



**Minutes of Full Governing Body Meeting  
held on Wednesday 23 March 2022 at 3.30pm**

Present: Angela Wrighton, Roger Billings, Rachel Middleton (virtually), Vivien Harrington, Harvey Barrington, Lloyd Johnson, Marie Greer. Also present: Shelley Taylor (Deputy Head), and Gill Leah (Clerk).

***Governors' questions and comments are in bold and italics.***

**1. Welcome**

Governors were welcomed by the Chair.

**2. Consideration of apologies for absence**

Received and accepted from Natasha Allen, Peter Godfrey, Paul Hinson. Paddy Bennett said he would try to connect. Natasha Allen has resigned as Staff Governor. Harvey Johnson agreed to become the Staff Governor; staff would be informed of the change. Another Governor would be sought to be a Co-opted Governor. ***Are any skills needed following the Skills Audit?*** Only legal expertise. Governors were asked to suggest possible candidates, e.g. from a local business.

**ACTION: Governors**

The Clerk would provide the Chair with Governor attendance figures.

**ACTION: Clerk**

**3. Declaration of business / conflict of interest**

None.

**4. Confirmation of the minutes of the meeting of 1 December 2021**

The minutes had been signed as agreed by 8 Governors; they were agreed to be an accurate record and were signed by the Chair.

**5. Matters arising from minutes of 1 December 2021**

Governors reported that safeguarding training had been done or was booked.

The Key – It had been decided to continue with our current package and reconsider next year. Peter Godfrey could provide documents from The Key if requested.

All other matters arising had been completed or were an agenda item.

**6. Headteacher's Report**

The Report was on Governor Hub and had been signed by 7 Governors.

Questions were invited.

***Have you any CME (children missing education) from this school?*** None due to Covid. All children have returned but attendance has been affected. Heads of Houses have been tasked with tackling poor attendance. There is a need to demonstrate that full attendance is now expected.

***Governors noted the attendance figure was currently 89%.*** It is due to a minority of children, but 56% of children are below 90%.

**7. Covid report from SAT**

Special Schools are still being hit – currently Sideshow has about 8 children and staff absent due to Covid. This year to date there have been 127 cases compared to 5 last year.

**Is testing continuing?** Until Easter in Special Schools. The school has also been part of the pilot LAMP scheme which will stop at the end of March. It is now not necessary to do track and trace if there has been a close contact, which has improved the workload. Next term there will be more face to face contact. It may be necessary to change the Year 10 curriculum, as the whole of their Key Stage 3 education has been disrupted. Risk assessments will not be necessary from 31 March. School is beginning to feel more normal, although there are different messages from different government sources.

**Are masks being worn?** Staff are asked to be respectful of others; it is a matter of choice. Some children are wearing them on the buses.

**Has the extra Covid money been spent this year?** This has been included in the Pupil Premium funding.

## **8. Website compliance**

A Governor felt the website was disappointing in some respects, e.g. Residential and there were no curriculum maps. In places it is quite confusing to navigate. **Rachel Middleton thought that generally the website was compliant but it was hard to find a definitive list.** The DfE published a list of statutory documents.

**Could a member of staff be responsible for gathering the information?** Key Stage leaders should provide the relevant information to Debbie at ICTC.

## **9. Ratify policies agreed at Committees:**

- Safeguarding
- Low Level Concerns
- Health & Safety (with nut amendments)
- Child Missing Education

All these Policies had been agreed in Committee. **They were ratified by the Governing Body.**

- Allergy Awareness – for agreement and ratification. Peter Godfrey had queried whether plant sap and certain oils should be included. With the proviso that Wendy Forster would consider adding additional information, it was agreed and ratified.

## **10. Questions and comments invited from Governors on the recent meetings of the Committees**

All minutes were on Governor Hub.

## **11. Feedback from any additional Governor Training**

The following training courses had been undertaken:

Harvey Barrington: Introduction for Governors.

Marie: Workload and Wellbeing – she had provided resources from the course, which were on Governor Hub. Some questions were discussed:

**As Governors, do you know about the workload and staff morale?** Not many staff were leaving. We had always prided ourselves on being a happy school but this may not be true at the moment.

**Are there things that teachers do not have to do that they are being asked to do?** Wellbeing was looked at just before Covid. Staff took part in a survey in November 2021. The results will be available next week but it was felt that it may not have been the right time as the take-up was not high. The Wellbeing Committee will look at the data to consider what can be done to support staff. The school site itself can cause people to feel isolated. Many people have struggled with anxiety due to Covid. Online learning was a new and extra job. It is important to spread out the demands of the SLT and ensure that they are only asking for information that is of value.

**Is the survey designed to quantify wellbeing?** It is difficult to measure and hard to compare with other schools although it would be possible to compare one year with another if it was re-done.

**Do staff feel valued by Governors? Governors would consider providing something nice for staff at the end of the Summer term.** The Wellbeing Committee is considering this. Demands on teachers is high everywhere; many teachers are leaving the profession.

**Do we ask for too much data and too often or in a different format from what is usually done?** Updates are generally asked for at the relevant Committee meeting. Since it is the responsibility of the designated member of staff it would seem to be a reasonable request. Having Link Governors is useful, as is having members of staff in occasionally to present to Governors.

Date for SEF training: 18 May at 2pm for VH, LJ, MG, AW – to be confirmed.

CPOMS training: 4 May for RB, AW, VH + anyone from PDBW Committee interested. **ACTION: Governors**

Vivian would do finance, e.g. Fraud Awareness, Benchmarking.

Governors were urged to do other courses.

**ACTION: Governors**

## **12. Governor Pages newsletter, MI sheets, SEND Norfolk Bulletin, Governance Service Product – raising awareness**

The Chair urged Governors to sign up for the monthly newsletter if they had not already done so.

Subscribing to MI sheets [[https://csapps.norfolk.gov.uk/csshared/ecourier2/misheet.asp](https://csapps.norfolk.gov.uk/cssshared/ecourier2/misheet.asp)] was also a good way of keeping informed.

**ACTION: Governor**

## **13. Consideration of dates for a bespoke session to address Equality and Diversity** **Comments / questions for call with David Amiss (Governance)**

The Chair asked for any suggestions, comments or questions before she speaks to David Amiss. The following were made: A lot of training is not relevant to special schools. There is no specific training for special schools.

## **14. INSET day plans and events for Summer term**

Dates for Summer term events have not yet been agreed. As there are now many more pupils in school, the format of the fete is being considered. The needs of the children have also changed, being now more complex. It was expected that dates would be set by the middle of next week.

## **15. Any other business**

World Book Day – **Two Governors had read to two groups of children.** The children had been very well behaved and had engaged with the books. The event had been well organised. The Chair would put a picture in the newsletter.

Clicker 8 – **What is it?** It is a very useful IT programme which supports children with literacy.

Wellbeing Team – **Is there a vehicle for anonymous concerns?** Yes. There are 8 staff involved currently. It is open and transparent. There will be a box in the Staff Room.

The meeting closed at 4.47pm.

## LIST OF ACTIONS

<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
2. Suggestions for a co-opted Governor were invited.	Governors	ASAP
2. Attendance figures for Governors to be provided to the Chair.	Clerk	ASAP
11. Dates for SEF training and CPOMS training to be confirmed.	Governors	
11. A variety of online training is available to improve skills e.g. finance training	Governors	
12. Governor newsletter and MI sheets to be signed up for.	Governors	