



## **Tittensor CE(VC) School**

**Minutes of the Virtual Meeting of the Full Governing Board held using Zoom on Wednesday 15<sup>th</sup> July 2020 at 4.00pm**

**\*\*\*Covid 19 Restrictions in place preventing meetings\*\*\***

**Participants:** Mr S Johnston (Vice chair), Miss G Craig (Headteacher), Mrs F Bishop, Mrs J Cresswell, Mrs O Williams, Mrs C Chatterton, Mrs J Hendry, Miss S Peddie, Mrs J Avann

Mr B Jones, Clerk to the Governors took the minutes.

Mrs Bishop opened the meeting with a prayer.

**1. Apologies and attendance**

There were no apologies.

**2. Governing board matters**

**a) Membership**

There are currently 10 governors leaving two vacancies.

**b) Confidentiality**

Governors were reminded that all discussions should remain confidential until publication of the minutes.

**c) Declaration of business interests**

No declarations were made.

**d) Code of conduct**

Governors were reminded of the code of conduct for governors.

**3. Minutes of the previous meeting and matters arising.**

The minutes of 28<sup>th</sup> May 2020 and 17<sup>th</sup> October 2019 were accepted as correct records of the meetings and no matters were arising not already covered by this agenda.

**4. Review of committee structure**

**Governors discussed the vacancy for a chair.** Janine Cresswell was proposed and seconded and elected unanimously. She will take up the position following this meeting and was thanked for accepting the post by other governors.

**Governors wished to put on record their thanks to Alan Lowe for his outstanding work as outgoing chair. They appreciated the time and effort given to the school by him and his wife. Staff recognised the exceptional support he gave them.**

**Action Point** - Miss Craig will inform parents of the vacancy for a parent governor in September.

Miss Craig was asked to update the website with terms of office for co-opted governors and minutes of FGB meetings. She explained that the website is currently being restructured.

## **5. Reports**

a) Chair's and vice chair's actions

None were reported

b) Committees

Minutes of the Finance committee had been circulated.

c) Nominated/Link governors

No meetings had taken place because of COVID-19 restrictions.

## **6. Headteacher's report (previously circulated)**

Miss Craig emphasised the following points in her report:

Ofsted – Writing is still an area of focus across the school

The target for attendance in 20/21 is 96%

Governors' attention was drawn to the SENCO report

Sports premium – The school has recently been informed that this will continue in 20/21. **Governors asked about the range of activities that this would support.**

Miss Craig explained that the school will be using a range of modern sports to develop an active lifestyle for all pupils and parents will be encouraged to support their children in trying out new activities.

Classroom improvements were outlined

Policy review will take place in September

Attainment and progress data – Restrictions prevented formal assessments this term, but staff are committed to raising attainment across the school. **Governors asked if pupils will be assessed at the start of the Autumn term and were told that all staff carry out baseline assessments and gaps will then be filled including the gap in PSHE provision.**

Action plans for each year group were outlined

The vision and ethos statements will be reviewed and updated in September 2020.

**Governors expressed their thanks to Miss Craig for such a thorough report and appreciated the way the head and staff are keeping the school moving forward.**

## **7. Safeguarding update**

None were presented. The clerk added in the minutes that a new version of Keeping Children Safe in Education is in place for September 2020.

**8. Strategic leadership – see HT report**

**9. Accountability – see HT report**

**Governors were concerned about parents being cautious over returning their children to school in September.** Miss Craig explained that parents have been informed of the procedures in place to make school safe and secure for pupils and staff.

**10. People**

Governors were reminded of the webinars hosted by Entrust in September for chairs and vice chairs to complement the Governor Information Pack.

**11. Structures – covered in Governing board matters**

**12. Compliance – no issues reported**

**13. Other information**

The school is acting on the advice of the last Ofsted inspection.

**14. AOB**

**Governors asked about the how well pupils had settled in to returning to school** and were told that all procedures are working very well, children are settled and glad to see their friends and their teachers. They have quickly got used to the staggered starts and ends of the day and lunchtimes. They respect the one-way system and the class bubbles.

**Governors asked how the before and after school activities would work in September** and were told that these will also use the class bubbles.

**Governors asked that any letters to parents are also circulated to governors and asked that parents be informed of the change of chair of governors.**

**Governors thanked Miss Craig and all the staff for the hard work this year** and Miss Craig thanked the governors for their support in a time when decisions were often difficult to make.

**15. Confidentiality – no items identified as needing a confidential minute**

**16. Dates and times of meetings for 2020/21**

The following dates had been previously circulated:

**Autumn**

Finance: 14/10/20- 2pm

Curriculum and Standards: 04/11/20 – 4pm

FGB: 09/12/20 – 4pm

**Spring**

Finance: 21/04/21- 2pm

Curriculum and Standards: 17/03/21 – 4pm

FGB: 24/03/21 – 4pm

**Summer**

Finance: 16/06/21- 2pm  
Curriculum and Standards: 01/07/21– 4pm  
FGB: 14/07/21 – 4pm

**Governors asked Miss Craig to reconsider the start time for the finance meetings, suggesting that 4.00pm might be more convenient.**

The meeting closed at 4.50pm

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**Chair**

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**Date**