

**MINUTES OF THE FULL GOVERNING BOARD OF**  
**THE FEDERATION OF BODSHAM AND SALTWOOD CEP SCHOOLS**

**VIRTUAL MEETING**

**HELD ON MONDAY 13<sup>TH</sup> JULY, 2020 AT 3.30 PM.**

EHT: Mr P Newton

Chair: Mr L Cavanagh

Governors Present. Mr P Newton, EHT, Mr L Cavanagh, Chair, Ms L Hibbert, Mrs P Marsh, Mr M Thomas, Mrs R Bacon, Prof. B Hill, Rev. L Lawrence and Rev B Knott.

Visitors: Becky Masterson, SBM

Attended by Jean Grieb, Clerk.

The meeting was quorate.

Key focus for the meeting 2019/20

- Improving the design of the curriculum to ensure progression in all subjects
- Developing Subject Leadership Capacity
- Improving the progress made by children in writing and maths in both schools.

item	Description	action
1.	<p><b>Welcome and Apologies.</b> The chair welcomed all to the meeting. The chair welcomed Reverend Barry Knott as ex-officio Foundation Governor to the FGB. Rev Knott has been appointed to the Benefice of Saltwood and Lympe.</p> <p><b>Opening Prayer.</b> Opening Prayer was led by Rev. L. Lawrence.</p> <p><b>Apologies.</b> There were no apologies.</p>	
2.	<p><b>Declaration of Business Interests.</b> There were no interests declared on any agenda item.</p>	<b>Clerk to forward BI form to Rev. B.K.</b>
3.	<p><b>Minutes .</b> Minutes of the FGB held on 18<sup>th</sup> May, 2020 and 22<sup>nd</sup> June, 2020 were confirmed and signed. With corrections to 22.06.20 missing word "day" item 2. Confidential 18.05.20 should read Mr Wells not Mr Hunt</p> <p><b>Actions</b> All actions were completed. The chair reported that a bespoke training session, via zoom, can be arranged by Governor Support for the new Ofsted inspection. This will be arranged sometime in the new academic year.</p>	<b>LH to arrange Ofsted Training</b>
4.	<p><b>Governance</b> <b>Update of Risk Assessment and re-opening of schools full time in September, 2020.</b></p>	

	<p>The EHT reported to Governors that new guidance from the DFE has been received for the reopening of Schools in September, 2020. A reduction in restrictions has lightened considerably, with more flexibility. The RA will need to be rewritten before September which the EHT will work on during the first week of August.</p> <p><b><u>Governors decided to meet via a zoom meeting on Monday 24<sup>th</sup> August at 9.00 am to review and approve the RA.</u></b></p> <p><b>Chairs Actions.</b> <b>There were no chairs actions.</b></p>	<p><b>EHT to forward RA to Governors.</b></p>
<p><b>5.</b></p>	<p><b>Reports.</b></p> <p><b>EHT Report</b> The EHT's report was circulated to all governors.</p> <p><b>Remote Learning.</b> The EHT reported that approximately 60% of pupils are regularly engaged in home learning, 10% fully engaged and 30% are not engaged at all.</p> <p><b>Question A governor asked how the 30% of pupils not engaging was measured.</b> <b>Answer. EHT responded that it was based on the staff survey and whilst there are no reliable figures to support this as it varies greatly. Once pupils are back in school a clearer picture will become evident.</b></p> <p>EHT reported on the Parent Survey and its findings. 60% responded that they felt the school was close to normal with regards to being Covid secure. 80% of responded that they are confident or very confident with a full return in September. 20% still have some reservations. One parent reported that they will not be sending their child back in September.</p> <p><b>Question: A governor asked will it be compulsory for all pupils to return in September.</b> <b>Answer: EHT responded that it will be compulsory. However it will be up to the EHT whether to instigate fines. EHT continued that he would rather at this stage use persuasion to return.</b></p> <p>A holiday request for 10 days has been received for a holiday in September to ~Greece which the EHT will not approve.</p> <p>The HT commented that a large majority of staff will be able to return to work in September. There remains a few members of staff who are deemed extremely vulnerable. The Schools Personnel Service are providing appropriate Guidelines on how to manage this situation. It is unclear what the longer term policy should be where employees feel the workplace not staff enough for them.</p> <p>Three TA's at Saltwood have handed in their notice during July and will not be returning in September. Recruitment for replacing will</p>	

	<p>begin in September. It is hoped that Government funding may be sufficient to recruit an extra TA to support catch-up lessons.</p> <p><b>Question: A governor asked are exit interviews held.</b>  <b>Answer: EHT responded that it is not normal to hold exit interviews. EHT continued that he speaks to staff to discover the reasons behind their wish to leave.</b></p> <p><b>Question: A Governor requested that advertisements for TA replacements should ask for skills in nurturing and counselling as this may be necessary for many pupils on their return to full time schooling.</b>  <b>Answer: EHT responded the SENCo will be responsible for Pastoral care in September which will many children may need.</b></p> <p>The Chair thanked EHT for his report.</p>	
6.	<p><b>Safeguarding (standing item)</b>  EHT reported that there had been no Safeguarding issues reported. EHT reported that he had taken part in a Webinaire on referrals and Early Help.  The Federation continues to work closely with LAC pupils.</p>	
7.	<p><b>Health &amp; Safety (Standing order)</b>  Due to lockdown no monitoring has taken place at either School. RB to resume monitoring at the beginning of the Academic Year.  The Chair informed Governors that he would be visiting Bodsham before the end of term. He asked RB to forward to him any concerns that she may want looked at.</p>	<p><b>RB to contact LC with concerns of H&amp;S</b></p>
8.	<p><b>GDPR ( Standing Order)</b>  EHT reported that permission was sought from parents for Year 6 pupils to be part of a video message at the end of term 6 which would circulated to all.</p>	
9	<p><b>Finance</b></p> <p><b>Monitoring Update</b>  The Chair reported that the Finance Team had met with LH and BM. All variances are within tolerance levels. During the past 4 months there was high expenditure on PPE and reduced income from lettings. Levels of expenditure are as expected at this time of the year.  BM, newly appointed SBM, reported that she is making good progress and wished to thank the outgoing SBM, LH, for her instruction of the finance systems.</p> <p><b>ICT.</b>  The Friends of Saltwood have offered substantial funding to support the refurbishment of the ICT Suite and classroom computers. The school had budgeted within the school 3 year plan for this refurbishment using the Diocese Grant as a capital project. The cost for the refurbishment is £20,000.</p>	

	<p>Governors fully approve this expenditure as it is above £10,000. 3 Quotes have been sought and received. The school have excepted the quote, whilst not the cheapest, from the contractor who installed ICT at Bodsham last year.</p> <p><b>Question a governor asked when LH would be leaving the school as she would like to say goodbye to her.</b>  <b>Answer. EHT responded that LH would be leaving the Federation from 31<sup>st</sup> August, 2020. A leaving event is planned on Tuesday 21<sup>st</sup> July, 2020 for those staff leaving the school.</b></p> <p>Governors thanked LH for her commitment and exemplary work with Federation.          The Chair will ask for invitations to be sent to Governors to attend the leaving event.</p>	<p><b>Chair to contact MN for invitation to be forwarded .</b></p>
<p><b>10</b></p>	<p><b>Premises</b></p> <p><b>Boiler Replacement at Saltwood</b></p> <p>EHT reported that the Diocese are pressuring for the replacement of the Boiler at Saltwood as soon as possible. The boiler is in a poor state and may not survive this coming winter. If the boiler fails it could result in the school being closed until it is repaired. Governors considered that this would be unacceptable given that Covid had closed the school this summer with the loss of teaching and learning for all pupils.</p> <p><b>Question. A governor asked what will it cost to replace the boiler and who will be paying for it.</b>  <b>Answer. EHT responded that the cost will be £160,000.00. 90% will be paid for by the Diocese with 10% to be paid for by the school.</b></p> <p>Governors were informed that a soft loan would be available for the schools 10%. The loan period would be 8 years. Repayments would be £1800 per annum which could be equal to savings made in energy. The EHT informed governors that he did not want this loan to be a burden to the school over an eight year period and would endeavour to repay during the next three years.          The loan has yet to be approved by the Diocese.          The loan was fully approved by all Governors and requested that it is paid off in a timely manner.</p> <p><b>Question A governor asked how the loan would be repaid.</b>  <b>Answer The EHT responded that it should pay for itself with savings from the efficient boiler system.</b></p> <p><b>Question. A governor asked if there are risks involved with teething problems affecting replacement of piping throughout the school.</b>  <b>Answer. The cost of the repair covers all possible teething issues.</b></p>	

	<p>Work is scheduled to start on the 14<sup>th</sup> September, 2020. Arrangements for hot water will be put in place.</p> <p><b>Bodsham Playing Field.</b></p> <p>Governors discussed in full the request from Zest Creations for the use of Bodsham Playing Field to hold high end wedding events. Concerns expressed centred around:</p> <p>Too much disruption to the children's access to outdoor spaces in the school. Having the marquee being erected during the week would mean children missing PE and play opportunities too frequently. The numbers of events suggested in the proposal would cause regular disruption to the curriculum for the children. There were also safeguarding fears over the number of adults who would need to be working on site as the school was operating.</p> <p>There was a great deal of concern over the views of the school's neighbours to late night music and drinking taking place. It was noted that a proposed music festival at the Timber Batts had to be cancelled last year due to local opposition. The issue of parking and disruption to the local area was felt to be unacceptable.</p> <p>There was concern that, even with the best efforts of your team, it would be impossible to guarantee the field would be completely cleared of broken glass and other unsuitable refuse after each event and that this posed an unacceptable risk to the children.</p> <p>Governors considered that whilst there would be a financial advantage to the school this type of letting was not suitable for a Church School and the wider community.</p> <p>Governors requested the EHT to contact Zest Creations to let them know their decision.</p>	<p><b>EHT to write to Zest Creations</b></p>
<p><b>11.</b></p>	<p><b>A.O.U.B.</b></p> <p><b>Parent Governor for Bodsham</b> RB informed governors the there was a prospective Parent Governor for Bodsham. EHT will contact in September, 2020.</p> <p><b>Minutes published on Website.</b> Governors discussed, considered and approved that confirmed minutes should be published on the Federation Websites. This was proposed by the Chair, Seconded by BH and approved by all.</p>	<p><b>EHT to contact Prospective PG in September.</b></p> <p><b>EHT to forward Email of website co-ordinator to clerk.</b></p>
<p><b>12.</b></p>	<p><b>Confidentiality</b> Governors considered that there were no matters of confidentiality.</p>	

<p><b>13.</b></p>	<p><b>Dates of Future Meetings</b></p> <p>The following FGB meetings 2020/21 were confirmed</p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> October, 2020</li> <li>• 30<sup>th</sup> November, 2020</li> <li>• 25<sup>th</sup> January, 2021</li> <li>• 15<sup>th</sup> March, 2021</li> <li>• 17<sup>th</sup> May, 2021</li> <li>• 12<sup>th</sup> July, 2021.</li> </ul>	
<p><b>14.</b></p>	<p><b>Actions from meeting</b></p> <p>EHT to forward to clerk email address for website co-ordinator            Chair to contact MN for invites to staff leaving event.            RB to contact Chair with H&amp;S issues for visit.            EHT to forward updated RA to Governors in August.            Zoom meeting on Monday 24<sup>th</sup>            Clerk to forward BI form to BK            EHT to write to Zest Creations re Bodsham Field.            Bespoke Ofsted Training</p>	<p><b>EHT            Chair            RB            EHT            All Governors            Clerk            EHT            LH</b></p>

Signed .....chair

Date.....