

SIDESTRAND HALL SCHOOL



Minutes of Full Governing Body Meeting held on Tuesday 28th September 2021 at 3.45pm

Present: Angela Wrighton, Roger Billings, Rachel Middleton (by Teams), Peter Godfrey (by Teams), Paul Hinson, Vivian Harrington, Natasha Allen, Marie Greer, Sarah Young (Head). Also present: Shelley Taylor (Deputy Head), Harvey Barrington (Associate Governor) and Gill Leah (Clerk)

Governors' questions and comments are in bold and italics.

A meet and greet presentation session between staff and Governors was held from 3.15 to 3.45.

1. Welcome

Governors were welcomed by the Chair after her election which was done at the beginning of the meeting by the Clerk. She thanked them for attending the meet and greet session.

2. Consideration of apologies for absence / Resignation - vacancy

Received and accepted from Paddy Bennett (due to fuel crisis), Lloyd Johnson [personal reasons] Fiona Hall had resigned due to personal circumstances.

Since there was now a vacancy and Harvey Barrington, who had joined as an Associate Governor, was willing to stand as Governor, there was a discussion about whether there was a clash of interest due to his being a member of staff.

[Harvey Barrington left the room during the discussion.]

Harvey Barrington was invited to be a full Governor with the proviso that there would be a limit on what roles he would be invited to undertake.

3. Agree minutes of meeting of 7 July 2021

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

4. Matters arising from minutes of 7 July 2021

The Headteacher's Performance Management was now arranged for 6 October since it had been delayed by a number of factors: her operation, Covid, secondment to the LA. It was scheduled before the teaching staff's performance management deadline of the end of October.

5. Election of Officers:

Angela Wrighton was nominated, seconded and elected as Chair.

Roger Billings was no longer willing to stand as Vice Chair as he was now living in Lowestoft.

Viv Harrington was nominated, seconded and elected as Vice Chair.

6. Committees:

All documents had been available to Governors on Governor Hub.

i. Review of Delegation Planner

This had been signed as agreed by 9 Governors on Governor Hub.

ii. Review of Committee Structure and Membership

This had been signed as agreed by 8 Governors on Governor Hub. The following amendments would be made: Roger Billings would serve on the PDBW Committee only. Harvey Barrington would continue to serve on the SI&S Committee.

iii. Confirm Terms of Reference

This was agreed by Governors.

7. Review of monitoring strategy and delegated responsibilities

This had been signed as agreed by 8 Governors on Governor Hub. The Chair asked that Governors contact her if they had any concerns or wished to make any changes.

8. Agree and sign Code of Conduct 21

This had been signed as agreed by 9 Governors on Governor Hub.

9. Completion of Register of Interests- Declaration and KCSIE Part 1 and check personal details are correct

This needed to be done at the beginning of every academic year by all Governors on Governor Hub [members page / your name / view full profile / declarations tab at the top of the page]. There are several outstanding.

ACTION: Governors

Governors should all check that their personal details are correct on Governor Hub.

ACTION: Governors

10. Confirm renewal of the terms of office of any Governors whose terms end in 2020/21

Roger Billings agreed to continue as a Governor, but he said this may need to be reviewed as he had now moved to Lowestoft.

11. Discuss Safeguarding Training update for Governors and re-schedule of Safer Recruitment training session

The Chair said that Governors would need to do safeguarding training. The Head said she would send the Table of Changes to the safeguarding training, e.g. zero tolerance of any sexualised language, peer on peer abuse. Governors were urged to click on links on the Newsletters from LA to Government guidance. The Head would send a link to Training Matters and ask Governors to advise of any queries.

ACTION: Chair / Head / Governors

Rachel Middleton and the Chair had already done it at another setting.

Safer Recruitment training has to be rearranged as the session booked was cancelled due to Lockdown. Some staff and Governors had agreed to update/train. Alternative providers would be investigated as local training via Norfolk Governance is expensive.

The Head would look into whether Governors could have access by subscription to The Key as it was a useful website and could have online training/ information.

ACTION: Head

12. Governors Skills Audit 21

This had been done two years ago. The Chair would send the survey document out for completion by the current Governing Body; she would then enter it on a matrix and present the results at the end of term meeting.

ACTION: Chair

13. Ratification of Policies confirmation

- Attendance Policy Covid 19 addendum 20-21
- CSE Policy 20-21
- Peer on Peer Abuse Policy 20-21
- Safeguarding Policy 20-21
- Residential Access to Risky Areas Policy 20-21

Policies had already been agreed by Governors online at the end of last term as they needed to be put in place before this meeting. ***They were ratified by the Governing Body.***

14. Headteacher's Report

The Head reported on the new proposed entrance to school which, if agreed by the Local Authority, would be in the field to the right of the current school entrance.

How will it be paid for? School would purchase the land, which could be approx.. £26,000, then the LA would have financial responsibility. The LA had agreed to put in some money to make surveys for newts and bats.

Has the proposal been well received? The proposal has been well received by the LA but not by neighbours. She felt that making the investment on the driveway should help the case towards having a new building, since the present one was deteriorating quickly and pupil numbers were rising.

There were 193 children currently on roll with four tribunals pending. 26 students had been vaccinated yesterday. Three children and one member of staff had had Covid. When a member of staff or child needed to do a PCR test, they were asked to stay at home until the result came back. There had been some problems with staffing rotas and taxis.

Are you fully staffed? A teaching assistant had joined About with Friends. A teaching assistant post had been advertised. There had been one applicant who had not turned up for interview. The position of Deputy Residential Manager had still had no applications.

There were new children in Clement Lodge and Residential. The residential project for respite had not progressed. Therefore, the school would continue to put its own pupils into residential.

She urged Governors to look at the grade descriptors in the Ofsted Inspection Book as they had changed. The SIDP would include these headings. The revised SIDP would be available soon; some things are still being worked on from the previous version.

Training on Ofsted updates was recommended for Governors.

There is likely to be a Care inspection this term by Ofsted.

The Chair said that Governors were responsible for a Standard 20 inspection this half-term. Currently only Angie Wrighton and Roger Billings made up the inspection team. Governors were invited to shadow the Chair when she next did it. **Marie Greer and Paul Hinton volunteered. Harvey Barrington would like to do it after Christmas. The Chair would suggest a date.** **ACTION: Chair**

There were some presentations outstanding from pre-Covid meetings: Jeanette Botwright on Bay Curriculum. The Head suggested inviting Simon W and Simon Y on Residential.

15. Minute on confirmation of quote for Trim Trail online

A quote for the Trim Trail had been agreed by 11 Governors on Governor Hub last term after the final FGB meeting.

16. Any other business

Rachel Middleton provided some feedback from parents on the Facebook page. Parents would like reassurance about the safety of their children with regard to Covid. The Head said that there had been two letters on the website and a slight clarification to be made. Rachel would be emailed a copy. She said that there had been a lot of new members even before their child had started. The Facebook group information would be included in the next newsletter from school.

The meeting closed at 4.50pm.

LIST OF ACTIONS

Action	By whom?	By when?
9. Register of Interests to be completed on Governor Hub (if not already done).	Governors	ASAP
9. Governor details to be updated on Governor Hub.	Governors	ASAP
11. Safeguarding training to be done.	Chair / Head / Governors	ASAP
11. Subscription to The Key for Governors to be investigated.	Head	ASAP
12. Governor Skills Audit to be sent out for completion by Governors.	Chair	ASAP
14. A date to be set for the next Standard 20 inspection and Governors invited to shadow.	Chair	ASAP