

Register of Attendance

Name	Position
Rachel Jones ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Rev Alison Walton ('AW') Vice-Chair	Vicar-in-charge, All-Saints <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Chris Dickson ('CD')	Elected Parent Governor <i>Expiration of Term in Office: 30-09-2023</i>
Stephanie Ajayi ('Chair')	Local Authority Governor <i>Chair of the Full Governing Body</i> <i>Expiration of Term in Office: 06-07-2022</i>
Simon Shimmens ('SS')	All Saints Parish Council: <i>Expiration of Term in Office: 26-01-2024</i>
Donna Williams ('DS')	All Souls Parish Council <i>Expiration of Term in Office: 09-04-2024</i>
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
Rev Peter Vannozzi ('PV')	Appointee of the LDBS <i>Expiration of Term in Office: 24-02-2024</i>
Heidi Swidenbank ('HS')	Elected Parent Governor <i>Expiration of Term in Office: 29-11-2022</i>
Clair Couch ('CC')	Staff Governor <i>Expiration of Term in Office: 21-11-2022</i>
Vacancy	Appointee of the LDBS <i>Expiration of Term in Office:</i>
Jane Francis ('JF')	Deanery Synod <i>Expiration of Term in Office: 5-09-2023</i>
ADVISERS	
Tara Rodrigues ('Clerk')	Clerk to the Full Governing Body
APOLOGIES	
Matthew Koster-Marcon ('MKC')	Deanery Synod <i>Expiration of Term in Office: 14/10/2023</i>
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</i>

Part 1

Item	Item title		
009	Welcome and introductions		
009.1	The meeting, being quorate , was started by the Chair of the FGB at 19.05pm . The Chair welcomed the new governor appointed by St Johns PCC and AW on her return from leave of absence.		
010	Opening prayer	Chair	
010.1	The Chair invited PV to open the meeting in prayer.		
011	Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences	Chair / Clerk	
011.1	The Clerk informed the FGB that apologies had been received from MK in advance and LPW had requested leave until December.		
011.1.2	The apologies were accepted and authorised .		
011.1.3	The FGB requested the Clerk to update the register of attendance.		
<i>011.1.3 a</i>	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
012	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All	
012.1	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests.		

013	Approval of the minutes from the previous FGB meeting on 8th July 2020 at 7pm.	All	
013.1 013.2 013.3 013.4	<p>The minutes from the previous FGB meeting had been circulated prior to the meeting. The minutes were held to be a true and accurate record of the meeting.</p> <p>The minutes were signed and dated by the Chair.</p> <p>There were no further amendments.</p> <p>The signed minutes were passed to the HT for filing.</p>		
013.4a	<i>File the signed minutes from the previous FGB meeting.</i>	<i>HT</i>	<i>ASAP</i>
014	Review of the Actions List and any other matters arising from the minutes of the previous FGB Meeting.	Chair	
014.1 014.2 014.3 014.4	<p>Governors reviewed the Actions list from the previous FGB meeting and any matters arising from those minutes not already on the agenda.</p> <p><u>Outstanding actions to be completed</u></p> <p><i>HT to share the 2020/21 budget as a google/excel spreadsheet</i></p> <p><i>SS to send monitoring visit report to the Clerk</i></p> <p>The FGB confirmed that all other actions arising from the previous meeting had been completed.</p> <p>Arbor logins for the governors are in progress and the AHT is liaising with CD.</p>		
015	Approval of the committee meetings	All	
015.1	Governors reviewed and approved the minutes of the committee meetings on:		

015.2	1) Pay & Personnel committee on 23rd September 2020. The Committee Chair updated governors on the election and appointment of AW as the Committee Chair and PV as the Vice Chair.		
015.3	2) Finance and Building committee minutes on 29th September 2020. Governors agreed to review the accessibility plan at the December FGB meeting as it is still being updated.		
015.4	3) Curriculum committee on 22nd September 2020 clarification sought from Clergy on the RSE policy - still outstanding. The assessment and marking policy were agreed. The change of terminology around peer marking - will be changed.		
015.3a	<i>Clerk to add the Accessibility plan to the Dec meeting agenda to be reviewed by the board</i>	<i>Clerk</i>	<i>25th Nov</i>
016	Election of the Chair to the FGB	All	
016.1	SA accepted the nomination as Chair to the FGB. The governors unanimously voted in favour of this appointment.		
017	Election of the Vice Chair to the FGB	All	
017.1	AW and PV were nominated as Co-Vice Chairs. The board agreed this would be beneficial and voted unanimously in favour.		
018	Governance	All	
018.1	<u>Annual Planner</u> The HT asked the board to consider integrating the policy cycle with the annual planner. The Chair agreed to collaborate with the Chairs of the committees, to identify the relevant policies to be reviewed with advice from the clerk. Governors also agreed to move the Pay Policy review date from the Spring term to Autumn to be approved before the Teacher Appraisal cycle to be completed at the end of October.		
018.2	<u>Code of Conduct</u>		

	<p>The Chair asked Governors to comment or feedback on any amendments to the Code of Conduct (which was reviewed at the FGB Strategy morning on September 25th). A governor asked whether the parent governor role should be defined more explicitly to ensure that governors only act within their capacity as a governor during meetings and do not raise concerns as a parent. Governors agreed that it is important to clarify the grey areas, particularly pertaining to the parent governor role. Another governor agreed it certainly needed to be clarified and highlighted two grey areas;</p> <ul style="list-style-type: none"> a) when speaking to staff - clarify they are speaking as a parent not a governor b) how to raise observations they are made aware of as parents, but often make valuable discussions for the governing body <p>Another governor raised two amendments in the Code of Conduct. A spelling error on Page 3, bullet number 4 ‘policies’ and inconsistent font size was highlighted.</p> <p>The board asked the Clerk to amend the formatting and spelling error.</p>
018.3	<p><u>Register of Business Interests</u></p> <p>Governors were reminded to declare their interests on the form sent by the Clerk on 25/09/20.</p>
018.4	<p><u>Scheme Of Delegation</u></p> <p>The Scheme of Delegation was reviewed and the Chair proposed that the board lower the financial limits agreed in 2019. The HT currently approves expenditures up to £5k and the Finance Committee approves up to £15K. The board voted and agreed unanimously to lower the financial limits to the following:</p> <ul style="list-style-type: none"> a) HT - up to £5K b) Committee Between £5-10K c) FGB - Anything above £10K
018.5	<p><u>FGB Terms of Reference</u></p> <p>The FGB Terms of Reference were updated and approved by the board.</p>
018.6	<p><u>Governor Vacancies and Succession Planning</u></p> <p>The Chair informed governors that St John’s PCC governor appointment was confirmed last week (although formal appointment was made in July). The LDBS prospective candidate has a meeting scheduled with the Chair and PV next week. The board looked at</p>

the succession planning for three governors' (HS, CC, SA) terms of office due to expire in 2022 and agreed to review next year.

The Chair **updated** governors on the process for challenge to the HT outside of governing body meetings. It was **agreed** that any queries relating to documents to be reviewed at Committee/FGB meetings should be emailed to the Committee Chair's and copied to the FGB Chair. Any queries needing a response from the HT/SLT, will either be addressed within the meeting or where appropriate, emailed via the appropriate Chair.

Link governor roles

018.7

The board **agreed** to create a new link Data role - which would fall under the Quality of Education monitoring.

Governors **agreed** the Pupil Premium link role would be assigned to HS but where the monitoring overlaps with Quality of Education, the link governors will clarify with one another to avoid doubling up.

Link Role	Governor
Safeguarding	HS, LPW
Worship, SIAMS, RE	AW DW
Early Years	CC
Quality of Education/Data	CD (En, Ma Sc) MKM (Foundation)
SEND / Inclusion	CC JF
Wellbeing (Chn & Staff) and Workload (staff)	<u>MKM</u> and AW
LDBS Extended Relationships	PV
Physical Environment/Health & Safety	SS
Pupil Premium	HS

Committee Structure & Membership

018.8

Governors **reviewed** and **agreed** on the following Committee Memberships. The new governor will be added to a committee, once she has completed the governor induction.

018.9

Committee	Membership
Finance and Buildings	DW, (Chair), PV (Vice Chair), SS, RJ, HS, SA
Curriculum	LPW (Chair), CD (Acting Chair), SA, CC, RJ, JF
Pay and Personnel	AW (Chair), PV (Vice Chair) SA, MKM, RJ

018.10

Panel membership

Governors agreed the panel membership would remain as follows:

Panels	Membership
Staff Dismissal	PV SS
Dismissal Appeals	AW, SA
Performance Management Appeals	SA CD
Pupil Discipline	PV JF
Leadership Appraisal (HT Perf Mgt)	SA
Admissions Appeals	Liaison with local LDBS schools
Complaints Panel (needs training)	HS AW
Complaints Appeals	DW SA

018.11

FGB monitoring visit schedule

The HT **proposed** that the FGB monitoring schedule should be integrated within the school Quality Cycle so that governors can arrange monitoring visits relevant to their link role.

018.12

FGB Training Schedule

Governors **identified** training was a key priority from the governing body self-evaluation at the end of the Summer Term. The Chair **reminded** governors to ensure at least one course is booked before the end of the academic year. AW completed training and will send the date to the Clerk to update the Training Register.

018.13

HT Performance Management

	<p>Governors agreed the panel would comprise of PV, AW, SA + external adviser</p>
018.14	<p><u>KCSiE 2020 Part 1</u></p> <p>The Chair asked Governors to <u>sign</u> the form to confirm they have read and understood Part 1 of KCSiE 2020.</p>
018.15	<p><u>Assign Arbor logins</u></p> <p>The AHT is liaising with the data link governor and the logins should be available by the next FGB meeting in December.</p>
018.16	<p><u>Equality objectives update</u></p> <p>A governor asked whether there has been any unconscious bias training to support the black lives matter movement. Another governor asked whether the staff receive training on how to deal with homophobic, misogynistic and racist language. The HT confirmed the staff have been trained on homophobic, misogynistic and racist language. Through the PSHE program the school uses diverse images to model positive inclusion. The Curriculum ensures that key figures of diverse backgrounds are taught including a celebration of black figures is embedded within the curriculum. The school is reviewing their equalities statement and it was highlighted that the school is required to publish the Equalities Objectives on the school website.</p> <p>The Chair asked the HT to update the board on the schools contribution for black history month. The HT detailed that the school launched black history month in the worship assembly which was embraced by the student body. The school demographic is ethnically diverse, with half of the pupils speaking another language. The HT explained that the school will be running workshops in each class bubble to educate children on the prominent black figures within society. The school will ensure black history is embedded within the curriculum all year round. The staff governor agreed that the school is looking at expanding the range of key figures typically taught, to broaden the pupils' awareness.</p> <p>The school will rephrase the elements of the equalities update and publish the Equalities Objectives on the school website.</p>

018.11a	To merge the policy review cycle and FGB annual planner	Chair, Committee Chairs, Clerk	Asap
018.12a	AW to send date of training completed to Clerk to update the Training Register	Clerk	Asap
018.11a	To integrate the FGB monitoring schedule with the schools' Quality Cycle	Chair,HT	Asap
018.2a	Clerk to amend spelling error and formatting on the Code of Conduct	Clerk	Asap
018.14a	Governors to sign the form to confirm they have read and understood Part 1 KCSiE 2020	ALL	Asap
018.16a	The school will rephrase the elements of the equalities update and publish the Equalities Objectives on the school website.	HT, Chair	
019	Headteacher's Report	HT	
019.1	<p>The HT submitted a written report in advance of the meeting and governors raised the following challenges in response;</p> <p><u>School tours and open days</u></p> <p>The Chair asked whether the HT could delegate the parent tours, to reduce workload. The HT agreed it would reduce workload but explained that parents do like to meet with the HT as it helps with their decision making and there is lack of staff availability to delegate to at the moment. A governor asked whether it is safe to conduct onsite parent tours. The HT confirmed the parents do not enter the school building and are socially distanced.</p>		

019.2	<p>The HT updated governors that due to COVID, there has been a considerable amount of work to virtualise the school open days (usually 8 per year) and hired a professional for high quality filming.</p>
	<p><u>Catering Contract</u></p>
	<p>Governors agreed on a working party (JF, PV, SS, CC) to assist with the catering contract proposal. The school needs to appoint a new contract by Easter (May at the latest).</p>
	<p><u>Pupil Outcomes</u></p>
019.3	<p>A governor asked what the school will do for pupils who were in Year 1, who did not have the phonics screener and are now in Year 2. The HT explained that the DFE have issued guidance that schools must still do phonics screeners and confirmed that all pupils passed the test except for two. A governor asked whether these pupils have additional needs. The HT confirmed that one has an EHCP and the other has additional needs being assessed.</p>
019.4	<p><u>Catch Up Premium Grant</u></p>
	<p>The HT gave a brief overview of the Catch Up Programme detailed in her report. All children were assessed within the first week of term. The school Catch Up Programme is focused more on Year 2 progress and the HT explained that those with SEND already have provision in place. The funding is being used to target areas the pupils are not secure in and being delivered by the Blue School staff (rather than external tutors) who are familiar with the pupils needs and abilities.</p>
019.5	<p>The AHT (PH) is leading the Catch Up Programme, consisting of 48 sessions for the Autumn term. Each round is for 3 weeks (12 sessions), enabling targeted interventions, carefully matched to the needs of pupils as they emerge over the course of the year. A governor asked how the school is monitoring the pupils' progress. The HT confirmed it is being tracked on Arbor.</p>
	<p><u>COVID risk assessments</u></p>
	<p>The HT confirmed these have been updated. The LA amended the model just before the Autumn Term started and this has been reviewed in detail by the Covid governor working party.</p>
	<p><u>Well-being Programme</u></p>
	<p>The staff governor reported that Karen Kirkpatrick delivered excellent training and gave staff simple tools to use to identify issues that the children may present. Another scheme</p>

019.6	has been enrolled into - The Employee Assistance Programme. A governor asked how the staff morale is. The HT explained that the teaching staff miss the staff room and shared assemblies, but are maintaining a strong sense of unity under usual and difficult circumstances. Karen Kirkpatrick, highlighted the importance of the staff well-being having a knock on impact on the pupils and offered staff additional support during lockdown.	
019.7		
020	Finance	HT
020.1	<p>Finance (HT)</p> <p>1. <u>Budget Update 2020/21</u></p> <p>The HT confirmed the budget is on track. The Catch Up Premium is an unforeseen additional income, as the school had already planned to use their allocated income to catch up students. The HT explained that there is an overspend on SMSA salaries, as the school has had to change the staff rota to manage the new lunch timings. The administrative supplies are also higher than expected. The HT explained that this is due to a cost coding issue, but the overspend on cleaning is COVID related.</p>	
020.2	<p>2. <u>Deficit Recovery Update</u></p> <p>The HT confirmed that the school is on track to end the year with a £20K deficit and aim to clear the final deficit next year.</p>	
021	Premises/Health & Safety	HT
021.1	<u>Update on COVID risk assessments and managing positive cases</u>	

	<p>A governor asked how the school would manage a positive case. The school has been advised that in the event of a positive case of COVID, the bubble closes and the school sends home the bubble and teaches via classroom.</p> <p>The HT informed governors of a suspected case at St Mary's Primary School (who often share childminders and attend after school clubs with Blue School students) so the school is prepared to act quickly if a positive case arises at the Blue school.</p>	
022	Policy Review	All
022.1	<p>The FGB reviewed and unanimously agreed to adopt the following policies:</p> <p>a) The <u>Admissions Policy 2022/23</u></p> <p>The school has updated the policy for 2022/23 to update the two year worship attendance criteria. A governor asked whether families can appeal who would otherwise have been regular attendees and perhaps don't go back to church or go online. The HT agreed the issue is between family and clergy, as the school can't get involved with the clergy's decision. The Chair confirmed that the period where the school had closed for lockdown will not be counted therefore will still be counted as 2 years' attendance for admissions in 2021. Governors voted and unanimously agreed to approve the Admissions Policy.</p> <p>The board agreed to postpone the item to review the admissions ranking criteria for next year. Governors agreed on a panel (AW, DW, PV, SA) to research how the school roll/demographic would be affected if All LAC (including non C of E) were ranked first priority.</p>	
022.2	b) <u>Whistleblowing Policy</u>	
022.3	c) <u>Governors Expenses Policy</u> - a governor asked whether payments could be made via BACS. The School will confirm this at the next committee meeting.	
022.4	d) <u>Charges and Remissions Policy</u>	
022.5	e) <u>Prevention of Bribery Policy</u>	
022.6	f) <u>Payment Card Policy</u>	
022.6	g) <u>Rewards and Behaviour Policy</u>	
022.7	h) <u>Teachers Pay Policy</u> - A governor asked whether any teachers have moved to the Upper pay range. The HT confirmed that there are a few teachers applying to progress to the Upper Teaching Scale.	
	i) Assessment and Marking Policy	

023	Monitoring visit reports and training	All	
023.1	Governors reviewed the following school visit reports: a) H&S visit report from PV on 03/09/2020		
023.2	Governors asked the Clerk to update the Training Register with the following courses completed: b) The Chair completed the Effective board governor training 2 day course in July 2020 c) PV completed the LDBS - Induction for New Governors Course on 28th September d) JF completed the Governors for Schools - Governor Induction Course on 24th September e) JF completed the Key - SEND Training Course on 24th September		
023.2a	<i>Clerk to update the Governor Training Record with recently completed courses</i>	<i>Clerk</i>	<i>ASAP</i>
024	Agenda Items for Next FGB Meeting	All	
024.1	The following items for the next agenda (in addition to the standing items) were noted: 1. Accessibility plan moved to the Dec meeting agenda to be reviewed by the board The FGB requested the Clerk to ensure the items were included into the agenda for the next meeting.		
024.1a	<i>Clerk to include the above listed items into the agenda for next FGB meeting.</i>	<i>Clerk</i>	<i>25/11/20</i>
025	Date of the next meeting	For information	

	The next Full Governing Board of The Blue School will meet Virtually via Google Meet at 7pm on Wednesday 2nd December 2020.
	The meeting moved to Part 2

This part of the meeting ended at 21:15

Approval of the minutes by the Chair of the FGB

I, Chair of the Full Governing Body of the Blue School, approve these minutes as an accurate representation of the Full Governing Body meeting, which took place on **Wednesday 7th October** at 7pm by Virtual Attendance using Google Meet.

Signed: _____

Date: _____

Stephanie Ajayi

Chair of the Full Governing Body

The Blue School