



**Petersfield Church of England  
Voluntary Aided Primary School  
Minutes of a Virtual Meeting of the  
Full Governing Board  
Thursday, 11 March 2021 at 19:30**

<b>Membership of the Governing Board  Governors 16</b>	<b>Initials</b>	<b>Status</b>	<b>Present</b>	<b>Absence approved</b>	<b>Absence not approved</b>	<b>Committee</b>
Felicity Couch	FC	POM Orwell	X			Stand
Sara Metherell	SM	Fnd. Wimpole		X		Stand
Katie Reid	KR	Fnd. Orwell	X			Res
Colin Wilson VC	CW	Fnd. Tadlow	X			Res (Chair)
Imogen Byers	IL	Fnd. Arrington	X			Stand
Faye Wilkinson-Smith	FWS	Fnd. Whaddon	X			Stand
Vacancy		Fnd. Croydon				
Linda Meredith C of G	LM	Co-opted	X			Stand, Res
Nik Cunniffe	NC	Parent	X			Stand
Jane Johnson VC	JJ	LA	X			Stand (Chair), Res
Laura Penrose	LP	Co Headteacher	X			Stand, Res
Vacancy		POM Tadlow				
Vacancy		POM Whaddon				
Ian Dugdale	ID	Parent	X			Stand
Rachel Peachey	RP	Acting Co Headteacher	X			Stand, Res
Soma Pemmireddy	SP	Associate Member	X			Res
<b>In attendance</b>						
Andrew Pulham	CK	Clerk	X			

**The meeting commenced at 19:30 and remained quorate throughout**

## **1. Welcome**

The Chair welcomed Governors to the first scheduled FGB of 2021.

## **2. Prayer**

FC opened the meeting with a short prayer.

## **3. Appointment of Governors**

i) Faye Wilkinson-Smith

LM confirmed the necessary paperwork had been completed with Diocese; therefore FWS would now transition from Associate Member to Foundation Governor (Whaddon) with immediate effect.

ii) Soma Pemmireddy

SP was welcomed and proposed as an Associate Member pending the completion of the necessary processes with Diocese, from which point it was hoped he would transition to become a Foundation Governor (Croydon).

Governors introduced themselves to SP and he in turn explained his professional background and expertise.

SP's appointment to the FGB as an Associate Member was confirmed and he was further appointed to the Resources Committee, with voting rights.

## **4. Apologies for absence**

SM's leave of absence continues. No other apologies.

## **5. Declarations of interests**

None received.

## **6. Notice of urgent business**

None notified.

## **7. Minutes of previous meetings**

i) FGB 03/12/20

Two references to 'Ofsted' in agenda item 10 to be amended to 'SIAMS'.

With the above amendments agreed. Governors agreed the minutes of the FGB on 03/2/20.

**Action: CK to amend minutes accordingly.**

ii) Standards 21/01/21

Governors agreed the minutes of the Standards Committee on 21/01/21 without amendment

## 8. Matters arising not on current agenda

All matters arising were detailed on the HT report and identified as complete, in hand or on the current agenda.

Governor attendance and monitoring of Collective Worship will continue to need to be virtual.

The following attendance was agreed:

Month	Governor
March	ID
April	IL
May	LM
June	KR
July	CW

**Action: Named Governors to make joining arrangements with RP.**

## 9. Reports from Committees

- i) Resources 17/11/20

CW gave an update in respect of the Resources Committee on 17/11/20, draft minutes of which had been circulated in advance of this meeting.

## 10. Headteachers' report

The Headteachers' report, which had been circulated in advance of the meeting, was received and noted.

- i) Term dates 2021/22

The proposed term dates for 2021/22 were agreed.

Governors asked the following question:

### **Q. Has the school received any information about 'catch-up' activities during school holidays?**

*A. The only information the school has received thus far has been that heard and seen in the media.*

- ii) Safeguarding (inc. H&S)

Governors received an update on safeguarding and were advised also of recent events concerning the school's plumbing system which had required a temporary closure of the school. It was believed that these issues had now been resolved. Governors noted also the current situation with regard to staffing levels and absence at the school linked to the Covid-19 situation.

Governors were pleased to note that pupils had appeared very happy to be back in school from 8 March, that staff had been very happy to receive them back and that the first week of the return of all pupils had gone very well.

Governors asked the following question:

**Q. What is your rationale for planning to use 'catch-up' funding**

*A. Proposed use of this funding is due to the nature of the cohorts and the identification of specific needs associated with Covid-19.*

iii) Remote learning

Governors commended the HTs on their preparation of such a detailed and comprehensive remote learning self-evaluation form (SEF).

Governors asked the following question:

**Q. Of the areas of the SEF that are RAG-rated orange, which is the highest priority?**

*A. The SEF is currently in abeyance, as pupils are back in school and the school is therefore focussed on in-school provision. The SEF identifies next steps which will be considered both in terms of any remote learning requirements and to develop identified beneficial next steps as required and as time allows.*

iv) Attendance

In response to a question from Governors, LP confirmed that the attendance figure given in the HT report was the onsite attendance during lockdown

Governors noted and commended the school on the high number of pupils who had engaged whether at school or through home learning, during lockdown.

v) SFVS

The following question was asked by Governors:

**Q. The teacher contact ratio as reported in the SFVS seems quite low. Why might this be the case?**

*A. This is due to a number of factors, including how classes at Petersfield are structured, the proportion of part-time teachers at the school, the PPA provision and use of sports coaches. Cambs CC support budget setting and review staffing termly.*

**The SFVS as submitted was approved by the FGB.**

**11. Policies for review**

i) Admissions Policy

Governors noted and discussed the proposed amendment to Criterion 5 of this policy.

The policy as submitted was approved.

ii) Governor Induction Policy

The policy as submitted was approved.

**Action: JJ to amend typos as required.**

iii) Governor Visits Policy

The policy as submitted was approved.

**12. Premises update**

Governors received an update following a meeting that had taken place between LP and Diocese earlier that day.

Governors noted the advice received from Diocese that it might be possible to re-allocate recent expenditure from the school's capital budget on new cookers for the school to the Diocesan LCVAP funding allocated to the school. Governors agreed that this reallocation should be made should it be confirmed as possible.

**Action: LP and CW to review the financial aspects of all projects currently underway or planned at the school.**

**13. Updates from Governor conference 06/03/21**

FC gave a report on the annual conference that she had attended on a 'virtual' basis on 06/03/21.

**14. Governor business**

i) Visits

It was agreed that KR's recent RE visit would be discussed at the Standards Committee.

ii) HT Recruitment

Governors were updated on the recruitment process underway.

JJ updated Governors on the termly conference that she had attended on a 'virtual' basis on 27/01/21.

**Action: FC and JJ to email CK the Powerpoint presentations from the two conferences, to be emailed to all Governors and placed in the folder for this meeting.**

**15. Urgent business accepted under agenda item 6**

None notified.

**16. Impact of Governance**

See below.

**17. Date and time of next FGB**

This was confirmed as Thursday, 6 May for the purpose of agreeing the budget.

**The Chair closed the meeting at 20:40**

Minutes Approved (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**(Not Part of Minutes)****Impact of Governance**

- A Governor transitioned from Associate Member to Foundation Governor and a new Associate Member was welcomed onto the FGB.
- Governors received an update on the situation following the full return of pupils on 8 March 2021.
- Governors approved the school's annual Schools Financial Value Statement (SFVS) for submission to the County Council.
- Governors approved a number of school policies.
- Governors received updates on a number of conferences attended recently by members of the Governing Body.

<b>Action</b>	<b>Agenda Item</b>	<b>Lead</b>	<b>Due By</b>
Correct agenda item 10 from FGB minutes of 03/12/20	Item 7	CK	Before publication
Named Governors to make joining arrangements for Collective Worship virtual visits with RP	Item 8	Named Governors/RP	ASAP
Amend Governor Induction Policy as required.	Item 11	JJ	ASAP
Review the financial aspects of all projects currently underway or planned at the school	Item 12	CW & LP	TBC
Email CK the Powerpoint presentations from the two conferences, to be emailed to all Governors and placed in the folder for this meeting.	Item 14	FC, JJ, CK	ASAP