



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Full Governing Body (FGB) Meeting
held on-line on Thursday 19th March 2020 at 6:30 pm

Present: Camilla Collins (CJC), Kieran Collins (KC), Simon Forder (SF), Owen Gardner (OG, **Chair**), Terry Genis (TG), Gemma James-Moore (GJ-M, **Vice Chair**), Nick O'Shea (NoS), Laura Ovenden (LO, **Headteacher** (HT)), Roger Panter (RP), Nicola Ward (NW, Deputy Headteacher), Mark Whitehead (MW)

Apologies: Chris Caswell (CC)

In attendance: Rachael Purvis (Clerk)

Meeting started at: 6:31 pm

1. Welcome	Action
1.1 The meeting was a virtual meeting with all participants on-line due to the need for social distancing as a result of the Coronavirus (COVID-19). The Chair welcomed everyone to the meeting and a few moments were taken to check all participants were able to hear and make contributions as needed. The Chair explained that this meeting would serve as a trial of the on-line meeting format and that he would be changing the order of the agenda items to prioritise the discussion given the current circumstances.	
2. Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest 2.1 Apologies for absence were accepted from CC. The meeting was quorate. 2.2 There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3. Minutes of the last meeting 3.1 The minutes of the previous meeting held on 3 rd February 2020 were agreed and will be signed by the Chair as a true and accurate record when normal meetings resume. 3.2 Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 5) at the end of these minutes. 3.3 Matters arising from the minutes and actions list were discussed and are summarised below: <ul style="list-style-type: none"> • <u>Skills Audit</u>: CJC had circulated her analysis prior to the meeting for governors to look at. • <u>School Based Induction Programme for Governors</u>: To be uploaded. • <u>2018/19 documents</u>: The Clerk confirmed that governor documents from 2018/19 had been transferred to the Governor Hub system. • <u>Parentmail for Governors</u>: The HT will look into this again as a number of non-parent governors were still unable to gain access to the Parentmail system. • <u>Safeguarding Quizzes Analysis</u>: postponed to 26th March FGB meeting. • <u>Annual Statement</u>: The Chair thanked everyone for their inputs. He will complete the editing so that the document can be reviewed on the meeting 26th March 2020. <ul style="list-style-type: none"> ○ Q: When do you anticipate sending out the Annual Statement? The target was set for the end of the month however whilst it is important, it is not a priority in the current circumstances. <p>Action: Complete editing of the Governors' Annual Statement ready for publishing</p> <ul style="list-style-type: none"> • <u>Whole Governing Body Training (WGBT)</u>: CJC confirmed that she had booked training for 2nd July 2020 as discussed, however she would now look into the possibility of this been held remotely if required in July. 	Chair

Minutes signed by (PRINT).....

Signature.....

Position.....

Date.....

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Governors' Core Function 2 Holding the HT to account for the educational performance of the school & pupils</p> <p>Consideration of Internal Audit Findings SC0178543</p> <p>The Audit Findings were circulated to governors prior to the meeting. The HT reported that having reviewed the Audit Findings she was happy that the school was meeting the requirements investigated and just flagged one issue to governors. She requested that a governor take responsibility for reviewing the website. It was reported that MW and GJM had conducted a review in the Autumn Term.</p> <p>Q: Did they check that all the statutory requirements were met? Yes and it was noted that the Clerk had made a check in July 2019.</p> <p>The HT noted the reduced hours provision findings and reported that the school has one pupil with a reduced timetable.</p> <p>Governors confirmed they had noted the findings and did not have any concerns they wished to raise.</p> <p>Approval of SFVS Submission</p> <p>The Chair of the Finance and Personnel (F&P) Committee (MW) explained that the School Value Finance Standard (SFVS) had been presented and discussed at the F&P meeting on 27th February 2020 prior to be circulated for this meeting. He explained that it had been completed in a slightly different way this year. He recommended its approval to governors as he was very confident it was compliant.</p> <p>DECISION: Governors approved the submission of the SFVS Submission.</p> <p>Governor Monitoring Visits</p> <p>All monitoring visits are to be delayed due to the Coronavirus (COVID-19) restrictions until further notice.</p> <p>Good News</p> <p>The following items of good news were reported on:</p> <ul style="list-style-type: none"> • Heather Chapman had a baby girl a few weeks ago and was doing well. • The HT will circulate to governors a parent letter praising Tower Hill's Special Educational Needs and Disability (SEND) provision, written in response to a request from Sue Thackeray (School Improvement Manager) and subsequently sent to Ofsted. Thanks were expressed for Chris Cartledge's excellent work. <p>Action: Email to governors the parent letter regarding SEND</p> <ul style="list-style-type: none"> • The Family Quiz had been a great success, organised by Year 5 teacher Hannah Riley and the School Council. The children were very proud of the event. • Book Week had been very successful, which ED was thanked for her hard work in organising. There were some fantastic photos showing the dress-up day and there had been two author visits. • Fund raising for Sport Relief had taken place on Friday 13th March 2020 but as yet the total raised had not been calculated. • A team had won the 'Busted Groove Award' at a local Dance Challenge which was very enthusiastically supported by families. <p>HT's Written Report, Pupil Premium (PP) and Sports Premium Reports</p> <p>The HT's Report, Pupil Premium and Sports Premium reports were circulated prior to the meeting. The governors did not have any questions on the reports and moved onto discussing the current Coronavirus (COVID-19) restrictions which required the school to shut the following day.</p> <p>The HT explained that she and the Senior Leadership Team (SLT) were in the process of doing many things in response to the situation:</p> <ul style="list-style-type: none"> • Nicola Tettmar, the Leadership and Learning Partner (LLP) had been due to visit the school on Tuesday 19th March 2020. In discussion with the LLP the HT had reviewed her personal health situation and with support from her SLT and the Chair gone into self-isolation as she was vulnerable to infection by the virus. The HT had not found this an easy decision to take but was very confident in the SLT's ability to do an outstanding job whilst she worked from home. • It had been challenging to communicate to parents given the swiftness of the decisions being 	<p>HT</p>
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	<p>taken by the Government. The HT confirmed that the school would be closing on Friday 20th March 2020.</p> <ul style="list-style-type: none"> • Prior to the school closing they had done all they could to follow the Government guidelines. Parents' evenings and assemblies had been cancelled; events and school trips had been cancelled; lunch times and school pick-ups had been reorganised to maximise social distancing as far as possible. • The school will be open in the following weeks for vulnerable groups and the children of Key Workers. • Q: What can be done to support the most vulnerable children? The HT explained that they have identified who needs and wants childcare at this time. It had been a huge concern to the team that vulnerable children would otherwise have been sent home to difficult environments and were glad to be able to offer provision for them in school. • There had been an outstanding response from the SLT and staff offering to help by coming into school to do whatever was required from preparing food, cleaning and a range of other tasks. It was noted that these staff members also had their own children to consider. • Children on Education, Health and Care Plans (EHCPs) were mostly self isolating and were therefore not expected to attend. • Approximately 30 children were expected next week. • Ways of financing meals and/or packed lunches, including for those vulnerable children not attending the school due to self-isolation, were being looked at. The HT has been told that they would be supported by the Government and reimbursed over and above the usual provision made for these children. • Q: As the definition of Key Workers has not yet been published might the number of children increase? Yes. PP children might also be included but it will depend on how many decide to take up places. It was expected that the situation would evolve over the next couple of weeks and it would be necessary to adapt to emerging situations. • Q: Is there anything that the governors can do to support the staff? The team are following the requirements set by the government at the moment and would agreed to tell the governing body if they could provide support in any way. • Alternative arrangements have been made for cleaning. The new building will be deep cleaned and then locked down. Only part of the old buildings will be used to minimise cleaning. • The Caretaker had been unwell and was self-isolating. This had impacted locking and unlocking the premises. NW,JF, KC and ED were all now keyholders to share the load of this responsibility. • The SCL After School Club will be resumed when the school re-opens. <p><i>The Clerk's meeting connection was lost at this point for approximately three minutes.</i></p> <ul style="list-style-type: none"> • Home School Packs had been created and taken home by all pupils that day. On-line working will be available for the children through the school website's Virtual Learning Zone. Packs were also distributed at the school gate to parents of children self isolating. • Parentmail had been invaluable in connecting with parents and sending out material to them. As more ideas emerge and material is generated it will be sent out. • SATS tests will not take place. • The team are keen to keep the children's minds active. However it will be a journey of developing things for the children to do. The first priority will be looking after the children still in school. • KC is drafting a policy on distributing weekly learning packs from teachers. • Q: Will this be in the form of physical packs? Predominantly material will be placed on the Virtual Learning Environment on a weekly basis. In addition, log-ins to educational websites will be provided, many of which are offering their services for free at this time, suggestions offered for exercise routines. • NW reported that an unexpected but successful fire drill had occurred earlier in the day in which all children and staff were evacuated and checks completed in under 4.5 minutes. 	
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	<ul style="list-style-type: none"> • The SLT spoke about the shocking current circumstances and its possible future impact on the children. It was anticipated that when schools re-open it will be difficult picking up where things had been left this week, despite everything they were doing to try and keep the children going whilst the school was closed. • It was reported that the Parentmail server had been suffering some problems due to the high demand. • Q: This situation is very stressful and uncertain for staff. Are there any provisions for community or daily check-ins for them now, or planned for the future? There is already an excellent support culture and network at the school where it is usual practise to regularly check in and look out for each other. • Q: Does this need to be systemised? The HT reported that line managers will look after their teams and keep checking in with them. Governors discussed some of the practices emerging in businesses working remotely where there are 'open' meetings scheduled purely for staff to 'let off steam'. The HT will look into this. • The LLP is being very supportive and her visit will be re-scheduled. The HT looks forward to this opportunity to show the school's work on developing the curriculum for the future. 	
5.	Any Notified Business <ul style="list-style-type: none"> • KC apologised that the data for the meeting next week (23rd March 2020) was not yet ready but would send it out as soon as circumstances allowed. The Clerk explained that the agenda for the meeting would be sent out today, following this meeting. • It was noted that the agenda may be subject to change. • The Chair asked governors how they had found the meeting experience on-line. Overall it was agreed to have worked quite well, although RP reported that he had left the meeting for 10 minutes to take a phone call from the doctor during item 4.5. The Clerk had not aware of this to note it at the time. • DECISION: Governors confirmed they were happy to approve the following policies which had previously been reviewed at the Premises Committee meeting on 5th March 2020: <ul style="list-style-type: none"> ○ Supporting Children with Medical Needs ○ Freedom of Information Plan • It was noted that the attendance data had been very good and the analysis from RP helpful. • The Chair thanked the governors for their inputs and making the meeting work. He asked them to email him with any suggestions to improve the process for the next meeting. 	
6.	Date of next meeting: Virtual meeting - 23 rd March 2020 at 6:30 pm The link to join the meeting is: https://meet.google.com/tjv-gphe-kag	

The meeting closed at 7.25 pm.

Outstanding Actions

Date	Agenda Item	Action	Whom	Status	
05/12/18	9	Skills Audit	All CJC CJC	Complete Skills Audit. Analysis of Skills Audit information CJC to contact all governors with regard to specific training needs.	COMPLETE
21/05/19	10c	School Based Induction Programme for Governors	CJC	CJC to upload the pack.	ONGOING
21/11/19	4.3	Previous documentation	Clerk	Copy 2018/19 governor documents from the portal to Governor Hub.	COMPLETE
05/12/19	9.2	Governor Access to Parentmail	HT/ All	Ask Clare Down to send the link to governors again. Contact Clare if unable to activate it.	ON-GOING
06/02/2020	4.1	Grant Funding	NW	Post the Airport Community Grant application paperwork on Governor Hub and notify governors on the Noticeboard	COMPLETE
06/02/2020	4.1	PSLW appointment	HT	Report back to governors if new PSLW has previously been an LSA in a primary school.	ON-GOING
06/02/2020	4.3	Safeguarding Questionnaire	Clerk CJC	Add Safeguarding Questionnaire Analysis to March FGB agenda Report back on Safeguarding Questionnaire Analysis to the March FGB meeting.	COMPLETE ON-GOING
06/02/2020	5.1	Governors' Annual Statement	HT CJC All	Complete Pupil Premium, Sports Premium and SIDP inputs to Annual Report by 21 st February Complete training input to Annual Report by 21 st February Feedback to Chair on report once inputs included (21 st February) by 28 th February	COMPLETE COMPLETE COMPLETE
06/02/2020	5.1	Governors Question sheet	Clerk	Create a more easily accessible link to the Governors' question sheet	COMPLETE
06/02/2020	6.1	Governor Communication	Clerk	Put Governor Communication on future agendas	COMPLETE
06/02/2020	6.2	Revised meeting schedule	Clerk Clerk	Inform Governor Services of the Clerking SLA requirements for 2020/21 Draft a new agenda plan for the revised meeting schedule.	COMPLETE COMPLETE
06/02/2020	6.2	Committee membership - staff	HT	Review staff membership of committees with a view to reducing workload.	ON-GOING
06/02/2020	6.4	WGBT	CJC	Enquire about Ofsted WGBT for 2 nd July 2020 and if possible make booking.	COMPLETE
19/03/2020	3.3	Governors' Annual Statement	Chair	Complete editing Annual Statement ready for publishing	
19/03/2020	8.1	Good News	HT	Email to governors the parent letter regarding SEND	

Governor Visit Timetable 2019/20 (Control Check visits also recorded in tables attached to F&P and Premises Committee agendas / minutes)	Governor(s)	Date and Status re Visit /Report to FGB	Report Status For Governor Records
INSET Day 1: Induction – Safeguarding, H&S Procedures, Staff Well Being & School Organisation/ Routines	TG	4 September 2019	complete
INSET Day 2: Presentation of SIDP, Writing	TG	25 October 2019	complete
INSET Day 2: Safeguarding update to staff	TG	25 October 2019	complete
Health & Safety: Examine accident books	TG	14 November 2019	complete
KAD 3: Monitoring Visit 1	GJ-M/MW	4 December 2019	complete
KAD 1: Monitoring Visit 1	OG/SF	10 December 2019	complete
KAD 2: Monitoring Visit 1	RP/CJC/TG	9 January 2020	complete
KAD 1: Monitoring Visit 2	OG/SF	3 March 2020	
KAD 2: Monitoring Visit 2	RP/CJC/TG	20 March 2020	
KAD 3: Monitoring Visit 2	GJ-M/MW	tbc	
INSET 3: Jenny Moseley – Staff/pupil wellbeing	tbc / all invited	14 February 2020	
Safeguarding: SCR check	SF	3 March 2020	
IT Assets Check	OG	26 February 2020	
Finance: Income, Purchase Card and Petty Cash Checks	MW	10 February 2020	

Schedule of Tower Hill Primary School Governing Body Meetings 2019/20

Shaded = NOT Thursday		Committees			
	Full GB	Finance & Personnel	Premises	HT Perf Man.	Pay
Autumn Term 2019	19 th Sept 19				
					26 th Sept 19
		9 th Oct 19 3rd Oct 19			
	16 th Oct 19 17th Oct 19		7 th Nov 19		
		14 th Nov 19			
	21 st Nov 19			18 th Dec 19	
	5 th Dec 19				12 th Dec 19
Spring Term 2020	6 th Feb 20				
		27 th Feb 20			
			5 th Mar 20		
	19 th Mar 20				
	26 th Mar 20				
Summer Term 2020		7 th May 20			
	21 st May 20				
		25 th Jun 20	4 th Jun 20		
	2nd Jul 20 removed				
	9 th Jul 20				

INSET Day Timetable 2019/20

Date	Time	Focus	Lead
Wednesday 4 th September 2019	9.00am – 12.00pm	INSET 1 Introductions and welcomes: Vision & Values Review Behaviour Policy and Rewards Child Protection and safeguarding School organisations and routines Staff handbook and code of conduct Corporate policies inc. Staff absence and sickness	LO LO CC NW NW/LO LO
Wednesday 4 th September 2019	1.00pm – 3.00pm	INSET 1 Health and Safety Stepladder Training	LO PH
Friday 25 th October 2019	9.00am– 12.15pm	INSET 2 Presentation of School Improvement & Development Plan	SLT
Friday 25 th October 2019	1.00pm – 3.30pm	INSET 2 Writing	ED
Friday 14 th February 2020	9.00am – 3.00pm	INSET 3 Jenny Mosely – Staff/pupil wellbeing	External
Friday 22 nd May 2020	All day	INSET 4 Report Writing	N/A
Friday 26 th June 2020	9.00am – 3.00pm	INSET 5 TBC	TBC

Membership of Tower Hill Primary School Governing Body 2019/20

MEMBERSHIP 2019/20				Committees				
Governors (13) – HT / 1 Staff /1 LA / 2 parent/ 8 co-opted			Full GB & Leads	Finance & Personnel	Premises	HTPM Panel	Pay	Pay Appeal
Chris	Caswell	Co-opted	Safeguarding Governor		√		√	
Heather	Chapman	Staff		√	√			
Camilla	Collins	Co-opted	Designated Training Gov	√		√		
Kieran	Collins	Co-opted		√	√			
Simon	Forder	Parent	Single Central Register	√			√ For first meeting only	
Owen	Gardner	LA	Chair Allegations against HT		√		√	
Terry	Genis	Co-opted	Forum Rep		√ Chair			
Gemma	James-Moore	Co-opted	Vice-Chair Safer Rec SEND Attaining Highly	√		√ Chair		
Laura	Ovenden	Headteacher	Safer Rec Safeguarding	√	√			
Nick	O’ Shea	Parent	Sports Premium		√			√
Roger	Panter	Co-opted	Safer Rec	√				√ Chair
Nicola	Ward	Co-opted		√	√			
Mark	Whitehead	Co-opted	Pupil Premium	√ Chair			√ Chair	