

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 16TH SEPTEMBER 2021

Present: Mr R Carswell Chair of Governors
 Miss A Hawkins Headteacher
 Mr. T Child
 Mrs S Manley
 Miss L Ruffle
 Dr. E Santos
 Mr M Stocks
 Mr D White

Miss A Leather Deputy Headteacher

Absent: Rev. S Talbot
 Mrs Durovic
 Mrs Jacobs

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Rev. Talbot	
2. Declaration of Interests	None	
3. Items from the Annual Cycle		
Election of the Chair and Vice-chair	Mr Carswell was nominated by Mrs Manley and seconded by Mr Child. He was unanimously elected. Rev. Talbot was nominated by Dr. Santos and seconded by Mr White. He was unanimously elected.	
Committee members and Governor Curriculum Responsibilities	The committees remain unchanged. All the chairs were proposed by Mr White and seconded by Miss Ruffle. All were unanimously re-elected. The Governor responsibilities were revised.	
Objectives of the Governing Body	Dr Santos recommended that kindness be added to the core values for the Governing Body. This was unanimously approved.	
Procedures for the Governing Body Workings	These were approved the procedures	
4. Minutes of the meeting held on 8 th July 2021	The Governors approved the minutes	TC/LR
5. Matters Arising		
Covid	A new risk assessment was received on the Friday prior to the start of term. There are no longer class bubbles however year bubbles are in place and children are accompanied as much as possible, collective worship is taking place in phases and most of the lunches are now being taken in the hall in three sittings. There is a 'soft' start with slightly staggered times with pupils coming in at different entrances. The times of these have been adjusted today. Mr Child observed that the drop off times have not been working well for parents who use the park entrance, but he acknowledged that this might change with the alteration of the times. Miss Leather said that teachers too had commented on this. Mrs Manley said that this was in part to too many parents being present at one time. There will be more staff available from Monday to help to direct parents. Staff are wearing mask in communal areas and an extra clean is being undertaken just before lunch.	

	Miss Leather added that the risk assessment is under constant review.	
Dog	Miss Hawkins has brought her dog to school. She has two trainers in mind for his therapy training, but he needs to be a little older before this starts.	
6. Safeguarding update	Miss Leather updated the Governors safeguarding training, with a particular focus on online safety and KiVa. She explained that the Governing Body could agree to give some staff the condensed version of Annex B, which is Annex A, to staff who do not come into contact with pupils on a regular basis. Miss Leather asked the Governors to approve Annex A being given to the catering staff. This was approved.	DW/SM
7. Data Protection	There was a data breach at the end of last term. Following this the systems were reviewed and changes were made. As a result all staff are completing GDPR training.	
8. Term dates 2022-23	The dates for 2021-22 have been slightly amended to take account of the extra bank holiday for the Queen's Jubilee. This has been added to the summer holiday and one non-pupil day has been moved meaning that the term will finish for pupils on 22 nd July. The 2022-23 dates were approved by the Governors	ES/SM
9. Parental Engagement	Information has been sent out about the new Covid procedures. Meet the Teacher videos have been recorded and will be posted on Google classroom ready for next week. Miss Leather is recording some information about KiVa. Parents have now also been informed that they can come into the school office as well as using email, phone and text. Mr Child asked whether parents evenings will still be remote. Miss Hawkins confirmed that this first one will be, but future consultations will be reviewed following feedback. The staff are conscious that parents do not get to see the children's work when they do not come into school and this needs to be considered. Mrs Manley said that the Willand Word had contained very valuable information for parents about the basic set up of the school and that this is very helpful for new parents. Dr. Santos asked whether class assemblies were taking place. Miss Hawkins said that they would not be taking place this term but it will be reviewed after Christmas. Dr Santos asked whether any could be broadcast to parents. Miss Hawkins said that getting something of a quality that the parents could see is difficult. Mrs Manley added that part of the experience is performing to a live audience. Dr Santos said that broadcasting would allow the parents to engage with what their children are doing. This will be kept under review. Miss Hawkins said that the focus at the moment is re-establishing routines and quality teaching.	
10. Policies		

Anti Bullying Policy	Mr Child asked who is the intended audience of the policy. Miss Leather said that it was originally drawn up by pupils, parents and staff. Mr Child said he felt Governors should be included in the first paragraph as should parents. Dr Santos asked whether the school are working to decolonize the curriculum so that the ideas of imperialism are not enforced. Miss Leather said that this is happening and as an example she is looking at scientists from all different areas and ages. Miss Ruffle confirmed that this is also happening in art with different cultures being celebrated. Miss Hawkins said that in PSHE, Jigsaw has a lot of work on diversity. Miss Leather said that more work could be done on this particularly as the focus this year is tolerance. The Governors approved the policy	JJ/ES
Committee Terms of Reference	The Governor approved these	LR/DW
Pay Progression Policy	This is not yet available so will be deferred to the next meeting	
SEND Policy	The Governors approved the policy	SM/TC
11. Register of Pecuniary Interests	Mrs Hills will send copies to all Governors who do not work in school	
12. Governor Visits		
Report of Governor visits	None have taken place since the last meeting	
Timetable for Governor visits	Mrs Jacobs will visit for Art this term Dr Santos will visit for Science and will arrange the date with Miss Leather. She will combine this with an NQT visit. Mrs Manley will visit for English and will arrange a date through Mrs Hills. Mrs Leather asked Mrs Durovic to do a visit to look at KiVa Miss Hawkins said that a Foundation Stage visit would be useful in the Spring Term.	
13. Chair's Correspondence	None	
14. Any other business	Miss Hawkins asked the Governors to look at the latest OFSTED Inspection documents which are available in the Governor library in Dropbox. Mrs Jacobs said that there have been some issues with the fabric of the new PE tops. Miss Hawkins advised her to bring any that have issues back into school for replacement. Mrs Hills has already complained to the company.	
15. Date of next meeting	21 st October 2021	