

MINUTES OF THE VIRTUAL MEETING OF THE FEDERATION OF BODSHAM AND

SALTWOOD CEP SCHOOLS FULL GOVERNING BOARD

HELD ON 25TH JANUARY, 2021 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 R Bacon, Mrs P Marsh, Mr M Thomas, Prof. B Hill, Rev B Knott, Mrs L Chapman, Mrs E Clements.

Non Attendees: Mrs D. Edwards

Attended by Mrs J Grieb, Clerk.

The Meeting was quorate.

item	description	action
1.	<p>Welcome, Prayer, Membership and Apologies.</p> <p>Welcome. The Chair welcomed all governors to the meeting with the key foci for the Federation 20/21.</p> <p>Prayer. Rev B Knott opened the meeting with prayer.</p> <p>Apologies were received and accepted from Rev L Lawrence, Church matters.</p> <p>Membership. Mrs L Chapman was officially welcomed and approved as the newly appointed LA Governor. Her term of office is 4 years from 25.01.21.</p>	
2	<p>Business Interests.</p> <p>None were declared on any agenda item.</p>	
3.	<p>Minutes and Actions.</p> <p>Minutes of the FGB meeting held on 30th November, 2020 were confirmed and signed.</p> <p>Matters Arising not on agenda.</p> <p>Education People, Governor Hub.</p> <p>Governors discussed at length whether to adopt full membership of the Governor Hub program. It is currently used only for the Boards constitution and for recording membership of the FGB but could be extended to store documents, meeting schedules and other information in one secure assessable place and is fully compliant with GDPR. The service is web-based. The cost to the Federation would be £150.00 per</p>	

	<p>The vote was 8:2 for the proposal to be carried forward. The Clerk will investigate the procedure for joining and report back to the Chair and Head. Action.</p> <p>Actions from previous meeting were completed.</p>	<p>Clerk to investigate joining EPGH.</p>
<p>4.</p>	<p>Governance. Terms of office. It was reported that: Leigh Cavanagh co-opted Governor 4 year term ends on 06.7.21 Roz Bacon Foundation Governor 4 year term ends on 31.08.21 Rev L Lawrence Foundation Governor 4 year term ends on 31.08.21. Co-opted Governors appointments/re-appointments are the responsibility of the FGB and Foundation Governors appointments /re appointments are the responsibility of Canterbury Diocese. RB announced that she would be standing down as a Federation governor at the end of her 4 year term.. LC re-appointment to be discussed at the May FGB meeting</p> <p>Action Vacancies 1 co-opted 2 Foundation.</p>	<p>May Agenda LC re appointment</p>
<p>5.</p>	<p>Governor Training. LH informed Governors that NGA online training modules are available as refreshers to skills and monitoring. Training available through the Education People is more lengthy and is available at no cost. LCh reported that Safeguarding and Induction Training will take place shortly. LH informed Governors that the EP Governor Hub records training automatically if taken with the EP. NGA training has to be entered manually. It is important for Governors to be seen by Ofsted to improve their skills in governance. Ofsted will inspect training taken by governors. Question LH asked if a Governor had been assigned for monitoring of the Website to ensure that it is up to date. Answer EHT responded that a member of staff Claire Noakes has the responsibility to maintain the website with legal requirements. However a governor monitoring the website with Claire Noakes would meet Ofsted requirements. BH and MC???? agreed to work together on monitoring the website to ensure that it meets and maintains legal requirements.</p>	
<p>6.</p>	<p>Reports. EHT Corona Virus update The EHT report was circulated to all governors. The EHT outlined how the sudden unexpected closures in January were dealt with for both schools. Critical worker children were offer places in both schools as directed by government guidelines. At both schools wraparound care was quickly established. Saltwood staff attend daily and work their usual hours. Bodsham has a rota which is allows staff to work outside of school for some time during the week.</p>	

<p>2 TAs within the Federation who are shielding remain working from home. 1 TA has taken unpaid compassionate leave to care for her father.</p> <p>The requirement of substantial home learning to be delivered from guidance of the DFE has been established. Daily Zoom calls by teachers to all children at home has begun. A new home learning platform, Seesaw, went live to all children on Monday 18th January. Daily task are set which children can complete and return to the teacher for marking. Reception pupils continue to use Tapestry which is well established.</p> <p>Question A governor asked if pressure of longer marking and preparation working hours by staff during the evenings was affecting their wellbeing.</p> <p>Answer. MT responded that marking is usually undertaken by staff during the evening. He reported that staff were uncertain at first with Seesaw which did cause anxiety at first but confidence has grown and greater efficiency of time has been established. It is clear to parents and they are able to comment on everything.</p> <p>The daily Zoom is not a lesson and pupils have time to interact with their class. Governors are concerned that some pupils and parents may be struggling to manage home learning and a delay in speech abilities could be held back as pupils are not interacting as they would be in school.</p> <p>Question A governor asked how Governors could be of assistance given the workload which is being placed on staff and EHT's responsibility to both schools.</p> <p>Answer. EHT responded that sustainability of workload for staff and home learning is questionable. Focus on home learning will be a priority for some time to come. Numbers of children of key workers and special needs pupils has risen. The Federation may have to limit these numbers in school to allow staff timeout from teaching in the classroom to concentrate on home learning teaching. There are current 2 learning bubbles at Bodsham and 7 at Saltwood.</p> <p>Governors considered that the EHT and staff are doing a heroic professional job and they welcome challenges to help in any way they can.</p> <p>Question A governor asked if other schools in the area are facing similar situations and would a school consider closing and joining with another for the pupils of keyworkers.</p> <p>Answer EHT responded that some other local schools are experiencing above average numbers. Kent numbers are reporting 20% of pupils in schools Saltwood has 30% and Bodsham 20% of pupils in school.</p> <p>The chair thanked the EHT for his report.</p> <p>Monitoring Plan for 2020/21 A monitoring plan has been updated and circulated to all governors.</p>	
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	<p>All action points are covered and shaded amber, in hand, and green when completed. LC and LCH are due to meet to monitor SEN with the Deputy Head Teacher.</p> <p>Finance Reports A virtual meeting was held between EHT, LH, BH and Business Managers of both schools. A 9 monitoring report was received from LC and BH . Figures from both schools are broadly in line with expectations. In both schools the situations are marginally better than the budgets, owing to a reduction in expenditure under the forced closure and wider restrictions imposed by the Covid 19 pandemic. The Finance Team is satisfied that it has fulfilled its duty in conducting suitable monitoring of the federations finance date at this stage of the year. Action.</p> <p>RHE (Sex Education) update EHT reported that the RHE Policy has now been adopted and is in place and being taught. All elements of sex education will be carefully introduced. MT left the meeting.</p>	<p>6 & 9 month monitoring reports to be circulated to governors.</p>
<p>7.</p>	<p>Safeguarding Monitoring Report A monitoring report from PM was circulated to all governors. The chair thanked PM for her comprehensive report. There were no questions. LADO The EHT reported that LADO had been in contact to provide a safeguarding alert. Relevant information has been shared with the Chair and Safeguarding governor and no further action is needed.</p>	
<p>8</p>	<p>Health and Safety Covid 19 RA update. An updated RA Spring 2021 of both schools was circulated to all governors. The EHT reported that the level of caution was up to date and was meeting guidelines. Visors have been provided to all staff and parents are being asked to wear a face covering while on school sites. Compliance has been good. A verbal legionella report from Bodsham was given by RB. RB reported that minor Legionella problems are being addressed. Major work due to start in Summer Term 21. All other H&S matters and records were discussed with C Albertini and noted. No onsite inspection was possible. Saltwood H&S monitoring has not taken place.</p>	<p>Report to be circulated to all governors</p>

9.	GDPR EHT reported that permission was sought from parents for data to be downloaded to the Seesaw platform. All parents gave their consent.	
10	Policies. The following policies were reviewed and approved after some amendments following LA guidelines. Autism Policy (changes to negative wording) Banked Hours Policy (changes to improve consistency. TA's have been made fully aware of the policy) Complaints Procedure Policy (follows LA standard)	
11	AONB There was no AONB	
12	Confidentiality Governors considered that there were items of confidentiality	
13	Dates of next and future meetings. <ul style="list-style-type: none"> • 15th March, 2021 • 17th May, 2021 • 12th July, 2021. 	
14	Actions from the meeting May FGB agenda LC end of 4 year term 6 & 9 month Finance monitoring Report to all Governors RB Monitoring report to be circulated to all governors Clerk to investigate EP Governor Hub for April 21.	

Signedchair

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