



Full Governing Body Committee

Meeting Title:	Full Governing Body		
Meeting No:	2020/2021/03 Virtual Meeting		
Date:	Monday 18 January 2021		
Time:	1900 - 2023		
Venue:	Virtual Meeting		
Attendees:	Clare Boyden Liz Doswell Akif Khan Vicky Kollnberger Sotos Mandalos Nicci Morris Dan Pearman Gordon Rimmer Jon Salmon Russell Woodman	Co-Opted Governor Staff Governor Co-Opted Governor Parent Governor LA Governor Co-Opted Governor Co-Opted Governor Co-Opted Governor Parent Governor	Health & Safety Governor Wellbeing - staff and pupils Chair of Governors Development Governor Head Teacher Deputy Head Blended Learning Governor
Apologies:	Karen Mackin		
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 Karen Mackin
2	Declaration and Conflicts of Interest There were no conflicts of interest other than those on the Register of Business Interests.
3	<p>Governance</p> <p>a) Re-election of Dan Pearman The Chair explained that DP's term of office was due to expire on 5 February 2021, DP had said he would like to stay on as a Co-opted Governor. The Chair asked the Clerk to confirm the process. The Clerk explained as a co-opted governor it did not require an election as the Governing Body can re-appoint. As it was a virtual meeting DP remained for this section of the meeting. All members of the committee present agreed to the re-appointment of DP for another 4 years. The Clerk confirmed it would be from 5 February 2021.</p> <p style="text-align: center;">Action: Clerk to send letter of re-appointment to DP and notify Governor Services</p> <p>b) Governor Recruitment Challenges The Chair explained following the resignations of AM and LT there were vacancies for a parent and Co-opted Governor. In relation to the parent governor, the Chair said it was not the appropriate time to send out an advert for a parent governor. Parents may not be receptive to having an additional commitment whilst in a COVID Pandemic and home schooling.</p>

JS suggested that parents were approached in relation to the vacancy.

The Clerk reminded the committee, that a parent election would be required as it is the parents who appoint the governor, not the Governing Body.

The Chair asked the Clerk to advise where the advert had been placed for the Co-opted Governor.

The Clerk explained the advert had been placed on the Inspiring Governance Website (set up by DfE) and on the Wokingham Governors Page. The Head suggested it went out on the school's Facebook page and the school website.

Action: Clerk to send advert to DP for inclusion on Facebook and Governors page of Website

c) Roles and Responsibilities

The Chair explained because of AM and LT resignation it had created a vacancy for a link governor in Year 6.

The clerk confirmed there were 2 governors in year 3 and year 5, therefore one of these governors could potentially move to year 6. As the Chair has a child in year 6 and KM was not at the meeting, would either GR or RW be prepared to move to year 6.

GR confirmed he would move to year 6.

The Chair confirmed that following the Pupil Learning Committee Meeting and in view of the new guidance from the NGA (item d) the committee agreed it would be beneficial to the school to appoint a governor to be the link Governor for Blended (remote) Learning. It was agreed at P & L that RW would take on this role and a meeting was to be set up between RW and DP to discuss how the role would work.

The Chair confirmed that RW had been appointed as Chair of Pupil Learning and that he would be staying on the committee as Data Governor until new governors were appointed.

d) NGA reference document for Governance during Lockdown

The Chair said the Clerk had forwarded guidance documents from the National Association of Governors with guidance to Governing bodies on how meeting should be conducted and items that should be discussed and monitored. The Chair said he would not go through in detail, but listed a few areas to monitor:

- Risk Management and Safeguarding
- Wellbeing across the school community
- Blended/remote learning
- Maintaining the curriculum and continuity of learning for all pupils
- Support to reduce the impact of lockdown on disadvantaged pupils
- Monitoring of blended learning

Governors should ensure that disadvantage pupils do not through the gaps, the focus should be on attainment. The focus is on looking at everything through the prism of what we do, it should be an inclusive approach.

The Chair said he was not in favour of changing any of the processes currently in the focus should always be these things for Hillside.

Governors agreed with the decision.

The Chair thanked LD for her email offering to take on the roles of Wellbeing Governor for staff and pupils. Governors agreed this was especially important during the lock down but agreed it would become the norm going forward.

4	<p>Approval of Minutes 02 November 2020 Governors were asked to approve the minutes of the Virtual meeting held on 2 November 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 Page 2 – 3d) Clerk to send Terms of Reference to Pay Committee for Review – complete</p> <p>Page 2 – 5) School to send CB link for Level 2 Safeguarding training - Action DP - complete DP confirmed there was no level 2, but level 3 training. <i>CB asked if she was required to undertake level 3, as she had recently completed for her school, as Acting Head.</i></p> <p>The Head confirmed that it was not necessary, however, suggested that CB undertake the Safer Recruitment Training.</p> <p><i>GR asked if governors need to undertake level 1.</i> The Head said yes, within the next 4 weeks.</p> <p>DP said there were 8 modules, and it would take about 90 minutes to complete. It can, however, be undertaken module by module.</p> <p><i>JS asked was there a certificate and should the school be notified the training had been undertaken.</i> The Head confirmed yes, to certificate and the school would get the notification the training had been completed.</p> <p style="text-align: center;">Action: All governors to undertake level 1 Safeguarding Training within 4 weeks</p> <p>Page 2 – 5) Clerk to send out Part 2 of KCSIE document – complete</p> <p>Page 3 – 6 DP and VK to agree new process for approval of policies and forward updated list to clerk. Action on going DP and VK to meet on Friday 22 January 2021.</p> <p style="text-align: center;">Action: DP and VK to meeting on 22 January 2021</p> <p>Page 7 – 8) Head to send SIP to clerk for distribution – complete. The Head said that the current SIP was only an overview and it is unlikely that in the current situation, the SIP was obsolete as there would not be much or any progress on the items listed. It may be more appropriate to create a new SIP to cover COVID and catch-up programmes.</p> <p>Page 8 – 10) VK to send out Training Schedule to governors - complete</p>									
6	<p>Policies for Review VK said the Grievance Policy is due for review by March. Medical Need, Sex and relationships, SEND and Appraisal need review. VK will send out to 2 governors for review. DP has added the changes to the Policies.</p>									
7	<p>Reports a) Head Teachers Report</p> <p style="text-align: center;">Questions from Head Teachers Report</p> <table border="1" data-bbox="220 1704 1485 2065"> <thead> <tr> <th data-bbox="220 1704 826 1742">Question</th> <th data-bbox="826 1704 1417 1742">Response</th> <th data-bbox="1417 1704 1485 1742"></th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1742 826 1995"><i>Are we anticipating any additional catch-up funding? Has the original tranche been used as initially planned</i></td> <td data-bbox="826 1742 1417 1995">No information is available for any catch-up funding. The original funds have been used as planned. e.g., All children have CPG workbooks to use at home and the school have ensured Reception, Year 1 and 2 have caught up on phonics, 94% passed the Year 2 Phonics screening</td> <td data-bbox="1417 1742 1485 1995">KM</td> </tr> <tr> <td data-bbox="220 1995 826 2065"><i>Money used as originally planned – The school is still advertising for a Year 4 Learning Mentor</i></td> <td data-bbox="826 1995 1417 2065">The Original Year 4 Learning Mentor has moved to help lowest 20% of children in Year</td> <td data-bbox="1417 1995 1485 2065">KM</td> </tr> </tbody> </table>	Question	Response		<i>Are we anticipating any additional catch-up funding? Has the original tranche been used as initially planned</i>	No information is available for any catch-up funding. The original funds have been used as planned. e.g., All children have CPG workbooks to use at home and the school have ensured Reception, Year 1 and 2 have caught up on phonics, 94% passed the Year 2 Phonics screening	KM	<i>Money used as originally planned – The school is still advertising for a Year 4 Learning Mentor</i>	The Original Year 4 Learning Mentor has moved to help lowest 20% of children in Year	KM
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		4 Catch up, therefore the school need to place an additional member of staff in the Year group for general support. Year 4 has a high number of children with additional needs.	
	Has a decision been made on RWinc spelling?	The School have chosen to adopt RWinc spelling for years 2 – 4 and had the training booked. Unfortunately, training was cancelled due to lockdown. It has been rebooked for early Spring 2, hopefully it will be implemented when children return. As the school is not familiar with the scheme, they do not have the knowledge and skills of how to implement this scheme remotely.	KM
	What is happening for Free School Meals for disadvantaged pupils?	Vouchers have been purchased and parents have been informed (4 families still to collect)	KM
	What is known of the National Tutoring Programme? How will the school use it?	Not currently using it as despite 75% funded the school still need to fund the remaining amount. The Head was awaiting to hear the quality of the tuition before exploring further. Will ask if other schools using it	KM
	Has it been necessary to adjust the route for reporting any Safeguarding concerns? Is this working Satisfactorily? Are staff aware of any changes?	Systems still working. DSL's phoning families the school is concerned about. Social care seems to be keeping to deadlines. DS is in daily contact with families of concern. Home visits have been made for some families. The School is working its way through calling all families.	KM
	Have risk assessments been undertaken for Staff? (Wellbeing survey a great idea)	COVID risk assessment has been updated (on website). Completed Wokingham COVID Health and Safety checks. Individual Risk Assessments completed on pregnant and Extremely Critically Vulnerable Staff. Feedback from Well-being survey was helpful and will be sent out again just before half-term.	KM
	Is any adjustment considered necessary to the way in which PP funding is allocated, at this time?	It could be for 2021/22. The funds have been allocated for this year.	KM
	SEND and vulnerable children not in school – Is the school managing any contact beyond the scheduled virtual lessons? Are they getting the families getting the support they want/need?	All SEND families have been contacted and our most vulnerable children are mostly in school or are getting regular phone calls/contact from school either by the Head/DP/AD/Inclusion or Debbie Sadiq	VK
	Will any progress be monitored to check for children falling behind during lockdown, or will that be looked at upon return?	SLT are looking at assessment options but hard to implement our usual summative and formative assessments virtually as we do not know if they have been completed independently. The school are working with the SLA on this as this an area the school all feel a bit helpless about in these circumstances.	VK
	Did any of the reported FSM delivery affect us? Is the provision adequate?	Enred voucher ordered and most families have collected so far. The Head feels the vouchers make it easier and more accessible for the families. The limited foods that can go	VK

into a food parcel may not be used by the families.

General Discussion took place regarding the Monitoring of children falling behind.

LD said the Maths lessons are interactive, it would be difficult to assess and better to wait until children are back in school.

SLT are meeting on Friday to look at options for assessment.

DP said assessments need to be purposeful. In the Autumn term, progress was starting to be made.

JS said expectations from DfE is based on assessments. The Head said they school is waiting guidance. It is not the outcomes of the school but about finding the gaps for children – Want to ensure children do not miss out.

The Chair said perhaps giving some guidance to parents on what is expected of them. For example, if his children make a spelling mistake, he advises them to correct it. The Head said this was a good idea and would be considered.

The Head said there are 104 key worker children in school. The Head has asked for governor's support, as she is having requests for more children to be in school. One parent who is a key worker is insisting their child is given a place. The Guidance says if one parent is a Key Worker and the other parent is home then they need to look at other options.

The more children in school the less social distancing and the faster the transmission.

The Chair maybe a joint communication would help. The school is working hard to keep the numbers down.

SM asked how many children the school has daily. The Head said in the region of 80/90 on some days which is more than in the first lock down.

Not all Nursery children have been bought back into school due to staffing and social distancing being difficult. The Government has stated all nursery children must be in school.

This is a controversial decision, and it may result in the school having to give some funding back if they do not all come back.

SM if all children have gone back in other schools it could raise questions as why Hillside have not.

b) Health and Safety Update

CB said she had not been in school or notified by the Head and SBM of any problems. Governors are aware of the caretakes problems with his property. Confirmation has been given that Wokingham are going to carry out the repairs. A timetable is still to be issued. The Head to contact Wokingham for this.

Action: Head to chase Wokingham for timetable of works to Caretakers property

CB said if the school needed her to come and look at anything, then she is happy to do that with the appropriate PPE in place.

The Head said foxes are becoming a problem and coming onto school playing fields during the day, the have a home under Yellow Brick building. So far, there is no problem. Wokingham and the RSPCA are not interested.

c) Resources update

	<p>GR said that SM is the vice chair of committee. GR had thanked VK for her support. She stepped down due to taking on the role of VS to governing body.</p> <p>From the monitoring reports there is likely to be a £19K carry forward, it is not anticipated that this will be spent in this FY. SBM had done a good job on the budgets. There is a reduction on Income generation due to the pandemic. It is not likely to improve until after March or in Summer term.</p> <p>The committee have looked at the financial sign offs. These have been approved.</p> <p>The committee have agreed to allow BACS transfers.</p> <p>Capital plans are on hold for the year1/2 shelter and the toilet refurbishment, they will be looked at when schools return.</p> <p>Sports Funding and PP funding had been discussed.</p> <p>Lets Localise helps school by offering time or good. The School have been asked to investigate.</p> <p>The school budget is in reasonable shape and is still a challenge.</p> <p>d) Pupil Learning Update</p> <p>RW said as the Chair said apart from being appointed the chair, he was taking on the role of Blended Learning governor. JS had been appointed as Vice Chair.</p> <p>AK remains on the committee as Data Governor.</p> <p>Assessment difficulties had been discussed in detail at the meeting.</p>
8	<p>School Improvement Plan</p> <p>Following the discussion – HT report section. It was agreed that after SLT meeting on Friday the Head would create a new SIP focusing on the outcomes after lockdown. The Head and Chair to meeting to discuss.</p> <p style="text-align: right;">Action: Head to create new SIP – outcomes form Lockdown Action: Head and Chair to meet to discuss</p> <p>The Head said that following the first lockdown, the lessons learnt were that the children had coped well. Having concentrated on phonics/reading. 60% of the children in year 2 were likely to pass. 94% of the cohort passed in English.</p> <p>RWinc will be used for year 1 when they return.</p> <p>DP said in the first lockdown home learning was mainly revision of the lessons previously taught. This time it is actual teaching. There will be a re-cap when return to school. The Head said the online lesson teaching was excellent from what she had witnessed.</p> <p>RWinc is used in all year groups.</p> <p>Interventions are partially being carried out on a 1 to 1 on-line. This is being set up to offer more interventions across the school. Hoping this will help to close the gaps.</p>
9	<p>Wellbeing</p> <p>LD said the School has a good focus on Wellbeing, SBM has an open survey for staff to express their thought and they are feeling. It has been emphasised this can also be used if staff just need to off load.</p> <p>Staff have arranged virtual Bingo as a way of getting together.</p> <p>The school is looking at ways to focus on pupil wellbeing and how this can be communicated via parents/families.</p>

	<p>One member of staff had to work from home in November and by midweek the novelty had worn off. The school is thinking about how to gauge pupil wellbeing – look ahead and anticipate.</p> <p>DP said in early November Staff wellbeing was started for staff. Pupil wellbeing is more difficult. Sarah Ezard has carried out some work on this, it was suggested staff should work with her.</p> <p>Fridays has been designated as a ‘Fun day’ where pupils can play together, more year groups are taking part.</p> <p>The Chair suggested that perhaps moving to midweek would be better.</p>
10	Safeguarding incidents not covered in HT report - None
11	Training Updates - None
	<p>Chairs Update</p> <p>The Chair advised that a demonstration meeting had taken place with Governors Virtual Officer (Chair, VK, GR, Head, DP and Clerk) .</p> <p>GVO is a bespoke and specific platform for Governor Compliance. It is not only used by school governors, but some charities.</p> <p>The system will manage compliance, training, policies, skills audits, recording of register of Interests. and via the calendar produce meeting packs. The tasks function can be used to monitor actions from meetings and reminders for monitoring visits. These are assigned to specific governors.</p> <p>Governors will be able to comment on documents ahead of meeting, start discussions on specific topics. Policies can be approved prior to meeting, once approved, the Clerk will add them to the school website.</p> <p>There is an annual cost of approx. £550. It is recognised there could be implications on the budget, however, investing in the system will be wayed up against the benefits.</p> <p>The main driver of the system would be the clerk, who uses this in another school.</p> <p>The Chair said in the time he has been a governor no investment had been made on systems for governance.</p> <p>RW asked what the benefits were of GVO against using TEAMS. TEAMS can be used for document storage and other platforms at a cost can be added.</p> <p>The Chair said GVO allows for document storage, compliance, allows collaboration and auditable trails especially for Ofsted. It is a governance process and is not a replacement for TEAMS or Zoom.</p> <p>GR said apart from document management there is more functionality, with lots of other additions, for example training and skills audits.</p> <p>The Chair said he would be discussing with the school and keep governors updated.</p>
	Meeting closed @ 2023
	Date of Next Meeting: Monday 22 March at 1900 hours – Virtual meeting

Signed

Chair of Governors

Dated

