate Care, Attendance (COVID addendum) Child Protection and COVID.</p> <p>The Chair asked if these policies needed to be approved. VK confirmed they would be sent to individual governors to approve before the end of the week.</p> <p>The Chair said they should have a clear timeline on when they needed to be approved by.</p> <p>The Clerk advised governors, that policies should either be agreed at FGB or at Subcommittee level, if delegated by FGB. No individual governor should approve a policy. The minutes of the sub committees should show the recommendation for approval at the next committee meeting.</p> <p>Delegation should be agreed at the first meeting of the Autumn term, for example if the school is adopting standard Wokingham polices and just adding the school name, then these can be a blanket approval by the FGB once a year.</p> <p>CB said it would be helpful to know what has been changed within the policy. DP said it is at the top of the second page.</p> <p>GR asked if the changes could be made using track changes. The clerk said that policies for governor approval should be clean copies without track changes.</p> <p>DP and VK to meet to discuss a new process and update the Policy document. VK to forward to clerk when complete.</p> <p style="text-align: right;">Action: DP and VK to meet to agree new process for approval of policies and forward updated list to the clerk.</p> <p>DP said the SRE policy had been written and should it be sent to governors for approval. The head said it should be agreed by SLT first.</p>									
7	<p>Reports</p> <p>a) Headteachers Report</p> <p>Governors submitted questions in advance of the meeting, these are in the table below.</p> <p>Question relating to HT report</p> <table border="1" data-bbox="220 1742 1487 2063"> <thead> <tr> <th data-bbox="220 1742 293 1778"></th> <th data-bbox="293 1742 868 1778">Question</th> <th data-bbox="868 1742 1487 1778">Answer</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1778 293 1957">AK & KM</td> <td data-bbox="293 1778 868 1957">2 incidents of Bullying noted. This is unusual for HS can you elaborate?</td> <td data-bbox="868 1778 1487 1957">The two incidents relate to two children . Additional support has been put in place. A LM has been moved from year 4 to support one of the children on a 1-1 basis. These incidents were not related to Lockdown</td> </tr> <tr> <td data-bbox="220 1957 293 2063">AK</td> <td data-bbox="293 1957 868 2063">In the Heads summary section, you mention 'catch up funding spending planned' At a high level , what are the plans?</td> <td data-bbox="868 1957 1487 2063">We are using the funds to appoint 2 more Learning mentors to assist with phonics catch up. We will use our already trained staff to do this</td> </tr> </tbody> </table>		Question	Answer	AK & KM	2 incidents of Bullying noted. This is unusual for HS can you elaborate?	The two incidents relate to two children . Additional support has been put in place. A LM has been moved from year 4 to support one of the children on a 1-1 basis. These incidents were not related to Lockdown	AK	In the Heads summary section, you mention 'catch up funding spending planned' At a high level , what are the plans?	We are using the funds to appoint 2 more Learning mentors to assist with phonics catch up. We will use our already trained staff to do this
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AK & KM	2 incidents of Bullying noted. This is unusual for HS can you elaborate?	The two incidents relate to two children . Additional support has been put in place. A LM has been moved from year 4 to support one of the children on a 1-1 basis. These incidents were not related to Lockdown								
AK	In the Heads summary section, you mention 'catch up funding spending planned' At a high level , what are the plans?	We are using the funds to appoint 2 more Learning mentors to assist with phonics catch up. We will use our already trained staff to do this								

		and use the new staff to replace ones taken out of the classroom. We are also purchasing for every child CPG revision textbook for maths and Grammar as a catch-up aid, support for parents teaching at home and to support learning at home in case of isolation or further school closures.
KM	<p>Catch-up Funding. Has this now been received, please?</p> <p>Suggestion that it be used to support pupil gaps leaders are considering use of Catch-up funding (approx. £33,000) to employ RWI 1:1 tutor in Year 3/ 4 and employ a part-time additional teacher to support learning in Year 5 – has this now been decided?</p>	<p>3 equal payments into the budget over the academic year.</p> <p>Retention in phonics once returning in September was identified as a gap across the school and knowing that the ability to read fluently unlocks other learning, we decided to fund more phonics 1-1 tutoring but need people to deliver this. An experienced LM was moved to do catch up work therefore we needed to replace that LM from year 4</p>
AK	<p>In the assessment section, for the 2021 targets, the Expected targets for KS2 writing is low 65%. Can you give some context to this?</p>	<p>This cohort achieved 62% in writing at the end of KS1 and therefore we needed to work hard on writing to show value added and to ensure more children get to ARE at the end of KS2. Unfortunately, Lockdown meant the current Year 6 have not had the full year 5 curriculum which for writing it is not as easy to catch up because a lot of it is about writing maturity and stamina for writing. Writing for stamina is something the teachers are finding hard to help the children catch up with.</p>
LD	<p><u>Item 7a COVID contingency plan</u></p> <p>Have parents been told how to report if their child is self-isolating rather than just unwell when recording an absence? And if so, what is the process for communicating to teachers that a child in their class is self-isolating? I received a mid-morning email which was too late to contact the parent and arrange which live lessons should be attended.</p> <p>When teachers are delivering lessons from home, what are the considerations for their family circumstances? For example, interruptions by their own children; lack of private space to deliver a lesson. Are there safeguarding issues with delivering lessons from a bedroom?? Are there confidentiality issues if they need to share a working space with another family member?</p>	<p>Any child not coming into school parents are asked to contact the office asap. Unfortunately, some parents do not do this until after 9 am which the office then call and chase up. With regards to work for a child not attending on the first day they use the emergency work pack which will be uploaded to TEAMS by the teacher at their earliest convenience. The School would not expect children to remote in to live lessons on their first day as this will impact on teachers stress and workload. If a child is poorly, they are not expected to complete work.</p> <p>If teachers do have to teach from home each circumstance is different, and we will support all teachers with live or pre-recorded lessons. If teachers have concerns, they have been encouraged to come and speak to Deputy Head or the Head. The School will always support the well-being of teachers and understand that it is going to be difficult for teachers who have young children at home. During the first lockdown the parents were quite understanding of this. If the only space is a bedroom staff have been shown how to use a blurred background which has been recommended no matter what part of the house,</p>

		they are in. For live lessons it has been recommended that the other teacher or Learning mentor should also attend the Live Teams lesson.
	<u>Item 7a Hillside Visit Report</u> We have spoken about the fact that it may take 2 years for children's standards to be back on track. Will this be communicated with parents before Parents' Evenings? Are we planning to share current data at Parents' Evenings?	This year teachers will not share current data but talk about attendance, attitudes to learning, how they have settled into their new year group, what is going well, strengths, home learning/access to TEAMS, any gaps in knowledge RW and M and answer any questions parents may have. Not all children will take 2 years to catch up as some will make accelerated progress
KM	Breakfast Club and Afterschool club- can these continue during the new lockdown? What is the impact on budget? Are we making them available for key worker children, and vulnerable?	Depends on how many parents pull out and decide they no longer need this provision The school is considering this for Key Workers children
KM	'DP said he was trialling how this would work in Teams within a maths class on Wednesday with Mrs Yarrow' – what were the results of this trial please?	All going well but understandably teacher's confidence will develop over time.
KM & VK	Meeting re Traffic Concerns outside of school – any feedback please?	A meeting took place with Councillor Pauline Jorgensen and a member of the Traffic and Highways department. Initially the Officer was not hopeful of any changes being made. However, Councillor Jorgensen was suggesting that a crossing could be put in place, Considering to making an area outside of Triptree being made into a pull in, cannot put in sleepers due to the road being used by buses. Additional work is being considered for the underpass, with it being decorated, possibly using children's artwork and the bushes being cut back. A further meeting will be held in 4 weeks. 20 November after further research has been carried out. Councillor Jorgensen is aware of the Hillmanton parking problems.
KM	Jigsaw scheme – what is this please?	Personal, Social, Health and Economic curriculum. It is widely used in Primary schools.
KM	RWInc spelling scheme – is this in addition to what we already have? Has it been assessed/trialled please?	Yes, it is the spelling that has been developed by Ruth Miskin like the phonics. The school had been seeking advice from schools who already use it and speaking to the RWinc representative about the impact etc.
KM	High level of need in Nursery and Reception – this is concerning. What are needs identified? What is felt to be necessary? Any progress on additional funding?	This relates to children's behaviour and would indicate a special educational need and without additional funding it is putting pressure on the school's already stretched resources.

KM	Behaviour Hub School – what is this please?	The DfE are looking for schools to be behaviour hubs which I wanted us to see if we met the criteria for. Unfortunately, the Government have been short sighted and only accepted applications from outstanding schools.
<p>DP said that Writing targets for Y6 is 68%. This is a 3% increase from KS1 results. Maths and Reading have better Value-Added progress as these subjects’ objectives are an accumulation on each year and focus on topics. Writing is a different approach and the quality of writing being produced by children in lockdown was not the same quality that the teachers would have been accepting if the children were in class. This was partly down to parent knowledge and their own workload whilst working from home and supporting their children too.</p> <p>LD said the stamina for writing is a struggle for many children as they have not written like in school for months.</p> <p>SATS baseline was carried out over a 2-week period, 85% ARE for grammar, 65% ARE for Reading and 38% ARE in Maths. Maths Boosters are planned to start after Parents Evening in the Autumn Term to support Y6s.</p> <p>b) Health and Safety Report</p> <p>CB said has not had any reports of H & S issues. CB is meeting with SBM this week to (a) undertake the finance audit and (b) to talk about H & S.</p> <p>c) Resources Update</p> <p>GR said the main discussion at the meeting was in relation to the teachers pay award and the changes to moving back to the 6-point scale. In 2017 schools in Wokingham decided to apply the minima and maximum scales, which has had an impact on the budgets. The changes made in 2017 have now been reset by Central Government. There are no changes to the teacher’s terms and conditions and there is no impact on Mid-point pay scales.</p> <p>There are no Performance related pay increases. All the above are based on statutory requirements. Letters are being sent out to staff.</p> <p>d) Pupil Learning Updates</p> <p>The Chair gave an update. No PP visits had taken place, as there was no data to discuss, the school had set targets as per HT report.</p> <p>The Chair said that he had stepped down from the meeting due to his new role. With the loss of LT, the committee may struggle to become quorate. He would remain on the committee until such time as new governors were appointed.</p>		
8	<p>School Improvement Plan</p> <p>a) Racial Equity</p> <p>The Head said that she had added Racial Equity to the SIP.</p> <p>Both she and the Chair had independently attended training run by Wokingham Governor Services on Racial Equity and the next steps for schools.</p> <p>The Head said she had been looking at if there was enough in the curriculum to represent equity within the school. Examples are books, currently all books are based on white children, they should represent children of other colours and backgrounds. Within Science and Geography, the books represent different cultures.</p>	

The Chair said the slides sent with the agenda are a representation of what schools should be looking at and the roles models children can aspire too.

All school have a diverse population.

94% of the governing bodies are white therefore governing bodies should be looking when appointing governors to encourage others from diverse groups to join the board.

When sending out the advert for the parent governor we not only need to ensure the correct skill set but ensure we are not excluding diverse groups from applying.

Governors thanked the Head and Chair for sharing the slides. Governors agreed they and the school need to think about how things are phased and to encourage diversity within the school and Governing Body.

KM said it gave her an opportunity to pause and reflect.

The Head said she agreed with KM and said it had given her the opportunity to reflect. Are there people of colour in books and how do they see themselves?

When appointing staff, schools might get applications from diverse groups but in some cases the skill are not there.

LD said she had been thinking about what schools can do. Now, there is only Black History Month.

LD suggested that RISK resources for schools may be able to assist with resources they loan out.

There is more diversity in the support staff, perhaps consideration be given to them leading for example and assembly. Or to lead on the Value for the month. It would also raise their profile in school.

It is a difficult subject to solve, it should not be a tokenistic approach, but a co-ordinated approach representing all teaching and staff.

GR said Black History Month creates and awareness about it, however, employing people with the talent and skills will have an impact.

It should not be about one off's i.e. Black History Month, it should be embedded into the curriculum.

DP said they would be discussing a risk assessment on the Inset Day.

b) Deep Dives

The Head said as part of the SLA virtual deep dives are being carried out.

Hawkedon have looked at the History Curriculum. This is being carried out by 2 Heads and Deputy Head and discussion with Teachers. They have looked at the children's work which has allowed for triangulation.

One has been booked in for Hillside in the Spring term lead by Whiteknights.

The Chair asked if children were being included in the Deep Dives.

The head said they need to seek parents' permissions and it would have to be undertaken via Zoom.

The Clerk asked to Head to send her the update ed SIP for dissemination to governors.

Action: HT to send clerk the SIP for dissemination to Governors

10	<p>Training</p> <p>VK said she and the Chair had undertaken the Ofsted virtual training which was interesting.</p> <p>VK said all training is now virtual it is tolerable and easier online.</p> <p>VK to send out training schedule again and asked for governor not to leave until last minute to book. Action: VK to send out Training Schedule to Governors</p> <p>CB to attend H & S training online.</p>
11	<p>Chairs Update</p> <p>a) Racial Equity – covered in SIP</p> <p>b) Ofsted Update</p> <p>The chair said Ofsted inspections are currently suspended. They are visiting schools and only speaking with the heads, there is no feedback on the findings. They are based on how schools are coping with COVID and what schools have in place and the impact on children’s education.</p> <p>There are 150 schools in the South East the inspection is one day only. There is no involvement with governors and not judgements</p> <p>Attendance is being challenged, and what is the recovery curriculum in place.</p> <p>It is believed the visits are carried out via Teams and are nothing to worry about.</p> <p>c) COVID Update</p> <p>The chair said this update was on 21 September. WBC schools have not had any closures, although infections were in the community. WBC do have effective controls in place.</p> <p>There are 200 schools and early learning centres in Wokingham. Only 22 schools and 37 children in the boroughs have had problems. Wokingham is lower than the national average and where other LA’s are.</p> <p>KM said it might be old news as currently the 14-18 age group in schools is where the infection is happening.</p> <p>The Chair asked what the morale of the teachers was at present with the school staying open during the second lockdown.</p> <p>The Head said she can only speak as it has been, she cancelled SLT and training and advised staff to go home and be with family and friends before the lockdown takes place.</p> <p>There are no changes in moral, some teachers are nervous about the o line learning. In general staff are taking it calmly and not considering what ifs. Staff are happy for the school to stay open and have children in school.</p> <p>LD said she was happy to be in school but asked if there were concerns with support staff.</p> <p>GR said he appreciates what teachers are doing and with the wearing of PPE when appropriate. The best place for children’s mental wellbeing is in schools.</p> <p>Does the school have all the resources, training and skill sets it needs in place for lessons online?</p> <p>DP said 80% is in place, every class has a web cam and microphone. There is a small number of pre-recorded lessons already to be uploaded to teams. Teachers will focus on class teaching.</p>

	<p>Cannot trial yet, as there have not been any cases of COVID.</p> <p>GR said there may be instances where parents do not know how to use it. Will there be any training for parents?</p> <p>DP said it will be launched on the website “How to use Teams” and view lessons, with a link to Facebook.</p> <p>A governor said the UK Media is talking about school unions saying schools should be closed in second lock down, is there any comment in school on this?</p> <p>The Head said there are 2 union reps in school, and they have not approached her.</p> <p>The Head said she is asking parents and the community to wear mask on site. Parents are getting to close to each other. SLT will be on duty outside.</p> <p>The Leadership team are concerned about clubs closing. Therefore, the school is introducing the daily mile into the curriculum, in addition to PE lessons. Children will walk or run around the school. The school is taking this opportunity to introduce more exercise into the day.</p> <p>GR said exercise and fresh air is beneficial and good for mental health. The Chair agreed.</p> <p>The Chair said in section 5 – Blended Learning Policy. Is the school providing devices are is the school in a position to do that?</p> <p>DP said previously the guidance was to provide devised to children with specific social needs or children who were disadvantaged. DP said the school had loaned out 16 laptops for 2 weeks and they must be quarantined on return.</p> <p>No scheme has been put in place this time. The IT Technician is working through the old stock to see if they can be upgraded to Windows 10 so these could be used.</p> <p>DP said the policy needs to be amended to include a section if parents decide to go on holiday in lockdown and then must quarantine on return no work will be set for the child/ren.</p> <p>There will be a virtual register session for children who are at home or during a lockdown situation. This will be staggered to accommodate families with more than one child in the school.</p> <p>VK asked if the policy needed to be approved. The Clerk confirmed FGB needs to approve the policy.</p>
	<p>Meeting closed at 2037</p>
	<p>Date of Next Meeting: Monday 18 January 2021 at 1900 hours – Virtual meeting</p>

Signed

Chair of Governors

Dated