

Minutes of the Governing Body meeting held virtually via Microsoft Teams 20th January 2021

Present

Ms S. Lewis, Mr C. Johnson, Ms E. Scourfield, Mrs A. James, Miss B. Hurlstone, Mrs C. Porter, Mrs C. Pearman, Mrs E. Brown, Mr J. Wilcock, Mrs L. Duffy

Apologies for absence

Dr E. Warren, Cllr M. Wilson, Mr M. Chorley

Minutes of the Previous Meeting
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Date of the next meeting was incorrect as the meeting was cancelled. Ms S. Lewis apologised to Governors for the short notice of cancellation. Other than that a current record.

Matters Arising

Nothing to report.

Correspondence

Clerk informed Governors that an email was received from a charity that supports schools in finding Governors and a CV for a Community Governor was enclosed. This CV was forwarded onto all Governors, at the request of the Chair, to be discussed at today's meeting.

Community Governors

Ms E. Scourfield advised she had never heard of the charity that had contacted the school regarding Governor vacancies and asked all Governors what their thoughts and opinions were. A short discussion took place and it was decided for the Clerk to contact the Governor Support Unit for advice on whether they had heard of the charity, any further information they might have and if it is acceptable for a Community Governor to be selected through this process.

Ms E. Scourfield questioned if anyone had any other suggestions for a Community Governor as the two vacancies have been vacant for a while but appreciates under the current circumstances it is very difficult to fill. Clerk to also ask the GSU if there is a timescale for how long a Community Governor vacancy can be vacant for.

Headteacher Report

Ms S. Lewis discussed her report in more detail. Ms S. Lewis explained that generally the procedures that were put in place in school were very effective in the Autumn term. Staff very quickly set up regular work online at the start of the Spring term, which has now moved to video messages/lessons and this week live wellbeing sessions have been introduced. A staff meeting was held today to review how these have gone so far and all very positive. It has been agreed to possibly split the classes next week and have two live sessions so that a smaller number of children can attend one session. Provision has also been set up in school again, staff are working one set day a week in school and are therefore unable to respond to online messages on this day. The children are completing online learning during their time at the provision and it is running well.

Ms E. Scourfield asked if there have been any parents that have requested to use the provision but do not meet the requirements. Ms S. Lewis explained that the guidance is

broaden this time and now states only one parent has to be a critical worker, therefore we have not had to refuse a space to anyone.

Ms S. Lewis explained that a Year 1/2 teacher is currently on long term sick and is unable to continue supporting online. Parents have been informed and the class has now been split between the Year 1 and 2 teachers. This means that their online classes are now a lot larger and Mrs Kendall and Ms Feltham have been asked to support them. If sickness continues once school is reopened, the class will be covered by a supply teacher. A supply teacher, who has worked in the school before, was arranged before lockdown and hopefully will still be available when school reopens.

Ms S. Lewis explained that a lot of laptops were distributed to children for home learning and we currently have no more left to loan to children but iPads are still available if needed. An enquiry was made to the Vale for any available funding to secure more laptops but currently there is none but we will continue to make enquiries.

Ms E. Scourfield queried how teachers are finding online learning and what the level of engagement from children has been. Ms S. Lewis advised Governors that we are constantly monitoring engagement. Children are expected to comment on daily registration videos, which allows teachers to keep a daily record of children accessing the classroom. Emails have been sent out and we have been logging any issues raised from parents, such as no devices or any issues logging in to help and encourage children to participate.

Parent Governors fed back to the rest of Governors their own experiences regarding online learning. They all had very positive feedback and wanted to send their thanks to all staff for the hard work and what they have achieved with online learning since Christmas. Their children are all really enjoying and engaging with the daily videos from teachers and it is encouraging children to complete their schoolwork. It is making it easier for parents to help get their child to engage and it brings a sense of normality seeing their teachers for a few minutes each day.

Mrs A. James explained that she had completed two live wellbeing sessions this week. One session was a large number of children and the other session was a lot smaller. The smaller group worked better, it was not so overwhelming and children more likely to talk. Children have been amazing and teachers would like to pass on their thanks to parents who have been fantastic supporting.

Ms S. Lewis would also like to pass her thanks on behalf of all the teaching staff to Mrs C. Pearman who kindly offered training on Flipgrid and very kindly recorded helpful video tutorials.

Ē Safeguarding

Mrs E. Scourfield has recently received an email regarding safeguarding training for February/March and will attend.

Mrs C. Porter is fully up to date with all safeguarding training.

Mrs S. Lewis informed Governors that there are no concerns at school.

Ē Governor Training

Ms E. Scourfield has booked Chair/Vice Chair training and will forward details onto Mr J. Wilcock who has not received information regarding this.

Mr M. Chorley is currently attending Data training which is why he is absent from the meeting.

Clerk advised she has been informed by the GSU that Induction and Data mandatory training is still required to be completed by two Governors. Mrs C. Pearman advised she has nearly completed her training. Dr E. Warren is still required to complete both.

É Teachers' Representative Report

Mrs A. James just wanted to reiterate the thanks to parents for helping and engaging children with online learning. They have all been very patient and kind with their comments. All staff are very supportive with one another and are all helping each other through.

É Non-teaching Staff Representative's Report

Miss B. Hurlstone advised that all staff are working very hard, doing their best and cannot wait to get back to normal.

É Health and Safety

Ms S. Lewis informed Governors that all necessary checks have taken place and are all up to date. The school has also recently had its electricity inspection.

GDPR, Data Breach and Cyber Security

Nothing to report.

É Any Other Business

Ms E. Scourfield asked if anyone had any concerns about the updated Redundancy Policy that was sent through from the Vale of Glamorgan Council. All Governors were happy and policy was agreed.

Mrs E. Brown asked if it is possible for an automatic response from the school email address, to be sent when an email has been received, to inform the sender that the email has been acknowledged. Ms E. Scourfield suggested to the Clerk to check with the Vale if this is possible, as most inboxes only offer this facility during out of hours. Clerk to email Vale to check.

É Matters deemed to be confidential for the publication of the minutes

Nothing to report.

É Date of next meeting

Clerk questioned if statutory committees were meeting next term or just a Full Governing Body meeting again. All agreed for a Full Governing Body to meet again on Wednesday 24th February 2021. Ms E. Scourfield requested for Committees to be put on the agenda for the next meeting.

Signed _____ Chair of Governors

Date:

Minutes unable to be signed due to virtual meeting.
All Governors agreed a current record 24/2/21.