

**Minutes of the Governing Body meeting held virtually via Microsoft Teams 24th
February 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 M. Chorley, Cllr M. Wilson, Dr E. Warren, Mrs L. Duffy

Apologies for absence

Mr J. Wilcock

Minutes of the Previous Meeting

A current record.

Matters Arising

Nothing to report.

Correspondence

Nothing to report

• Headteacher Report

Ms S. Lewis went through the report in more detail and updated Governors on the phased return to school arrangements. Foundation Phase have been returning gradually which has allowed the school to reiterate social distancing rules and focus on the wellbeing of the children. The drop off time slot and staggered collection times are still in place. Ms S. Lewis advised that lateral flow testing would be starting in school next week for all staff. The tests are not mandatory and consent will be required to complete the tests. All tests will need to be logged out to staff and are to be completed at home twice a week. The Vale will be allocating which days the tests will need to be carried out. Information and a video link has already been sent out to all staff and Ms S. Lewis is attending a meeting with the Vale tomorrow for further guidance.

Ms S. Lewis advised that she is still awaiting further guidance from the Vale regarding PPA teachers, who mix between classes. Currently Foundation Phase have PPA on different days but when KS2 returns this could cause an issue with mixing.

Governors were informed that the school is involved in a new pilot with the Vale in terms of managing the computer system through HWB. This will mean that the school will no longer have a server or NAS drive in school which will ensure the school is GDPR compliant. There have been some disruptions this week moving systems across but it will be a very positive move.

Ms E. Scourfield questioned if KS2 will be returning on 15th March and if it will be a staggered return like FP. Ms S. Lewis advised that this is yet to be confirmed and we will have to await further guidance from the Vale regarding the return.

Cllr M. Wilson asked if the safe systems are working, such as a one way system, if there are concerns with regards to the new variant and if there is anything else that the school needs from the Vale. Ms S. Lewis advised that the Vale have been very good at supplying PPE. All staff are good at keeping socially distanced and are now wearing masks at all times. Last year the school didn't have many cases but with the new variant it is the case of the unknown. It

would be beneficial if there could possibly be a blocked half day for PPA. This would limit the risk of a teacher going between classes.

É Safeguarding

Nothing to report.

É Governor Training

Mrs C. Pearman has now completed all mandatory training.

Clerk has recently created a Hwb account for Dr E. Warren to complete mandatory eLearning training.

• Appointment of potential Community Governor

Ms E. Scourfield informed Governors that she and Mr J. Wilcock had attended a virtual Teams meeting with a potential Community Governor, after receiving a CV from a charity that supports schools in finding Governors. Ms E. Scourfield explained that he works for a company that likes employees to give back to the community, which is how he came in contact with the charity. He lives in Penarth, has children that attend a Penarth school, has an IT background and is very keen to give back to society and engage with the Governing body. Both Ms E. Scourfield and Mr J. Wilcock felt he would be a very good addition to the Governing body. A discussion took place. Dr E. Warren raised concerns as to whether a Governor should be appointed through a scheme attached to employment and whether this should be checked with the Vale. Mrs E. Scourfield advised that all Governors have to declare an interest and affiliation with a company and the Clerk informed that this has to be completed annually. The Vale has also informed us, when checked about the charity, that they had already held a meeting with them and they were ok.

All Governors were happy to appoint. Clerk to email and inform the GSU.

Mrs A. James advised that she has a friend, who lives locally, who could possibly fill the final Community Governor position. Ms E. Scourfield suggested that she and Mr J. Wilcock could hold a virtual Teams meeting to discuss if she is interested.

É Teachers' Representative Report

Mrs A. James informed Governors that it has been a very positive start to the week. All staff were very grateful to have the first Monday back as a preparation day. The small groups of children attending each day has allowed the teachers to spend more time with them and put them at ease, as it is difficult to know how the children will be returning to school emotionally. The staff are looking forward to welcoming all Foundation Phase back on Friday. The first week back has been focusing on wellbeing, using great resources, arts and crafts and outdoor play bubbles. Next week will be focusing on Welsh week. The school will not be involved in the usual Eisteddfod celebrations but there will be welsh activities throughout the week and this will also be shared on the Google Classrooms for parents.

Ms E. Scourfield questioned if all the teachers felt well supported and if there has been any anxiety about returning. Mrs A. James advised that all the teachers are fine, glad to be back to a routine, lots of PPE provided and all staff are helping and supporting each other.

É Non-teaching Staff Representative's Report

Nothing to report.

• Committees

A discussion took place as to whether individual committees should now meet or to just continue with the full Governing body meetings at the moment. Mrs A. James advised that

the Teaching and Learning Committee would usually meet at school, go through books and walk around the school but under the current circumstances, as there are no visitors allowed into school, this would make meeting very difficult. Ms S. Lewis advised that it is not statutory for the committees to meet but it would be a good idea for the Leadership Committee to meet in April, to review the budget, before the next full Governing Body meeting.

All Governors agreed for the Leadership Committee to meet and all over committees to be reviewed again after Easter.

<ul style="list-style-type: none">• Safeguarding

All Governors agreed to the Vale Safeguarding Policy.

É Health and Safety

Nothing to report.

<ul style="list-style-type: none">• GDPR, Data Breach and Cyber Security

Ms S. Lewis advised that cyber security is now being managed by the Vale with the changeover of the new system as discussed in the Headteacher report.

Other than that nothing to report.

É Any Other Business

Nothing to report.

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

Nothing to report.

É Date of next meeting

Ms S. Lewis suggested that the next meeting should be held in the second half term.

Cllr M. Wilson questioned if it is possible for the meeting day to change from a Wednesday, as he has other commitments on a Wednesday which is why he tends to be absent from some of the meetings. Governors agreed to change the day. Mrs E. Brown cannot make Tuesdays and Mr M. Chorley cannot make Thursdays. Cllr M. Wilson will check his work diary and liaise with the Clerk which day would be preferable. Once confirmed, the Clerk will email the next meeting date to all Governors.

Signed _____ Chair of Governors

Date:

Minutes unable to be signed due to virtual meeting.

All Governors agreed a current record 17/5/21.