

# GREAT TORRINGTON SCHOOL

Academy Trust

Company Number 769819.

A Company Limited by Guarantee, Registered in England



## Full Governing Board Committee Meeting

**15<sup>th</sup> July 2021 – 3.30pm on Teams**

Attendees	Initials	Position	Comments
Newberry, Ian	IN	Member Appointed (Committee Chair)	Present
Bloodworth, Andy	ABL	Headteacher	Present
Meardon, Lucy	LM	Member Appointed Governor	Apologies
Smith, Doug	DS	Co-opted Governor	Present
Major, David	DM	Parent Governor	Present
Higgs, Rachel	RHI	Staff Governor	Present
Meeson, Sam	SM	Member Appointed Governor (Vice Chair)	Apologies
Stevens, Jo-Anne	JSA	Parent Governor	Apologies
Anstee, Sarah	SJA	Staff Governor	Present
Hemsworth, Robert	RH	Parent Governor	Not Present
Wall, Lesley	LW	Co-opted Governor (Vice Chair)	Present
Pateman, Jo	JMP	Clerk to the Governing body	Present

2020/21/ FGB/ 69	<b>Apologies</b>	Apologies were received and sanctioned from LM, JAS and SM. RHI will join slightly late, due to tutoring and RH was not present.	I, D
2020/21/ FGB/ 70	<b>Conflicts of Interest</b>	None and no amendments to business declaration forms required.	I, D
2020/21/ FGB/ 71	<b>Minutes and Matters Arising</b>	The minutes of the previous FGB meeting on the 20 <sup>th</sup> May, were agreed as a true reflection of the meeting and adopted.	I, D
2020/21/ FGB/ 72	<b>Committee Matters</b>	Nothing to report from T&L. Resources – had approved the budget and the budget forecast had been sent to FGB for approval and will be discussed later in this meeting. Resources had been LM's final meeting. IN, on behalf of the board, expressed his thanks to LM for her time and commitment to GTS.	I I
2020/21/ FGB/ 75	<b>Policies</b>	The SEN Policy, number 14, was submitted for approval. This is a statutory policy. <b>Governors voted and agreed to adopt the policy.</b>	I, D

		<p>The Whistleblowing Policy, number 27, was also submitted for approval. This is a model policy, that has been ‘tweaked’ to GTS. This policy is usually submitted to Resources, but the meeting had run out of time, hence it is now being submitted to FGB. <b>Governors voted and agreed to adopt the policy.</b></p> <p>The PDPM Policy, number 32, was unfortunately not quite ready to submit and will be added to the agenda for the first Resources meeting in September.</p> <p>Q – the policy states that the Headteacher is responsible for ensuring the policy is fairly applied, how do you do this? Staff with line management have received training and will receive refresher training this year too. We ensure that all staff are approaching the PDPM in the same way. The key point is to ensure it is correctly addressed at all levels i.e., beginning with line managers. The Head reviews all PDPM, and the Pay Committee also review the PDPM of any staff due for salary progression.</p>	<p>I, D</p> <p>I</p> <p>Q</p>
2020/21/ FGB/ 76	<b>1265</b>	<p>The 1265 was submitted for approval. This has already been approved by SLT and the Unions. ABL reminded the governors that the 1265 details how directed time is allocated throughout the year.</p> <p>Q – why are there discrepancies i.e., parents’ evenings are 1 hour and there are 3, yet staff have 3.7 hours allocated? This is due to trapped time. Teaching staff officially finish at 3.20pm but are ‘trapped’ until evening meetings, which start at 3.30pm. Therefore, most after school meetings and events, will include an element of trapped time.</p> <p><b>Governors voted and agreed to adopt the 1265 for the academic year 2021/22.</b></p>	<p>I</p> <p>Q</p> <p>D</p>
2020/21/ FGB/ 77	<b>Governor meeting dates</b>	<p>The Chair reminded the board that the day and timings of meetings, i.e., Thursday’s starting at 3.30pm, had been set up and agreed to best suit the school i.e., to prevent staff attending requiring cover and being taken away from classes they were teaching, especially after the amount of teaching time lost due to Covid.</p> <p>The Chair reminded all governors that if they could not commit to the meeting times on a regular basis, then it was questionable whether they should remain on the board. Governors were also reminded that if any trustee misses 6 consecutive FGB meetings, the board can vote to remove them.</p> <p>The board is currently smaller than it has been, and it is essential that all governors attend as many meetings as possible and attend/meet with the school in the other designated roles.</p> <p>The board were asked to formerly accept the points raised above, they voted and agreed.</p>	<p>I</p> <p>I</p> <p>I</p> <p>D</p>
2020/21/ FGB/ 73	<b>Safeguarding</b>	<p>Babcock attended yesterday and undertook a safeguarding audit. This went very well, however they have highlighted the role of the DSL, as they are not a member of SLT. This had been raised previously and ABL had spoken with John Galley, who had approved of the DSL not being on SLT but attending SLT meetings on a regular basis. However, this was raised again yesterday and whilst the school is confident it does not pose any risk to pupils, it may be highlighted as risk by Ofsted. The school are trying to schedule another meeting with John Galley, before the end of term, to discuss again.</p> <p>Q – does the DSL attend SLT meetings? Yes, however Babcock were concerned that he did not have enough of a strategic lead, i.e., is SLT and attend every meeting. We will revisit this with John Galley and clearly document any</p>	<p>I</p> <p>Q</p>

		decisions as we need to be clear on how Ofsted will view this. Although not a SLT Member, the DSL will simply speak to the Headteacher or the Head of Pastoral, and anything raised is acted on instantly and treated as high priority.	I
2020/21/ FGB/ 74	<b>COVID-19</b>	<p>The Headteacher provided an update to the board. Since moving to remote learning recently, there have been no further cases in school. However, a bus driver has tested positive this week, resulting in a child being sent home to isolate, and several parents have begun testing positive. This may pass on to pupils and may result in a slight surge in numbers again.</p> <p>There are several staff self-isolating, after being contacted by track and trace. We have also been advised that the drivers of one of our bus companies, may take industrial action regarding the relaxation in rules as of Monday 19<sup>th</sup> July.</p> <p>It is looking likely that we will be required to test pupils on their return in September, this would be the same as previously undertaken in March, i.e., all pupils to be tested twice, 3 days apart. We have not received firm instructions of exactly how this needs to be actioned, however we are already looking to recruit staff to work in our testing centre.</p> <p>Q- does this mean there will be a phased return for pupils? This is not being suggested at the current time; however, we are already aware of one local school who are planning to do a phased return.</p> <p>Q – will the wearing of masks continue in school after Monday? Yes, the decision was made to keep wearing masks in the corridors and inside communal spaces, until the end of term. Pupils do not have to wear a mask in classrooms once they have entered and sat at desks.</p> <p>Q – are any parents taking their children out of school early to avoid isolating before going on summer holidays? Not that we are aware of, or our attendance data is suggesting. However, we will monitor.</p> <p>Q – will masks be worn on buses after Monday? The school has received no information from the bus companies, but we are recommending that pupils continue to wear masks on all buses. RHI joined at 4.09pm</p>	<p>I</p> <p>I</p> <p>I</p> <p>Q</p> <p>Q</p> <p>Q</p>
2020/21/ FGB/ 78	<b>Governance</b>	<p>Governors discussed the board and specific roles. DM is due to become the safeguarding governor, following LM's resignation. SM has also offered to take on this role in the interim, until new governors are recruited. The Chair suggested that DM and SM share this role in the short term, due to DM's work commitments. This was agreed. The Clerk will contact both SM and DM to invite them into school as soon as possible, to review the single central register, and arrange regular meetings with the DSL.</p> <p>Planning day – the board agreed to meet at 9.30am on Thursday 7<sup>th</sup> October 2021 for a planning day.</p> <p>Lead governor for the audit committee – the audit committee has been delegated to Resources, as per our terms of reference. As Chair of the Resources Committee, DS agreed to act as Chair of the audit committee. The Clerk emailed the expectations of the audit committee to all governors. It was noted and agreed that the resources agenda may need to be amended to ensure we cover all expectations. This will be discussed further at the planning day.</p>	<p>I</p> <p>D</p> <p>D</p> <p>D</p> <p>I</p>
2020/21/ FGB/ 79	<b>Items Through the Chair</b>	Budget Forecast – this had been sent to all governors, but not in time to be reviewed and approved at FGB. All governors were asked to review the forecast, including the explanations in bullet points provided by the Finance Manager, by	I

		<p>Wednesday 21<sup>st</sup> July. After this time, if there are no questions, IN will confirm on behalf of the board, that the budget forecast has been approved.</p> <p>On behalf of the board, the Chair passed on his thanks to RHI, who is leaving the board today, as she is joining another school in September. The Chair thanked RHI for her contribution to the board and wished her all the best in the future.</p> <p>The Chair thanked the board and the Headteacher, as this is the final meeting of the academic year. It has been another difficult year, with all meetings conducted on Teams and lots of challenges posed by the pandemic. The Chair asked the Head to pass on his thanks to all the staff for their hard work this year and wished everyone a good summer.</p>	<p>I</p> <p>I</p>
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Meeting closed at 4.28pm