

**MINUTES OF
THE FEDERATION OF BODSHAM AND SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOLS
FULL GOVERNING BOARD VIRTUAL MEETING**

HELD ON MONDAY 5TH OCTOBER, 2020 AT 3.30 P.M.

Executive Head Teacher: Mr P Newton

Chair of Governors: Mr L Cavanagh

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

Prospective Governor: Mrs L Chapman.

Attended by Jean Grieb, Clerk.

The meeting was Quorate.

item	Description	action
1	<p>Welcome and Prayers. The Chair welcomed all to the meeting. Rev. B Knott led opening prayers.</p> <p>Apologies. There were no apologies. All Governors were present.</p>	
2.	<p>Declaration of Business Interests. Governors were invited to update their BI forms for the year 2020/21. Prof. B Hill declared that he is a Governor at Hythe Bay CEP School. Rev. B Knott declared that he is a Governor at Lympe CEP School. There were no declarations against any agenda item.</p>	
3.	<p>Minutes. Minutes of the meeting held on 13th July and 24th August, 2020 were confirmed and signed. All Actions were addressed.</p>	
4.	<p>Election of Chair and Vice Chair for 2020/21/22. Revue of TOR. Governors recommended that the election and appointment of Chair and Vice Chair should be changed to 2 years from 1 year period. This was full approved. Governors also discussed governors meetings which are now held virtually and requested that this is specified in the TOR. Finance Monitoring. Governors approved the change from 3 meetings per year to 6 meetings per year. Three of the meetings to coincide with Financial Returns to the LA.</p> <p>Election of Chair for 2020/21/22 Mr L Cavanagh self-nominated himself for the position of Chair. There were no other nominations. Governors fully approved and elected Mr L Cavanagh as Chair for a period of 2 years 2020/21/22.</p>	<p>Clerk to add a codicil to the TOR to reflect these changes. Clerk to forward to Chair and EHT for confirmation</p>

	<p>Election of Vice Chair for 2020/21/22 Ms L Hibbert, was nominated by Mr L Cavanagh for the position of Vice Chair. There were no other nominations. Governors fully approved and elected Ms L Hubbert as Vice Chair for a period of 2 years 2020/21/22.</p>	
<p>5.</p>	<p>Governance. Governor Training. LH reported on Governor Training. An email had been forwarded to all Governors which outlined online training available from the LA. Some courses were already fully booked but several in the early part of 2021 had availability. Governors were encouraged to register and book. Governors decided that a Bespoke Training should be arranged before Christmas if possible on Ofsted Inspection. The cost of such a training would hopefully be met through SLA credit system. Governors discussed in full the benefits of joining the NGA which has a wealth of resources, training and support. The cost for membership is £257.00 pa. Governors fully approved NGA membership if financial costs could be accommodated in the School Budget. The Skills audit has been completed by several Governors and no huge gaps in skills were identified. LH requested those Governors who have not completed the skills audit to do so as soon as convenient.</p> <p>Constitution Structure Vacancies 1 co-opted 1 parent (Bodsham) 3 Foundation 1 LA The Chair introduced Liz Chapman, prospective governor. A pen portrait had been circulated to all Governors and meetings had been held between LC, EHT and Chair. Governors considered her skills and experience and it was suggested that LC should be nominated by the FGB to the LA for appointment as an LA Governor. This was fully approved by the FGB. EHT asked LC, if and when appointed, she would consider the role of SEN Governor. She agreed to this.</p> <p>Rev Knott to advertise Foundation Governor vacancies at the Parish Church.</p> <p>Governor Code of Conduct The Governors Code of Conduct was circulated. Due to the current situation Governors were unable to sign that they had read the document.</p>	<p>LH to contact JJ SIP partner to arrange cost and Tina Gimber at Governor Support.</p> <p>Clerk to forward nomination papers to LC</p> <p>EHT to forward SIP to LC</p> <p>Rev Knott to advertise Foundation Governors</p>
<p>6.</p>	<p>Reports School Improvement Plans School Improvement Plans were circulated to all Governors. Governors were asked to review and consider their monitoring roles which will be populated on the SIP when known. Governors should be comfortable in monitoring areas with restrictive visiting to carry out monitoring.</p>	

	<p>Jenny Jones, SIP partner has reviewed the SIP. During Term 1 emphasis will be on closing gaps in learning and moving forward with understanding and to address loss learning habits. There were no questions.</p> <p>Monitoring Plan The Chair asked Governors to consider their monitoring roles and to let him know which areas of monitoring they will be covering. How Governors will monitor in the current situation would be different but it can be achieved by contacting Subject Leaders and questions to be asked and answered by pupils.</p> <p>Question a governor asked if a current list of subject leaders and contact details can be received and does the EHT still require governors to speak to EHT when contact is made. Answer, EHT responded that a full list of subject leaders is on the website. A collegiate approach is needed on some subjects at Bodsham as there are not enough staff to cover leadership of the whole curriculum individually.</p> <p>Governors agreed that they are required to be a “critical friend” and that surety is vital in their monitoring role of the SIP plan, paying attention to evidence of impact.</p> <p>Question of Governor asked how the SRE policy was progressing. Answer. EHT responded that consultation is taking place with PSHE subject leader and other staff.</p> <p>Question a Governor asked if the EHT had considered video classes for parents and governors to view. Answer. EHT replied that he was not sure how useful and good it would be. It could involve the exclusion of children whose parents have requested that they would not want their children photographed or video.</p> <p>Question. A Governor asked if Curriculum Development was ongoing. Answer. EHT responded that development continues with Ofsted focus in in mind.</p> <p>The Chair asked Governors what they would like to monitor. LH. SRE/PSHE/Personnel Development. PM. Safeguarding. RB. H & S LizC SEN Finance. BH. LC and EHT.</p> <p>Personnel Saltwood EHT reported that new Saltwood Support Staff have been appointed and the school is nearly back to full strength. It was also reported that all Staff have returned to work. Bodsham. EHT reported that Staff at Bodsham have returned with one exception. Confidential Annex 1.</p>	
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	<p>Question A governor asked how extra money from the Government will be used. Answer EHT responded that £80.00 per pupil will be received over the next two year, to be paid in two installments. It will be insufficient to employ a fulltime teacher and will be used to target individual children by staff already employed. Saltwood is looking at employing addition staff.</p> <p>Question A governor asked how many children were admitted to Year R at Bodsham. Answer EHT responded five.</p> <p>Premises Saltwood. EHT reported that the fitting of a new boiler at Saltwood is proceeding. Heating will be ready by Term 2. The cost of the new boiler is being met by the Diocese 90% and the School by 10%. The school has taken out a Saalex loan payable over 8 years to meet the 10% contribution. The annual cost to the school will be met from savings made from the efficiency of the boiler. However whilst the work as being carried out, pipework revealed clogging and corrosion. The cost of replacement of pipework is estimated between £110,000 and £150,000. For foreseeable budgets a sum will need to be set aside for the 10% contribution governors will need to make to the cost of this work. Breakfast Clubs and After School Clubs have now resumed. The lease for the hire of the hut in the school grounds, by Hythe Town Band, has been signed by the Chair of Governors. Originally agreed in 2015, it would appear that the lease had never been properly executed by the Governing Body.</p> <p>Bodsham High speed Broadband has been installed.</p> <p>Finance. The chair reported that the Finance Team are due to meet to approve the Pay Policy on 6th October, and to undertake 6 months monitoring on 13th October. EHT reported that The Pay Policy reflects the 2.75% uplift for Teachers and a move towards an eventual salary start for newly qualified teachers to £30,000.00 Further consideration and changes to staff on the Main Scale will need to be adjusted over time to reflect the differential.</p>	
<p>7.</p>	<p>Safeguarding (Standing Order) The EHT reported that at Saltwood two referrals have been made to outside agencies. One to Social Services and one to Early Help.</p>	
<p>8.</p>	<p>Health and Safety (Standing Order) Review of C19 RA The EHT reported that the Covid 19 Risk Assessment is now on the website. It is constantly being reviewed. Minor changes have been made to the RA since the last FGB meeting. The way Year 3 pupils are being</p>	

	<p>dismissed at the end of day has changed. Pupils are now visiting the Parish Church. A full risk assessment was carried out.</p> <p>H&S Inspection Report</p> <p>A spot check on Health and Safety by the inspectorate has not taken place.</p>	
9.	<p>GDPR (Standing Order)</p> <p>The EHT reported on a minor incident at Bodsham when a school photograph of a pupil was sent to the wrong parents. The incident was investigated by the EHT and apologies were accepted by parents. The EHT recorded the incident in the log book and it was deemed that it did not need further onward reporting.</p>	
10.	<p>Policies.</p> <p>Child Protections Policy – Sept 2020.</p> <p>Governors reviewed and approved the Child Protection Policy.</p> <p>Attendance Policy</p> <p>Governors reviewed and approved the Attendance Policy.</p> <p>Finance Policy</p> <p>Governors reviewed and approved the Finance Policy</p> <p>Lettings Policy</p> <p>Governors reviewed and approved the Letting Policy</p> <p>Appraisal Policy</p> <p>Governors reviewed and approved the Appraisal Policy</p> <p>Capability Policy</p> <p>Governors reviewed and approved the Capability Policy</p> <p>Admission Policy.</p> <p>EHT informed Governors that Canterbury Diocese have asked Aided Schools to review its ethos and consider the removal of an additional form which parents complete to affirm their commitment to the Church, signed by the incumbent, to increase their child’s ranking for admission. Governors considered that this form is very dated and whilst Foundation Governors should strongly support the Christian ethos the school should reflect the new SIAMS framework and be for the whole community regardless of church affiliation.</p> <p>Governors also considered that the Parish boarder differs from Civil boarder and there is disparity.</p> <p>Governors therefore proposed that this additional form is removed from the Admissions Policy.</p> <p>EHT informed governors that this will take time as consultation with parents and other admission authorities would be required and would not be effective until September, 2022.</p> <p>Governors also discussed losing the connection of siblings if parents move 2 miles away from the school. Governors fully approved and agreed that siblings can use the connection to the school. This will be removed from the Policy.</p> <p>Governors also discussed giving priority to teaching staff members for their children to be admitted to the school. This was fully approved and amendments will be made to the Policy.</p>	<p>The EHT will approach the Diocese for assistance drafting a new policy</p>

11.	AOUB There was no AOUB.	
12	Confidentiality Governors considered that Item 6 Reports Personnel Report Annex 1 should remain confidential.	
13.	Date of Next Meeting <ul style="list-style-type: none"> • Monday 30th November, 2020. Virtual Meeting 3.30 p.m. 	
14	Actions Draft Admission Plan Agenda item Clerk to forward to LizC LA Nomination Papers EHT to forward to LizC SIP plan Rev.B to notify Congregation of Foundation Governor vacancies. Clerk to adjust changes to TOR LH to contact JJ for SLA credits and Tina G to arrange bespoke training EHT to approach Diocese for assistance drafting new Admissions Policy	

Signed.....chair

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