



**Minutes of a meeting of the full Governing Body  
of William Fletcher Primary School  
on Tuesday 13 October 2020 at 6.30 pm**

***Due to the Coronavirus pandemic, this meeting was held online using Microsoft Teams***

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Vicky Ball (VB) (Vice Chair) (Co-opted)  
Kate Hopcraft (KH) (Parent)  
Anna Isles (AI) (Co-opted)  
Andrew Lister (AL) (Co-opted)  
Deborah Nind (DN) (Headteacher)  
Oliver Petter (OP) (Local Authority)  
Charlotte Rayner (CR) (Co-opted)  
Rosie Staniland (RS) (Staff)  
Kate Thorpe (KT) (Parent)  
Daniel Wickham-Jones (DWJ) (Parent)

**In attendance:**

Clare Saunders (CS) (Clerk)

The meeting was opened by **TA** at 6.37 pm. The meeting was **quorate**.

**1. Welcome**

**TA** welcomed governors to the first meeting of the new school year and commented on the continuing pandemic which meant that online meetings were still necessary.

**2. Apologies for Absence**

All governors were present online – there were no apologies.

**3. Election of Chair and Vice-Chair for the academic year 2020-21**

The **Clerk** reminded governors that an election had been held via email in advance of the meeting because of the need for confidentiality in the voting process. Accordingly, **TA** was elected Chair and **VB** was elected Vice-Chair, both for a term of one year ending on the date of the first meeting in the 2021-22 school year.

**4. Declarations of Pecuniary Interests**

The **Clerk** thanked those governors who had returned their Declarations for this year, saying that there were only two forms outstanding. **Action: any governors** who have not yet sent back their Declarations, to do so before the next meeting so that the Register can be finalised before Christmas and uploaded to the website.

**5. Urgent Additional Items**

**TA** and the **Clerk** confirmed that there were two additional items to be discussed under item 17 on the agenda – the PR9 development and the date of the next meeting.

**6. Minutes and Matters Arising from the meetings held on:**

**(a) 15 May 2020**

**TA** reminded governors that these minutes had not been ready for approval at the last meeting as they had initially been prepared by a supply Clerk, and had then had to be rewritten. The **Clerk** said that the minutes had been sent to all governors before the summer and that some had approved them via GovernorHub.

The Minutes of the meeting held on 15 May 2020 were **approved** by governors, and signed by **TA**.

**(b) 16 June 2020**

**item 3:** The **Clerk** confirmed that no Declaration of Pecuniary Interests 2019-20 had been received from David Hinde, whose term of office as a governor ended in June. The Register had been notated to show this.

**item 5:** **TA** commented that all the dates for FGB and committee meetings had been set at the last meeting although there could be some slight changes as the year progressed.

**item 6:** **TA** referred to the Head's Report, saying that although the previous Year 6s had not had the finish to their primary school days that had been done by the school in the past, nevertheless the feedback received from parents at the end of the summer term had been tremendous, and the efforts made by the staff to provide a memorable last day for the leavers had been appreciated by everyone. She congratulated the staff for their work on this and commented that what had been done for the children had been fantastic. She added that she had heard the children had made a good start at secondary school.

**item 11:** **TA** thanked governors for their stewarding both before the summer and since the start of the new school year. She said that she personally had found it a positive experience on the whole and that it had been good to see the children and their parents, and for governors to be visible in this way. She added that she and **DN** would discuss whether it was necessary to carry on with the rota of stewards after half term.

**TA** confirmed that the Governors' Gold Awards were not presented this summer, partly because there had been too much else going on for teachers to be asked to think about this as well, and also because not all the classes were in school at the end of term and the awards should be presented within every year group.

The Minutes of the meeting held on 16 June 2020 were **approved** by governors, and signed by **TA**.



7. **SEN Report**

**DN** told governors that there was nothing to report at present, and that the formal report would be given at the next meeting. **Action: the Clerk** to ensure that the SEN Report is an agenda item for the next FGB meeting.

8. **Chair's Items**

Governors' Code of Conduct

The Code of Conduct had been circulated shortly before the meeting. The **Clerk** told governors that there were no substantive changes except that there were now some useful explanatory notes at the end. **TA** confirmed that she and **DN** had read the Code a few weeks ago, and that she was happy to recommend its adoption by governors, adding that this is essentially the same Code which has been agreed each year for the past few years. She reminded governors to read the Code, saying that it was useful for focussing governors on their priorities and responsibilities.

Governors **agreed** to adopt the Code of Conduct. **TA** signed the Code.

Headteacher's Appraisal

**TA** told governors that Mary Burr had been contacted and would be acting as advisor in the appraisal process. She noted that **VB, AI, CR** and herself were the only governors who had done the appraisal training and that the appraisal must be done before Christmas although it would be good to get it done in November. **Action: TA** to arrange a date for the appraisal.

**VB** highlighted the fact that there was going to be appraisal training online on Wednesday 21 October, and **TA** encouraged governors to sign up for this as it would be beneficial to have more governors able to undertake appraisals. **Action: all governors** to consider doing the appraisal training if able to do so.

Governor Appointments and Terms of Office

**TA** noted that the governing body currently has four vacancies: one Parent Governor and three Co-opted Governors. She asked whether governors felt that this was the right time to hold an election for a Parent Governor, and it was agreed that it should be done. One governor commented that some parents may be interested in joining the governing body having seen governors helping with the one way system as this had made them more visible than usual to the parents. **Action: TA** to get letters sent out to parents before half term so that the election can take place early in November.

**TA** reported that she was in contact with *Governors for Schools* in the hope that they might be able to suggest people who would like to be co-opted on to the governing body, but that so far there had not been anyone. She asked whether governors had any suggestions of people in the community. A governor suggested that it would be good to see if an article could be put in the *Yarnton News* – **AI** said that although the copy deadline had passed, it might be possible if there was space. **Action: TA** and **AI** to investigate putting an article in the *News*.



The **Clerk** confirmed that the next term of office to expire will be **VB** on 27 November. Governors **agreed** to reappoint **VB** as Co-opted Governor for a further term of 4 years beginning on 28 November 2020.

The **Clerk** said that the only term of office due to expire in 2021 would be **KH** in June.

#### Governor and Curriculum Leads Links

**KH** explained that she had prepared a draft version of the Governor and Curriculum Leads links for this year, and it was agreed to discuss this after item 10.

#### Committee Memberships

There were no changes to be made to the memberships of the committees.

**Action:** **VB**, **CR** and **AI** to ensure that **RS** is sent details of their next committee meetings; **RS** to attend whichever meetings she is able to, and to decide which committee she would like to join.

### 9. **Headteacher's Update**

**DN** reported that there were currently 272 on roll. 42 children joined Foundation Stage in September, and six have joined across the rest of the school. Three children have left. **DN** highlighted that attendance is currently at 98%, authorised absences at 1.59% and unauthorised absences at 0.39%, adding that the attendance figure is outstanding. She said that one family had been very anxious about allowing their children to return but that after **DN** had spoken to them and suggested that the children be taken off the roll, the family had changed their mind, and that it was lovely to have the children back in school.

#### *Safeguarding*

**DN** told governors that there had been five incidences of concern so far this term. She said that Paul Austin had done the Designated Lead training, which meant that every member of the Senior Leadership Team had now completed it. She added that she would be running generalist safeguarding training in November and asked any governor interested in the training to let her know. **Action:** **any governor** wishing to do the safeguarding training to contact **DN**.

**DN** confirmed that any vulnerable child who need to self-isolate would be telephoned weekly so that the school kept in touch with them, and that all pupils are being given regular reminders about the importance of staying safe online.

Referring to children on the SEND register, **DN** said that there were currently 37, and four with an EHCP. There were currently no LAC.

**DN** reported that she had been really pleased with the way the term had started, the way in which the children had returned to school and adapted well to the new procedures, seating plans etc. She said that the classrooms had been arranged so that all children now face front and each has their own seat and work station.



**DN** mentioned that Years 3 and 5 children had missed out on transition visits in the summer term as they had not been at school, but that they had settled well into their new classes, and that the teachers had been working really hard to ensure that they felt safe and happy in the new environment.

**DN** told governors that, although the term had started well, as time had gone on there had been increased levels of anxiety among the children, sometimes leading to poor behaviour. She said that some children had spoken of being afraid of dying, or of their parents dying, and some had become unwilling to let their parents leave them in the morning. She explained that the staff had had an INSET day looking at how to support children returning to school, and she referred to her three tier model of support – supporting a class, a small group of children, and individual children, commenting that supporting an individual child is the hardest task. She added that a TA who has been trained in emotional literacy is currently off sick, and that the staff had had input from *Young Minds* who had explored mental health issues with them. She said that the SLT Would be constantly monitoring the pupils' wellbeing.

**DN** added that the school was receiving around £80 per child from the government's Catch-Up grant.

#### *Teaching and Learning*

**DN** explained that collective worship usually took place for the whole school on Mondays and Fridays, and that there were also Key Stage assemblies; however, as this was not currently possible, she had been leading collective worship in individual classes, visiting every class over a two week period. She commented that this was working well and that it allowed children to discuss and share ideas raised in the sessions.

**DN** said that *Fresh Start* have been providing cold school lunches since the start of term but that these will change to hot food after half term; there will still be three sittings, and the Years 5 and 6 children will continue to eat in their classrooms, with the food being brought to them by staff.

Turning to staffing matters, **DN** confirmed that Holly Whelan had started work at the school, replacing Emma Coulson who is now in Foundation Stage and enjoying the challenge of teaching a different age group.

**DN** informed governors that staff absence continues to be an issue, particularly as staff have to stay off school if their own children are sent home needing a COVID-19 test. So far this term, there have been the following absences:

2 teachers – one day each

1 teacher – 3 days

1 TA – 3 days

1 TA – 1 day

1 lunchtime supervisor – 2 days

She emphasised that these absences cause significant challenges for the school because of the need to keep different “bubbles” of children separate from each other.



### *Staff Wellbeing*

**DN** confirmed that she and the team leaders are monitoring staff wellbeing by having regular conversations with staff; they also provide time out of the classroom to support staff wellbeing, and the recent staff INSET day included a section on personal wellbeing.

### *Parents*

**DN** reported that parents had adapted well to the new arrangements for accessing the site, dropping off and collecting children. She reminded governors that she and other members of staff were spending time outside the school at the start and end of the day, and that she would always want to hear from any parents if they had questions or concerns.

Referring to the forthcoming parents' evenings, **DN** said that these would be done remotely, using Teams where possible. This would be another opportunity for parents to raise any concerns with staff.

**DN** said that she had heard anecdotally of a parent who had voiced a concern about homework and said that she would look at the Homework Policy, but that this issue had not been formally raised with her.

**DN** told governors that the Food Bank is available to parents every Monday.

Concluding her report, **DN** expressed her thanks to governors for their help in stewarding at the beginning and end of the school day, and to the staff for all their work and for the commitment they have shown to the school and the pupils. She added that she had told the staff to have a really good rest over the half term break as this has been an extremely challenging and exhausting term. She invited questions from governors.

**KT** asked what the expectations are of children who are well but who have to self-isolate; **DN** answered that they should be doing the work they are sent via Google Classrooms, adding that the Foundation Stage children have work sent via an app which their parents use. She said that there had been a couple of incidences where work set was not done.

**KT** asked what would happen if a child tested positive, explaining that parents had said they needed guidance so that they could make plans in case this happened; **DN** replied that if there was a child at school with a sibling in nursery, and the one in the nursery was sent home because they needed a COVID-19 test, then the parents would have to come and collect the child at school too, and all the family would have to self-isolate until the test results were known. She explained that if there was a child at school who had tested positive, then she would ring Public Health and the DfE helpline. She confirmed that this situation has not yet happened, but that the guidance seemed to be based around seating plans, not necessarily closing a whole class, although each school is different and what steps were taken would vary between schools. She emphasised that until the situation occurred, it was impossible to say exactly what would be required.

**DN** asked governors to encourage any parents voicing concerns to contact the school by email or telephone so that these could be addressed.



**KT** said that she had thought, from discussions in the summer term, that the “bubbles” would be of mixed ages, but that this has not happened. **DN** replied that this had been the plan initially but that it would not have worked in practice. She said that the system seems to be working although lunchtimes have become tricky now that the field is muddy. She agreed that there were children who would like to play with others in their year group not in their bubble, but confirmed that otherwise she felt the system was working well although she was happy to discuss it with governors. **TA** agreed that the way in which the bubbles had been decided did make sense and that the system was about keeping the maximum number of children in school. She added that it was good that people were asking questions about it but that, while it was good that governors were visible to parents outside school, there were issues which parents should raise directly with the school rather than the governors.

## 10. **School Development Plan**

**DN** introduced the draft plan, saying that the SLT had prepared it over the summer and that it retained the four Priorities from the previous year:

1. *Quality of Education*
2. *Behaviour and Attitudes*
3. *Personal Development*
4. *Leadership and Management*

**DN** highlighted several sections of the Plan:

### ***Quality of Education***

Target 1.a.

**DN** told governors that this would involve looking at the children’s lost learning during lockdown, much of the work centring on reading.

Target 1.b.

**AL** said that there had been work done on making the curriculum relevant and interesting, and that there was now more emphasis from Ofsted on the foundation subjects. He reminded governors that history had been reviewed last year, and that this year the focus would be on reviewing the teaching of geography, adding that Knowledge Organisers would continue to be important.

Target 1.c.

**DN** explained that she would like the school to achieve the Artsmark award, and that there had been wonderful plans to team up with arts organisations like the Oxford Playhouse and the Arts Foundation at Blenheim Palace, but that this was not now possible in the current pandemic. She commented that this area of work would be revisited next year.

### ***Personal Development***

Target 3.a.

**DN** said that there would be a review of Pupil Voice across the school, and consideration of how it could be strengthened.



Target 3.b.

**DN** explained that, as head of KS1, Paul Austin was leading on how to celebrate children's work with parents and with the wider community, and how best to communicate with parents.

Target 3.c.

**DN** reminded governors that it was now three years since the school had gained its Gold Award for its Rights Respecting work, saying that the award now had to be renewed. She confirmed that Amy Lancaster would be working on this and that someone from DEFRA had spoken to the children online about reducing waste.

### ***Leadership and Management***

Target 4.a.

**DN** reported that a new system was being set up to record safeguarding concerns; this target would focus on ensuring that the system worked well throughout the school.

Targets 4.b. and 4.c.

**DN** clarified that these targets both pick up on work started last year.

**DN** concluded by saying that some of the SDP targets are new but that others continue work begun last year, and that it was important to see the plan as running this year and next; it was important to be realistic about what could be achieved in the current situation, and the plan was a living document which would be revised and updated.

**TA** thanked **DN** for her work on the plan and agreed that it was important to be clear that the school was doing what it could, when it could, given the current restraints and difficulties of the pandemic.

**KH** shared the draft list of Priority Leads and Link Governors with governors. The following allocations were agreed:



| Link subject                            | SDP ref                        | Staff name                               | Governor Name        |
|---|--------------------------------|--|----------------------|
| Reading                                 | 1a                             | Emma Brown                               | Charlotte Rayner     |
| Curriculum                              | 1b                             | Andrew Lister                            | Oliver Petter        |
| Artsmark                                | 1c                             | Deborah Nind                             | Anna Isles           |
| Wellbeing/<br>Support after<br>lockdown | 2a                             | Deborah Nind                             | Anna Isles           |
| Pupil Voice                             | 3a                             | Emma Brown                               | Charlotte Rayner     |
| Celebrating<br>success                  | 3b                             | Paul Austin                              | Kate Thorpe          |
| Rights respecting                       | 3c                             | Deborah/Amy<br>Lancaster/Holly<br>Whelan | Anna Isles           |
| CPOMS                                   | 4a                             | Deborah Nind                             | Trish Amesbury       |
| Workload review                         | 4b                             | Paul Austin                              | Trish Amesbury       |
| Foundation<br>subject<br>assessment     | 4c                             | Andrew Lister                            | Daniel Wickham-Jones |
| SEN & Pupil<br>Premium                  | Termly<br>meetings<br>required | Karen Chambers                           | Kate Hopcraft        |
| Maths                                   | -                              | Andrew Lister                            | Vicky Ball           |
| PE                                      | -                              | Caeron Phillips                          | Kate Thorpe          |
| PSHE                                    | -                              | Hannah Haynes                            | Kate Hopcraft        |
| Languages                               | -                              | Emma Coulson                             | Charlotte Rayner     |
| Music                                   | -                              | Andrew Lister                            | Anna Isles           |
| RE                                      | -                              | Liz McDonnell                            | Oliver Petter        |
| Science                                 | -                              | Paul Austin                              | Kate Thorpe          |
| Technology                              | -                              | Kelly Parsons                            | Kate Thorpe          |
| Computing/IT                            | -                              | Sarah Buchanan                           | Daniel Wickham-Jones |
| Early Years                             | -                              | Hannah Haynes                            | Kate Hopcraft        |

KH

emphasised that the role of a Link Governor was to support the teacher leading in their subject. She suggested that Link Governors find a time to meet online with their Priority Leads. **Action: Link Governors** to make contact with the Priority Leads.

## 11. Safeguarding

Some safeguarding issues had been discussed under item 9 above.

**DN** referred governors to the Safeguarding Policy which had been sent out for approval, adding that it is prepared by OCC and has everything that is needed for the school to meet its statutory requirements. Governors **approved** the Safeguarding Policy.

**DN** told governors that she is working on the Safeguarding audit which needs to be submitted by the end of December.

**TA** reminded governors that they all need to read *Keeping Children Safe in Education*.  
**Action: all governors** to ensure that they read the document and tick the Declaration on GovernorHub to show that they have done so.

## 12. Health and Safety

**VB** informed governors that the health and safety audit would be carried out in January 2021.

**DN** reported that there is currently a problem with adolescent children climbing into the school grounds in the evenings, sometimes taking play equipment or causing issues with the adults coming on to site for Pilates or circuits. She said that she had spoken to the police several times and that she would keep governors updated. **TA** added that the Resources committee had been looking at the costs of preventative measures.

## 13. Governor Training

**Action: VB** to send the link for governor training this year to all governors; **all governors** to notify **VB** of any training they undertake.

## 14. Resources Committee

The Minutes of the meeting held on Thursday 8 October 2020 had been uploaded to GovernorHub.

The Terms of Reference for the committee had been updated and circulated via GovernorHub. **VB** said that the wording about the quorum had been amended. Governors **approved** the Terms of Reference.

There were no questions for the committee.

The next meeting of the committee will be held on Thursday 19 November 2020.

## 15. Performance and Standards Committee

The Minutes of the meeting held on Tuesday 6 October 2020 had been uploaded to Governor Hub.

The Terms of Reference for the committee had been updated and circulated via GovernorHub. Governors **approved** the Terms of Reference.

As Chair of the committee, **AI** expressed her appreciation to the teaching staff for the work which had gone into helping children to catch up after having missed so much school last term due to lockdown. She said she had been overwhelmed by what she had heard about the efforts which had been made to help the children.

There were no questions for the committee.

The next meeting of the committee will be held on Thursday 19 November 2020 at 9 am.

## 16. Curriculum Committee



The Minutes of the meeting held on Thursday 8 October 2020 had been uploaded to Governor Hub.

The Terms of Reference for the committee had been updated and circulated via GovernorHub. Governors **approved** the Terms of Reference.

There were no questions for the committee.

The next meeting of the committee will be held on Thursday 19 November 2020 at 2 pm.

**17. Any Other Business**

**TA** told governors that **KH** had asked whether the meeting should discuss the PR9 consultation and planned development, and added that there had been a presentation from representatives of the Council a few years ago. **DN** said that there had been a visit by people from OCC in the summer term to look at the school site and the field adjoining the nursing home lane, and the ditch. She had received an invite to meet with Merton College and had forwarded this to OCC.

**DN** expressed her view that, when the plans progress further, it would be necessary for the school to negotiate for additional facilities to support the planned new classrooms – ie breakout space, additional office space, a cookery room, a larger library. A governor asked that **DN** tell the governing body when she would like support from them in this. **TA** agreed, saying that the governors had a responsibility to ensure that everything possible was done to ensure that the school did not just get new classrooms, but also the infrastructure needed to support additional children.

Governors agreed to change the date of the next meeting of the full governing body to Wednesday 2 December.

**TA** thanked governors for their attendance and asked **DN** to convey the governors' thanks to the staff for all their work this term.

**18. Date and Time of Next Meeting: Wednesday 2 December 2020 at 6.30 pm online**

Items for inclusion on the Agenda should be sent to the Clerk a fortnight in advance.

The meeting closed at 8.17 pm

CS 14.10.2020