Alphington FGB Minutes

Meeting – Minutes Part 1.			
Date/Time	22 September 2021 – 18.00	Location	Microsoft Teams Meeting.

Governors:	I			Governors:	Initials		
A Douglas	AD	Chair – Co-opted		J Gott	JG	Parent	
L Williams	LW	Vice Chair – Co-opted		R Currie	RC	Parent	
S Tarr	ST	Head Teacher		N Lewis	NL	Co-opted	
E Stephenson	ES	Staff		J Masters	JM	Co-opted	
E Oakley	EO	Staff		P Phillips	PP	Co-opted	

Apologies	Initial	Reason (Category of Governor)
E Oakley	EO	Staff

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Phillippa Lane	PL	Clerk
Kirsty Nairn	KN	Deputy Head Teacher
Rachel Shaw	RS	CEO

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests	Chair
3	House Keeping:	Clerk
4	Minutes of the previous meeting, 7 July 2021 – Part 1:	Chair
5	School Reports:	Head Teacher
6	Safeguarding Update:	Head Teacher
7	Staff & Pupil Wellbeing:	Head Teacher
8	Policy Review:	Head Teacher/All
9	Risk Register Update:	Chair
10	Governor Training:	Clerk
11	Links to Parents & Community:	Head Teacher
12	Communication with the Trust Board:	Chair
13	Matters brought forward by the Chair: - Part 2:	Chair
14	Future Meeting Dates:	Clerk

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Agenda Number	Details of discussion	Decision or Action
1.	**Welcome & Apologies** AD opens the meeting at 18.01, apologies are noted from EO. AD welcomes SC to the meeting as an observer.	
2.	**Declaration of Interests:** None.	
3.	**House Keeping:** Election of Chair and Vice Chair 2021-2022: The clerk confirms no nominations were received for the Chairs role. AD proposes to return to this matter after item 5. The Clerk to advise the new Chair of the proposed lead governor roles from the self-evaluation forms. The Clerk advises the governors of the register of business interest and code of conduct forms which need to be completed and returned to the Clerk. **This item was returned to after item 5.* *After a discussion no nominations for the Chair's position were received. JM refers to a conversation from a previous meeting in which he recalls the current Vice Chair possibly being in a position to take on the role of Chair. LW confirms she recalls the conversation but did not agree to taking in the role of Chair. RS intervenes at this point and reiterates to the governors AD's decision to step down from the Chair's position and is fully supportive of his decision to do so. RS advises of the possible options open to the LGB.* • *The LGB could appoint Co-Chairs to share the responsibilities and provide support the Head Teacher.* • *RS offers to take the Chair as a temporary measure until a resolution is reached.* *RS informs the LGB if the board do not appoint a Chair, the LGB could face dissolution and would be required to merge with another LGB within the Trust.* *After a discussion regarding work and time commitments and the possibility of having a Co-Chair, AD proposes to adjourn the meeting to another time to meet face to face to elect the chair and for individual discussion. AD finishes the discussion and proposes if there is no progression after the additional meeting, RS will take the chair on a temporary basis.* *Governors agree to adjourn the meeting to the following Tuesday at 18.15.* ***Addendum to the minutes:*** *The arranged meeting did not take place. RS to take the role as temporary Chair, until a satisfactory resolution is reached.* ***Addendum to the minutes:*** *A meeting was convened on 19 October 2021 to appoint a Chair and Vice Chair to the LGB. Below is a record of the meeting which took place. Apologies received from LW, KN, JG and ES. RS as temporary Chair opens the meeting at 19.02 and welcomes the attendees and sets out the order of the meeting, to elect a Chair and Vice Chair and to establish the lead governor roles.*	

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	RS proposes to nominate LW to the position of Chair after a conversation between herself and LW. RS explains the way forward as to the commitment to be provided from LW. AD reminds the LGB the role of the Vice Chair would be to support the Chair and advises of the extra commitment imposed on the Chair with regard to the Chairs Forum. RS suggests the timings of the Chairs Forum meeting can be flexible or a representative from Alphington LGB could attend. *JM comments that although he is happy for LW to take the Chair he is concerned of the sustainability of the Chair's position. A discussion takes place regarding the future timings of the meetings moving forward and the work life balance for governors, especially staff governors. The Clerk to forward a questionnaire to governors regarding preferred timings for meetings.* *Nominations are received from PP and JM to propose LW to Chair, NL seconds this proposal.* *The Clerk offers the role of Vice Chair to the LGB and advises the LGB nominations for AD to take the role of Vice Chair were previously received from JG and seconded by RC.* *The LGB officially elect LW to the role of Chair and AD to the role of Vice Chair.* *Governor roles: RS shares the proposed list of governor lead roles and policy responsibilities with the LGB virtually. Governors to be forwarded the list.* *AD asks who will represent Alphington at the Chairs Forum on 20 October? PP puts his name forward to attend on behalf of Alphington LGB. AD advises of the need to advise the new Chair of the working groups within the scheme of delegation, and the LGB need to be aware of any proposed changes to the scheme of delegation.* *RS closes the meeting at 19.22 and thanks the governors for attending.*	**Action:** **The Clerk to forward a questionnaire to the LGB with regard to preferred meeting times.** **Decision:** **LW is elected to the role of Chair. AD is elected to the role of Vice Chair.** **Action:** **The Clerk to forward the proposed list of lead governor roles to the LGB.**
4.	**Minutes of the previous meeting 7 July 2021 – Part 1:** The minutes of 7 July 2021 – part 1 are approved as a true and accurate record of the meeting. Matters arising: • Swimming pool negotiations: ST advises the negotiations have not yet re commenced but, is keen to start proceedings ASAP. ST to restart the legal negotiations before half term. AD proposes a lead governor to be involved with the negotiations and implementation of the external contract. • Sports Premium Equipment: ST advises the new equipment will be installed next week, photos to follow in the newsletter. The Trust's compliance officer to be advised, when installation takes place. • The external canopy: This was installed during August; however, the installation was not entirely satisfactory. Contractors to re visit with the attendance of the Trust's Estates and Compliance Officer to ensure the school is satisfactory with the installation. • Outstanding action: AD asks RS to confirm which capital projects were	

	approved by the Trust Board. AD seeks clarification that the proposed projects have been accepted as Alphington's budget 2021-22 was approved. RS advises that proposed capital projects agreed in the budget are ok to proceed with. ST speaks about proposed projects which have been put on hold have been reflected in the approved budget.	
5.	**Head Teacher's Report:** The Head Teacher's report was circulated to governors ahead of the meeting. ST outlines the main points from her report to link with the School Development Plan (SDP). The main points from the Head Teacher's Report are as follows: • The relationships, sex and health education (RHSE) curriculum now fully in place, an amendment was made due to Covid with regard to remote learning and all vocabulary used within the curriculum is age appropriate and has been shared with parents. • Focussing on the equity of education between children who attended school during the lockdowns and the children who were provided with remote learning provision. Since the return to school, there is a priority of targeted intervention to close the gaps in learning. • The art curriculum remains as priority. This subject was subject to challenge as children were not able to share equipment. The SDP identifies the teaching of art as an area of focus and progression. • Data results identified the cohorts of years 1 and 3 of the previous school year to be the most affected by the school closures. Catch up funding is to be used to provide additional teaching assistants (TAs) and targeted support for these cohorts. • The development of the school's leadership team (SLT) has given to strong phase leads. Roles and responsibilities were reviewed and support given to staff as needed. • Priority given to all children attending Alphington to have the same 'core deal' regardless of their journey through school. This culture is to be driven by the three phase leads, spending one day a week together to conduct 'book looks' to ensure consistency across the school. **Priorities for 2021-22**: ST gives the governors an overview of the SDP, this was circulated to governors in advance of the meeting. • Progressive art curriculum: School to purchase an art teaching resource to provide support for staff. • Behaviour and Attitudes: ST speaks about the amount of change and disruption the children have been subjected to over the last two years. Children to focus on their own values and to get used to being with their peers again. • Disadvantaged Children: ST speaks about the different concepts of	

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	- disadvantaged children and how this is a Trust priority. ST speaks about the importance of equity and equality for all children. - Early years, foundation stage (EYFS) Curriculum: To focus on the smooth transition for children from pre-school to foundation and KS1. The learning environment within the EYFS area has changed to uphold the new framework. AD seeks clarification on what is an 'ever 6 child'. ST explains this refers to children who were previously entitled to free school meals (FSM). AD refers to section 2.2 from the Head Teachers report regarding cohort sizes and the figures appearing to be one different from the figures on page 2. RS explains that she completes the 2.2 section and it is then returned to Head Teacher, pupil numbers could have changed within this exchange of information. AD asks the governors to approve the SDP. The governors approve the SDP 2021/2022. *NL joins the meeting at 18.46.* - Covid Risk Assessment and Operational Plan September 2021: ST advises the governors on the updated Covid risk assessment and Operational Plan, this was circulated to governors ahead of the meeting. ST informs the governors of the recent cases of Covid reported within the school. RC asks how many cases would constitute a cluster? ST replies a cluster is defined as is either a 10% increase in cases or 5 cases within the setting. ST advises the school will follow advice from Public Health England (PHE) the RA and Operational Plan will be updated to reflect this. The governors approve the Covid Risk Assessment and Operational Plan September 2021, Finance Update: AD offers the governors a brief financial update. The carry forward from the previous year is showing as £285k subject to any capital items agreed last year. The school is showing a net surplus. The year-end accounts are yet to be finalised. AD informs the governors the management accounts will be available the following month for the month in question. AD asks are the traded services income streams to be estimated as the same as the start of the academic year? KN explains that to have a more accurate picture of the number of children attending wrap around care the provisions need to operate for a few weeks before a stable picture can be ascertained. RS informs the governors that a lead governor for finance should attend the Head Teacher and CFO financial meetings moving forward.	**Decision: Governors approve the SDP 2021/22.** **Decision: Governors approve the Covid RA and Op Plan.**
6.	**Safeguarding Update:** ST advises the governors all staff have undertaken additional training during the inset days before the start of term and staff have been made aware of the changes	**Decision: Governors approve the CP and SG Policy 2021.**

	to the KCSiE Policy 2021. Governors approve the Child Protection and Safeguarding Policy 2021.	
7.	**Staff & Pupil Wellbeing:** ST explains to the governors wellbeing continues to be a priority and is a focus in the SDP. The shared space for staff has been redecorated and staff wellbeing remains a main focus and support for staff is in place with activities and further interventions. The school have petitioned for a wellbeing award with a team of various stakeholders to evaluate the school's dedication to wellbeing. RC advises of the importance of continuing the wellbeing priority to address the long term effect on staff. ST speaks of the benefits of having one staff room. RS adds the Trust are developing a wellbeing committee and a Wellbeing Trustee will be appointed.	
8.	**Policies:** The pupil premium (PP) is to be deferred to the next meeting in November. This is in line with the Education, Skills Funding Agency (ESFA) deadline. The Equality Statement 2021 was approved by governors, no changes were made to the existing statement.	**Action: PP Strategy to be deferred to November meeting.** **Decision: Governors approve the ES 2021.**
9.	**Risk Register Update:** AD confirms the risk register was fully reviewed at the end of the last school year, therefore there are no further updates at this time. AD asks RS to clarify the Trust's position regarding the risk register. RS advises the actual format will not change, but all LGB 's will have access to all the schools' risk registers to measure the impact of risks across the four schools with an overarching Trust risk register. JG confirms an additional column will be added to evaluate the target risk and school specific risks. RS confirms this has been agreed at Trust level. SC confirms this work is in progress.	
10.	**Governor Training:** The Clerk advises the governors to enrol with the National College, so that governors are able to access courses and webinars to enhance their CPD. The informs the governors they will be receiving information regarding the changes to the KCSiE 2021 Policy.	
11.	**Links to Parents & Community:** ST updates the governors on the previously mentioned wellbeing award to help establish links with the community. The Chatterbox café and the kiln are both now open for use. As part of the curriculum, the school will be re-establishing links to the local care home. JM raises a point of putting up signage to advise parents of the school gate opening times. ST replies and makes a point regarding safeguarding and the matter of unsupervised children arriving at school early and to bear in mind staff working outside these times. ST is aware of the issues regarding school traffic and parking. AD suggests JM raises his concerns directly with ST and the lead governor for community.	

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12.	**Communication with Trust Board:** It is established the next Chairs Forum will take place on 22 October.	
13.	**Matters brought forward by the Chair:** **Part 1:** The part 2 minutes from 7 July 2021 are approved. **Part 2:** **End of Part 2:** AD refers back to the previous discussion regarding the election of the Chair and adjourns the meeting at this point. SC thanks the LGB for allowing her to attend as an observer.	

The meeting is adjourned at: 19.47.

Date/Time of next meeting	17 November 2021	Location	Microsoft Teams – until further notice.

Signature of Chair