

	<p>read receipt had been returned. CK, DB and SB to read the document and send the signed read receipt to the clerk.</p> <p>- Following an offline conversation regarding the planned staff wellbeing questionnaire, this action had been changed to: TA to draw up an action plan about how to connect with staff and review staff wellbeing on a regular basis (beyond emails to staff) – action plan to be reviewed with SW & GF when ready.</p> <p>Matters arising: There had been an offline discussion about membership of committees. SB had agreed to develop some guidelines regarding the structure and recruitment into committees.</p>	<p>CK, DB, SB</p> <p>TA</p> <p>SB</p>
<p>6.</p>	<p>Notification of AOB Role of Link Governors (GF); Training days (SW) <i>Assigned to Resources:</i> Car parking (RC); Grant update (SC)</p>	
<p>7.</p>	<p>Governor Matters</p> <p>a. New governor appointments Kieron Lillis was appointed by the Diocese as a Foundation Governor on 23/11/20 for a 4-year term. KL would join M,V&E committee with immediate effect. The clerk informed Governors that one nomination had been received for the Parent Governor elections and therefore Rachel Copeland had been re-elected by the parents for a second 4-year term from 07/01/21. Theresa Adams had been re-appointed by the Diocese for a third 4-year term from 22/02/21.</p> <p>b. Due diligence – Diocesan MAT proposal RC expressed her thanks to SW and Anita Druce for all their efforts in completing the comprehensive form that the Diocese had asked the school to complete. She explained to governors that the due diligence form needed to demonstrate to the Diocese why the school felt it was stable and future-proof without becoming part of an academy trust. There remained a final governance section to complete and the form would then be ready for FGB approval and submission to the Diocese ahead of the deadline in July. RC to distribute to the FGB via email before half term for feedback in advance of the next FGB.</p> <p>c. Governor Skills Audit This had been completed by all, was analysed by GF, SB and NW and the final audit had been circulated to all governors. The audit showed the Board to be well balanced and there were no areas identified for urgent attention. General feedback was: - The overall scoring was high and well balanced across the board - It also showed that the lowest scorings (average below or equal to 3) were skills that the Diocese were suggesting as desirable (not essential) The findings from the audit would be used to feed into the Strategic Review, succession planning and future governor recruitment.</p> <p>d. SWOT – Strategic Review JBH explained that aim was to look at the strategic objectives of the governing body and plan for what the body wants to achieve.</p> <p>JBH outlined the process and the required involvement of governors to feed into the initial stages of the review. By 13/02/21 – JBH would circulate a SWOT template along with the previous (2012) Situation Analysis, with a summary of what it means to be strategic. The clerk is working to obtain a copy of the introduction to the last LA governor conference attended by SC in Dec 2020. If this is made available, governors would be asked to watch the video by 20/02/21. 07/03/21 – All governors to complete SWOT template. JBH offered to conduct 1-2-1 or small group video calls should anyone want to talk through the process.</p>	<p>RC</p> <p>JBH</p> <p>NW</p> <p>ALL</p>

	<p>21/03/21 – JBH would collate governor feedback and prepare a first draft updated Situation Analysis with key action points. The aim would be to take this to an in-person meeting (after Easter) with all governors to agree the key priorities and to develop clear short, medium and long-term plans. SW asked whether her input was desired at this stage. JBH said that her and HL’s input was vital.</p> <p>e. Safeguarding audit Following an external safeguarding audit by Sarah Turner, RC was pleased to report that the list of required actions had been greatly reduced from previous years; highlighting the great improvements that SW and the team had made with safeguarding.</p> <p>RC reported that analysis of a governor questionnaire as part of the safeguarding audit identified some gaps in safeguarding knowledge amongst governors and RC ran through the feedback from governors and some of the gaps in governor understanding.</p> <p>RC emphasised that everyone had a collective responsibility for safeguarding and called upon governors to ask questions if they do not feel that they are getting the information they need to understand what the school is doing with regards to safeguarding.</p> <p>There was a recommendation for governors to undertake further training, which had been an action point at the last FGB and this had now been booked. In addition to this school-organised training, RC also urged governors to undertake ‘Safeguarding training for all Governors’ available from the LA, along with the Prevent training previously circulated.</p> <p>The discussion was concluded with the comment that the SIA had also been very complementary about the school’s safeguarding processes.</p>	<p>ALL</p>
<p>8.</p>	<p>Headteacher’s report A detailed report had been circulated prior to the meeting and the HT invited questions. The dates in the headings had been amended from the version circulated and now read 2020/2021.</p> <p>A governor requested some additional data to be included in the HT report around sickness/absence/safeguarding, to enable comparison of the reported figures with previous years and the national average. SW agreed to add a commentary to put the data in some context.</p> <p>Questions from governors were as follows: There was a query regarding the attendance figures for January. SW explained that the school was still reporting to DfE and the LA daily. The percentages given in the HT report were the percentage of children who attended out of those who were expected in school whilst the school is closed to most pupils.</p> <p>A governor queried the timings of the staff lateral flow tests and SW informed governors that the timings were being staggered through the week.</p> <p>There was a discussion surrounding the departure of a pupil to a local primary school. SW explained that the pupil had been very happy at St Joseph’s, however they were returning to a school that they had previously attended (now that a space was available) prior to a move out of area.</p> <p>There was a discussion around staff sick days. SW explained that Covid-19 self-isolation absence includes times when bubbles were at home. So whilst the teacher’s weren’t working in school and counted as absent, they were still</p>	<p>SW</p>

working at home. There were also a high number of non-Covid-related sick days and SW assured governors that she had a plan in place to mitigate.

A governor asked what an internal exclusion was and how this differed from an external exclusion. SW explained that the child was excluded from the class but remained in school. This was a more formalised process where the parents were informed. This was done last year (including a meeting with the parent) and the behaviour of that child had massively improved.

A governor congratulated the school team for the great feedback from the SIA.

a. Safeguarding

Further to questions, SW explained to governors the role of Key Workers, who are external professionals who are called upon as part of early intervention measures. She also explained what an Early Support Assessment (ESA) meant and why she felt it important to relay this information to governors.

SW explained that she wanted governors to know that the school is engaging with outside agencies to support families at the earliest opportunity.

b. Pupil Premium / disadvantaged pupils

Following a query from governors, SW explained that free-school meal vouchers were being sent out through a system called Wonde and clarified that the school was not responsible for Feb half term provision, which was being managed by the LA/government.

c. Review School Development Plan

GF praised the Head for the excellent progress made in writing and RE but explained to governors the mitigating circumstances for progress against the SDP whilst the school was closed to most pupils, children's books were not available for teacher's assessments and key metrics were unavailable. No further questions were raised.

9. Resources Committee

a. To review minutes and actions where necessary

JBH invited questions following the circulation of the minutes, none were raised.

b. Pay Panel summary

The Pay Panel met before Christmas and dealt with those staff members who were recommended for pay awards. All those recommended were approved.

c. Sign off Income & Expenditure Return

The Income & Expenditure Return had been signed off by the Chair.

d. Land and parking

A governor queried what remaining options were available to the school to obtain planning permission for a car park.

JBH explained that it is not clear why the Diocese feel that planning permission is unlikely and suggested the situation would be revisited with the new Diocesan representative in due course. There was a possibility of formally leasing the land (or perhaps obtaining an option to lease should planning permission be granted) and apply for planning permission. A governor suggested that this should be added to SWOT.

GF referred this issue back to Resources committee.

e. Grant update

SC outlined to governors the possibility of a £4.5k grant from Wiltshire Wildlife Trust (WWT), where they would bring in a wild landscape team to transform the portion of the land currently in scrub to make it more wildlife friendly. WWT had offered to draw up the plans at no cost and this project could involve the Forest School. It was suggested that Diocesan permission would be required.

GF referred this back to Resources committee.

10.	<p>Learning & Standards</p> <p>a. Review minutes and actions where necessary It had been agreed that L&S would be Chaired by RC. The meeting largely focused on remote learning, teaching and engagement. RC invited questions following the circulation of the minutes.</p> <p>b. Data and performance tables Due to current Covid-19 circumstances, there was no data to analyse.</p> <p>A governor congratulated the school on the quality of the work being set for home learning and thanked the teaching staff for all of their efforts.</p>	
11.	<p>Mission, Vision & Ethos NO would be temporarily standing in for SB as Chair for this FGB and subsequent M,V&E/Admissions meeting.</p> <p>a. Timing of Admissions Panel This was discussed and NO agreed to finalise this offline asap.</p> <p>b. Relationships & Sex Education (RSE) policy NO gave an overview of the revised policy, the consultation undertaken and the Ten Ten programme that the school would be using for RSE. An extraordinary M,V&E meeting had taken place on 16/12 to review staff and parent feedback following the consultation periods. NO outlined three changes that were proposed to the policy, which had been circulated in advance of the meeting: 1) and 2) were minor formatting changes on the first and last pages. 3) The wording regarding consultations on page 3 would be changed to state that the consultation <i>had</i> taken place. Governors agreed to vote on adopting the policy with the above amendments and governors voted to adopt the policy unanimously. NO expressed huge thanks to HL and Ellie Green for their work.</p> <p>c. Other policies – Coronavirus (COVID-19) Annex Safeguarding and Child Protection Policy and Procedures (Version 3) The policy was circulated in advance of the meeting. NO explained that this model policy from the LA is an additional policy for the Covid-19 period. Governors voted to adopt the policy unanimously.</p>	
12.	<p>AOB</p> <p>Link governors GF informed governors SW, GF and NW were working on a document to outline the specific requirements of Link Governors. Governors should expect to see the document coming for their review within the next two weeks. This will clarify the roles and outline exactly what is expected of link governors.</p> <p>Training days SW informed governors that three training days had been completed but that two were outstanding for this year. In view of the current situation, one planned late February for report writing would move to the end of the year, as reports would be going out at the end of the year. Following advice from Cathy Milton (SIA), the last training day would be used to allow staff to 'regroup' before schools reopened. This would be important for wellbeing and staff morale. All governors agreed with the plan.</p> <p style="text-align: right;"><i>The meeting closed at 8pm.</i></p>	SW/GF/ NW
11.	<p>Date of next meetings:</p> <p>a. M,V&E (inc Admissions) – 25th February TBC b. Learning & Standards – 11th March c. Resources – TBC d. FGB – 25th March e. <u>Safeguarding training – Thursday 1st April at 6.30pm</u></p>	