

	1. Budget Monitoring	
	<p>Update given by School Business Manager (WM)</p> <p>Budget with notes circulated to Governors prior to meeting. No questions received prior to meeting.</p> <p>We have been advised to apply to FIPS (Financial Intervention Panel, Schools) for support for recent staff absences. Panel meets once a month to discuss applications so will submit the form asap. We will apply for as much as we can. Might provide a bit of support. Some better than none after all. School improvement can actually be used for its intended purpose instead of covering staff costs.</p> <p>Nursery budget affected by Covid – 15 hours funding couldn't be claimed. Talk of top up payment but unconfirmed at the present time.</p> <p>KK commented that other schools' budgets must look very similar to ours. Surely no one is better off given the impact of Covid.</p> <p>WM agreed, finance officer is amazed that we could get in a balanced year last year so one up in that way. Budget recovery plan also needed, won't look nice but has to be done. TP asked if this had to be completed by the 18th? WM replied, could make a start but will mainly wait until new budget is available in November.</p> <p>WM asked Governors for permission to give CM a procurement card for when she retires. Will keep number of staff with card at four. Useful for ordering items that we can't do a purchase order for or emergencies. CL – who are the four that currently hold them? WM replied TP, DF, myself and D.Wright from office. Governors agreed CM could be fourth member with procurement card.</p> <p>WM asked Governors to agree the new pay policy. Annual exercise. TP and I did together. Model policy used and made small changes. Stick with recommendation made by DCC for teacher pay scales. Sits in line with National pay scales. Policy proposed by KK, seconded by MM and unanimously agreed.</p> <p>WM left the meeting at this point.</p>	
	2. Headteacher Update	
	<p>Update including discussion about new tagline</p> <p>Headteacher update circulated to Governors prior to the meeting.</p> <p>TP asked if there were any questions or comments.</p>	

MM commented that it is nice to have the Headteacher report in advance.

TP commented that the most recent visit from Tim Salvador was very positive. TS could see significant improvement. More consistency across teaching. Brad Murray is due for a visit on 3rd November with a full e-visit on December 2nd.

CM added that we are working collaboratively in Maths with Tim's school in Holsworthy.

TP added that as a school we want to network. Perhaps not happened at West Croft before. Pleased that TS tried to take a passport – clearly taken with it!

CM added that next step of curriculum is teaching black history as just part of history and not separately.

Results from recent Covid-19 surveys need to be discussed. Parent and staff version.

TP - need to agree any changes we might need to make based on the feedback.

TP asked if we need to change our risk assessments or approach based on the feedback.

TP noted that one parent gave feedback on Facebook. Unhappy with staggered times as it effects their business. Needs to be considered. Do we increase measures? Change times? Enforcing one-way system in school.

CN noted that not everyone adheres to the one way system.

Trying to enforce is a quick, easy fix.

TP agreed, more proactive with staff reminding parents.

KK added that it is hard to get a happy medium. Keep people safe but not disturb school life too much. Reasonable consideration to make changes. Staggered times is good for our sheer numbers.

TP commented that the early finish and early start seems to be one of the biggest points. Not necessarily the fact of the actual staggering.

KK suggested keeping the staggered times but moving them forward in to more of a school day. Not quite such an early start or finish time.

CC asked what lateness is like.

TP replied; improved on this time last year. Certain pupils/parents will always be late regardless of what time they need to be at school.

Clerk added that from role in the office it is clear lateness is more visible in Year 6 as earliest starting year. But agreed with TP that there will be lateness regardless of the starting time.

CN noted that weather will soon become a factor.

CL agreed, adding half an hour in between drop offs was quite long to wait so good that was changed. Could further change be made?

TP added that teachers have been asked to be welcoming and let pupils in early if pouring with rain etc

	<p>KK noted that the feedback from the survey doesn't seem explicit in terms of staggered times, almost a 50/50 split in terms of comments and opinion.</p> <p>JE agreed, all of this is being done to keep everyone safe. Everyone has to take a little bit of a sacrifice. Never going to please everyone.</p> <p>KK responded that as long as we have considered all the options that's all that can be done. Previously our working families have said school hasn't listened to them or made decisions that don't benefit them. Want to give it good consideration for these families.</p> <p>TP added that we do respond when it's right to respond. That's why we need to discuss. Even if no changes are made they can be justified if discussed.</p> <p>MM asked if the risk assessment clearly states why we are doing certain things.</p> <p>DF replied yes; current approach is built around lunchtimes really. Worked backwards from that initially. Additional catering budget needed for anything longer.</p> <p>KK asked what the implications were.</p> <p>DF responded kitchen staff needed for longer, food sits there for longer, longer lunch impacts on lesson time etc</p> <p>KK noted that expectation is of course that when Covid calms down things go back to normal but there is no timeline for that.</p> <p>CM added that we were due to review after Half Term anyway but Covid has gone on much longer than anyone expected. Hoped initially that by now we might be able to think about returning to normal.</p> <p>CL asked if staggered times between year groups could be made shorter without compromising on safety.</p> <p>TP added that we would need to look at in detail. Implication of five minute staggers for example.</p> <p>KK countered that finishing earlier is the main issue though, not staggered times in between and so shorting the times wouldn't help this.</p> <p>CC agreed, perhaps the best option is to move the staggered times within more of the school day slot.</p> <p>KK asked what school is like in general at the moment. Behaviour? Feeling of it? Could be considered as reasoning for decision making.</p> <p>CC responded that Year 6 is shattered. Very sleepy children. Issues from 6 month lockdown not addressed. Toil on the children. Mental health implications will be long lasting.</p> <p>KK asked what playtime is like with the current approach.</p> <p>TP replied; better with less children on playground. Behaviour incidents are down.</p> <p>KK asked what the implications are on Year 6 and it being SAT's year and the fact that we are measured on data. Where are we there? Will we still get measured on that this year?</p> <p>TP replied yes, we will still be measured. Baseline for SAT's being completed now. Key information will enable us to know where the children are and the gap we must close.</p> <p>KK asked DF for his opinion.</p> <p>DF agreed that break and lunch times are certainly quieter.</p>	
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	<p>JE asked if the behaviour policy is still having the same impact as when it was first implemented.</p> <p>TP replied yes, behaviour has reduced so policy can be adapted to reflect this. Different approach needed for key children.</p> <p>JE commented that behaviour was a really big issue for the school when he first became a Governor. Concerns that behaviour was being used as a scapegoat for poor teaching. Was this/is this still the case?</p> <p>TP replied; possibly true previously. Obviously standard of teaching is being addressed and is a separate issue to behaviour.</p> <p>CM added that as a new member of staff to the school I would say behaviour is good. A few key children need different approach. Adults escalate behaviour sometimes. Staff are being encouraged to:</p> <ul style="list-style-type: none">Meet and greetSmileUse positive body languageOnly say positive things <p>If we consistently use those four things, things will change dramatically. Using approach from a brilliant book.</p> <p>CC noted that perhaps there is some confusion on the new or different approach. Culture and ethos meeting was confusing. Hasn't necessarily been made clear that you are still allowed to use the steps indicated in the policy for example.</p> <p>JE asked if staff morale is good. Not so defined consequences for these key children perhaps means more chances for disruption. Does that put more pressure on staff?</p> <p>TP replied that professional dialogue with staff is needed. Poor choices regarding behaviour is of course different but dialogue is needed for the children who have additional issues.</p> <p>KK commented that she didn't realise there had been tweaks to behaviour policy.</p> <p>JE asked if staff have been updated enough on the slight tweaks to the behaviour policy, if policy has been adapted slightly for this new approach. Governors hold SLT to account in terms of behaviour but if the agreed policy is not being followed that changes things.</p> <p>TP replied that policy hasn't been changed. Behaviour policy is applied when it needs to be.</p> <p>MM added that a huge positive of the policy was that it was inclusive of everyone. Key is staff understanding how it is implemented. Consistent approach is needed. Consequences are perhaps different but still there. Children's perception of consequences and poor behaviour is just as important. Behaviour has been a big issue for us as a school previously. All parties were unhappy about it. Don't want to go back to that.</p> <p>CC noted that as mentioned the culture and ethos meeting was confusing. Staff perceived that the 'steps' have been removed from the policy and are now unusable.</p>	
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	<p>CM noted that clarity for staff is clearly needed. Hopefully a conversation could help clear the matter up. Mis-communication somewhere along the line.</p> <p>Meeting moved to Part II to discuss specific behaviour issues and staffing.</p> <p>Discussion returned to responses from Covid surveys.</p> <p>CN commented that the staff survey responses have really strong opinions on what we are doing. So we need to make changes from this, balanced with the 50/50 approach from the parent responses.</p> <p>JE agreed, decisions need to be made based on risk in terms of Covid. Have to undertake a certain amount of risk for the school to operate but not unnecessarily. What is our current stance on parents wearing masks?</p> <p>TP responded; not currently enforcing. But we can decide differently this evening.</p> <p>Proposed that visitors entering the building need to wear a mask but will not yet ask parents to wear masks at collection times.</p> <p>DF clarified if all visitors need to wear a mask. Including social workers?</p> <p>CN thought yes even social workers. Consistent and clear message and approach.</p> <p>MM commented that there are clearly issues regarding our Covid approach. Staff clearly have strong views and we need to address.</p> <p>JE agreed; we need to be proactive rather than reactive.</p> <p>Agreed that a mask or visor needs to be worn by visitors entering the building and parents will not currently be required to wear masks.</p> <p>Agreed that staggered start and finish times will remain as they are for the time being.</p> <p>Agreed that the message to social distance whilst on site will be reiterated as often and as much as possible.</p> <p>Agreed that PE kits will not be worn in to school on a PE day but will be worn home if PE lesson occurs in the afternoon.</p> <p>Agreed that changes (possibly immediately) will apply if local or national restrictions change.</p> <p>Agreed that communication to staff will increase regarding cleaning and any approach changes.</p> <p>New agreements will start after Half Term and be reviewed again in 6 weeks times (subject to Government guidelines)</p>	
	<p>3. Governor Reports</p>	
	<p>3.1 CL Curriculum Report</p>	

	<p>CL explained that as a new Governor and not a parent or someone already having a connection to the school she'd requested a tour of the school with CM. Wanted to go on a tour of the whole school with the main aim of seeing classrooms.</p> <p>CL commented that the curriculum board in SLT office was great. CM responded that a curriculum board was going to be placed in each staffroom as well. This had received great feedback from TS and BM on recent visits. CL also mentioned the new curriculum passport. Only in draft form when seen but is going to be fabulous.</p> <p>Final copies of the Passports distributed to Governors.</p> <p>TP talked through the idea of the Passport. Pupils life at West Croft from start to finish including school photos from Year 1 to Year 6, 100 books to read before leaving and 100 significant people to learn. Passport will travel through school years with pupil and then be given to them at the Year 6 leavers assembly. Passport has been funded by the PTA. TS very impressed on recent e-visit – wanted to take one away with him!</p> <p>Governors very impressed with Passport. Great idea and will be a wonderful leaving gift for our pupils.</p> <p>CL commented on how calm and positive the environment had been on her tour. KK asked if this was in direct comparison to Abbotsham school. CL responded yes, would say yes better. CM agreed, calm here compared to other local schools I have worked in. Staff deal with things well here. Children are polite and respectful here. CN asked if staff are told that. Anecdotal things like that help. CM replied that after some thought given to the conversation earlier this evening, it's clear there is a communication breakdown. Better communication to staff is needed. We just need to talk things through. We will reflect on that and try to fix.</p> <p>CL finalised by expressing how well rounded the new curriculum is. CM added that she was currently writing an impact report for the new curriculum. Will send out to Governors once completed.</p> <p>3.2 JE H&S/Covid Report JE noted that his report mimics what the survey feedback discussed above says. Similar issues. School is not built for social distancing so there are snag areas. Discussion had to happen though. Aware that everyone has different opinions on the situation but creating conversation is the only way to make decisions and move forward.</p>	
	<p>4. Policies</p>	
	<p>4.1 Managing Sickness Absence Policy</p>	

	<p>Reviewed by CN. Agreed that hearings will not be delegated to the Headteacher but to the First Committee of Governors. Policy proposed and unanimously agreed.</p> <p>4.2 Model Staff Leave and Absence Policy Reviewed by KK. Agreed that: Page 2, section 2: Headteacher can approve up to 5 days leave. Page 9: Interviews/selection processes for other posts - 4 days in an academic year. Policy proposed and unanimously agreed.</p> <p>4.3 Capability Policy and Procedure Reviewed by CL. Agreed that hearings will not be delegated to the Headteacher but to the First Committee of Governors. Policy proposed and unanimously agreed.</p> <p>4.4 Health and Safety Policy Policy proposed and unanimously agreed.</p> <p>AOB Chair asked Governors if there were any other comments regarding the new tagline attached to the Passport. Governors reacted positively to the new tagline; 'Discover your legacy' and feel it reflects the new curriculum well.</p> <p>Clerk to write letters, one for parents and one for staff, regarding decisions made around survey feedback discussed above.</p> <p>Goodbye and good luck to CN. Moving away in half term. Chair thanked CN for all her hard work over the last two years. Have really made an impact on the Board and West Croft. Real shame to be losing CN.</p>	
8.10pm	Meeting ends	
	Clerk	
	HT & Chair of SC	
	Clerk	
	All SC members	

Key :

Green = decision

Red = challenge

Blue = action