



**Tortworth VC Primary School**  
**Full Governors Meeting**  
**Wednesday 18<sup>th</sup> October 2020 at 6:00pm**  
**Via TEAMS video conference**  
**MINUTES**

Agenda No.	Details	Actions
1.	<p><b>Welcome &amp; Governors Present:</b>  FR welcomed everyone and thanked them for their attendance</p> <p><b>Present:</b>  Fay Reeves, Carol Bowes, Clare Smith, Paula Hooper and Jennifer Eastment (Clerk)</p> <p>Andrew Best, Will Roberts and Bethan Adams were present for item 7, which was covered at the beginning of the meeting. They then left and the normal Governor business was covered.</p> <p>CB is currently off school having tested positive for COVID. PH and CS are self-isolating.</p> <p><b>Apologies:</b>  Spencer Halliday (childcare)</p> <p><b>Declaration of Pecuniary Interests:</b>  None</p>	
2.	<p><b>Previous Minutes:</b>  Minutes of FGB held 30<sup>th</sup> September 2020 were agreed as a true record of the meeting and approved.</p>	
3.	<p><b>Matters Arising:</b>  <b>SCR visit by PH</b> – Visit has been completed. Safeguarding Audit is due and CB has received the paperwork. It has been forwarded to BA to be completed together.</p> <p><b>Updating the policies on the school website</b> – On going.</p> <p><b>CS Terms of Office dates</b> – Confirmed term ends August 2021</p>	CB/BA

	<b>Outstanding Pecuniary Interest forms</b> – FR form received. SH still outstanding.	SH and JE
4.	<p><b>Governor Business:</b></p> <p><b>SDP update/Review SEF</b> – These have delayed due to the uncertainty of the near future. CB has been completing a termly RAP covering the OFSTED areas.</p> <p><b>PP funding update/ Sports funding update</b> – Covered in the Finance meeting.</p>	
5.	<p><b>Head Teacher Report</b> The report had been circulated before the meeting. CB asked if the Governors had any questions</p> <p><b>Gov asked – The H and S walk mentioned in the report -is that being carried out with BA?</b> It was confirmed that SH was going to complete this walk around. A time is yet to be confirmed.</p> <p><b>Gov asked – What is the situation regarding lateness?</b> The 2019 figures were 17 “after the register had closed” marks where as in 2020, at the same time, it is 13, so the situation is improving.</p> <p><b>Gov asked – The report mentions Home Learning Packs, if this situation arises again, what provision will the school have in place?</b> CGP type books will be purchased for the FSM children and other families will be given the option to buy books for their children through a link on the website. This will be a cheaper option compared to ink, photocopying, time and delivering costs to the school.</p> <p><b>Gov asked – What maintenance work is required on the Peace Garden?</b> SH has agreed to have a look at it during the H and S walk around to see if it possible to save the school some money</p> <p>Prior to the meeting CB had sent around subject leaders reports from PE, Maths, English and Vulnerable Groups. She asked for any questions.</p> <p><b>Gov commented</b> – It was pleasing to see the high profile of sport and exercise as at this time as the children having the opportunity to be outside and activity is important.</p> <p><b>Gov commented</b> – The Vulnerable Group report shows starkly the make up of the cohorts across the school (SEN/joiners/FSM)</p>	<p>SH</p> <p>SH</p>

	<p>and especially the nature of the cohorts in LKS2. All information that needs to be considered when planning the future structure of the school.</p> <p>CS informed Governors that the school had received a call from the DfE to discuss how the school is spending the catch-up funding. This will need to be dealt with on CB's return to school.</p> <p>FR thanked CB and the teachers for their reports</p>	
6.	<p><b>Committee reports:</b>  <b>Finance, H&amp;S, Premises &amp; Staff Committee – Wednesday 11<sup>th</sup> November</b></p> <p>At the time of the FGB meeting, the minutes were still in a draft form and these were shared. At the time of the Finance meeting the committee were still missing final figures from CSET on a number of matters, so the committee and FGB are not in a position to sign off the budget. There FGB will discuss the budget when all the figures have been finalised.</p> <p><b>Pupils and Curriculum – Tuesday 10<sup>th</sup> November</b></p> <p>Minutes shared before the meeting. The meeting was based around the HT report. School have received a refund for "Rapid Reading" resources as it continually has technical issues and was not working properly.</p>	
7.	<p><b>CSET Update:</b>  FR welcomed AB, WR and BA to the meeting.</p> <p><b>Gov asked – where is the school in light of the current closure and class organisation?</b></p> <p>CS informed FGB that the packs had now been printed and were being posted out as there was nobody on school to delivered them by hand. The Goggle Classroom learning is going well and 2 of the schools IPADs have been given to children with no access. School is ticking over but currently another TA is off awaiting a test result so the only staff on site are 1 teacher, 1 TA and 1 in office so nobody feels as if they can leave the site. Staff are aware WR is available.</p> <p>CB raised the concerns she has for the children with no online access. WR reassured her that the staff can only do the best they can and school did that with regard to online learning and keeping the school open. Staff should be comfortable that they are doing everything they can, it may not be what they want, but it is something. AB reaffirmed it was the correct decision to keep the school open. The school and staff will need to reflect on the Risk Assessment on return to school to see if can be improved to mitigate the possibility of another closure.</p> <p><b>WR asked if there were any practical issues on the teachers and children s return to school next week (24<sup>th</sup> November)?</b></p>	

	<p>As it is likely CB may not be well enough to return, cover needs to be organised for Tuesday PM and Friday. This will allow for transition work if CB is feeling well enough to return. WVR reaffirmed that if there are any problems which solutions can not be found for, to contact CSET. The Trust does not wish to jump in as they are not yet familiar with the school but are happy to help if they can.</p> <p><b>BA asked – I am due to visit on 19<sup>th</sup> November 2020 at the end of the day. Is that still OK?</b></p> <p>CB and CS were concerned that the limited staff on the site maybe concerned with another person being at school during the current situation. Also there will only being one permanent member of staff and few parents due to class closures there at that time. It was agreed that BA to visit on 25<sup>th</sup> November 2020 when CB has returned a wider parental body.</p> <p><b>CS asked for any further updates on the future? Is there anything she could take to the staff?</b></p> <p>WVR confirmed that there had been a virtual meeting between himself, AB and BA. It covered the legal details concerning the SLA, Risk Assessments, H and S and Leadership handover plus clarification of the financial involvement. The Head Teacher arrangement has been agreed but there are still 3 outstanding points. These were meant to have been resolved before the FGB but due to the COVID closure they have been delayed until next week. Outstanding issues:</p> <ul style="list-style-type: none"> <li>i) CS and BA to meet as the Senior teacher in the school</li> <li>ii) BA will not be the SENCo as CB is. CSET have identified 2 members of their current staff who have the capacity to cover the ½ day SENCo role. BA to meet with CB to gain knowledge of families, children and needs etc</li> <li>iii) Class Teacher arrangements – in Y3/4/5/6 there will be a mixture of 1 and 2 class times and the impact of this on staffing and the curriculum deployment and organisation needs to finalised.</li> </ul>	
8.	<p><b>Policies Review:</b></p> <p><b>Teachers Pay and Conditions (Finance then FGB) – A model LA policy.</b> Needs adapting to reflect specifics of Tortworth School.</p> <p><b>Admission Arrangements (FGB agree following LA policy)</b> – Agreed to follow LA guidelines</p> <p>FGB agreed to adopt all LA model policy. CB to forward list of these to JE so Governors can give approval by email.</p>	<p>CB</p> <p>JE and CB</p>
9.	<p><b>A.O.B</b></p> <p><b>None</b></p>	

10.	<p><b>Correspondence</b></p> <p><b>Parking at pick up/drop off</b> – FR had received an email from a parent complaining about the parking at pick up and drop off from school. It was noted that the parents are not parking in the way advised to by school and a number of parents are remaining on the school site to “catch up” with others. It was decided that FR will respond to concerned parent that FGB have listened to her complaint and had agreed to email the parent body reminding them of the need to leave the site immediately, park considerately as well as the option to park at the church and walk up the path across the fields. A regular reminder to be added to the school newsletter</p> <p><b>Request from a member of staff for a day off for exceptional circumstances</b> – FR received a request for a day off (26<sup>th</sup> March 2021) to attend a wedding that has had to be cancelled due to COVID. Agreed and no cover needed.</p> <p><b>The meeting closed at 7.30pm</b></p>	<p>FR</p> <p>CB</p>
-----	---	---------------------

**Next Meeting: FGB Wednesday 24<sup>th</sup> February 2021 6pm**