



**Petersfield Church of England Voluntary Aided  
Primary School  
Minutes of a Virtual Meeting of the  
Full Governing Board  
Thursday, 16 July 2020 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 (Chair)
Katie Reid	KR	Fnd. Orwell	X			Res
Colin Wilson VC	CW	Fnd. Tadlow	X			Res (Chair)
Imogen Byers	IL	Fnd. Arrington	X			Stand
Vacancy		Fnd. Whaddon				
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
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
<b>In attendance</b>						
Andrew Pulham	CK	Clerk				

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

**1. Welcome**

LM welcomed Governors to this, the final meeting of the 2019/20 school year.

**2. Prayer**

FC led the FGB in a short prayer.

### **3. Apologies for absence**

The absence of SM was agreed as authorised.

### **4. Declarations of interests**

RP and LP declared an interest in respect of agenda item 13 (HT recruitment) and it was agreed that RP would leave the meeting prior to that item being discussed.

### **5. Notification of urgent business**

Governors agreed the matter of gifts for staff would be discussed under this item.

### **6. Minutes of previous FGB meetings**

- **12 March 2020**

These were agreed without amendment

- **5 May 2020**

These were agreed without amendment.

In respect of matters arising, Governors agreed that many were necessarily in abeyance and/or had been changed substantially as a consequence of the Covid-19 emergency; however a number of comments and questions were raised as follows:

#### **Q. How are discussions with CVC being progressed?**

A. (LP) CVC requested we place all discussions on hold as schools continue to deal with the Covid-19 emergency.

#### **Q. What is the position this year with regard to CVC and Y6 pupils leaving Petersfield?**

A. LP updated governors with the known information.

KR advised Governors that she had not yet been able to approach a possible new Governor for the school, but would do so when circumstances allowed.

**Action: CVC to be placed on the agenda for FGB on 24/09/20.**

### **7. Proposed committee dates 2020/21**

The proposed dates as circulated were agreed.

### **8. Covid-19 update**

- **E-safety policy addendum**

The policy amendment was agreed on a unanimous basis.

- **Full opening risk assessment**

Before addressing the risk assessment, LP took Governors through a number of updates, including on the school's delivery of its five key priorities as defined in the SDP. She and LM thanked Governors for their questions that had been submitted in advance of this meeting.

LP updated governors on the expected intake and admissions information, the reasons for this, the resources dedicated to supporting admissions and the impact on the class structure decisions for 20-21.

In respect of centrally provided support for Governors, Governors agreed to sign up to the Cambs CC SLA for a further year.

**Actions:**

- **LP to confirm renewal of CCC SLA for 2020/21.**
- **LP to confirm whether the school would be able to buy into other aspects of the offer (e.g. E-learning package) at a later date.**

LP updated Governors on building works, which she had just been notified were due to commence on Wednesday, 22 July.

LP requested that the following items be added to the building works already agreed and confirmed they had already been agreed with Diocese:

- New fencing around the EYFS area.
- A plumbed in external toilet at the EYFS end of the building.

These additional items were agreed by Governors on the assumption that they could be delivered at a reasonable cost.

**Action: CW to attend on 22 July to oversee the works.**

In respect of Y6 transition, LP commended Kate Catchpole in particular for her work and noted also that Bassingbourn Village College in particular had played a positive part in the transition process.

Governors joined LP in thanking Kate for her work and asked that this be broadened to thank all members of the school community for its hard work and support over the year.

Governors then moved on to examine performance against the five priorities contained in the SDP.

- i) **Priority One (Wellbeing)**
- ii) **Priority Two (Wider Opening)**
- iii) **Priority Three (MS Teams Implemented)**

- iv) **Priority Four (Risk Assessment)**
- v) **Priority Five (Begin the Recovery Phase)**

Governors asked a number of questions as follows:

**Q. What proportion of pupils are giving you concerns over their wellbeing?**

**Q. Do you anticipate any problems arising in September with parents still being reluctant to send their children to school?**

**Q. Will the Government's apparent *requirement* that all children attend from September pose any particular challenges for the school?**

**Q. Has hardware been provided for any child not in possession of suitable equipment?**

**Q. What will be done for those pupils who have not yet engaged with 'Teams'?**

**Q. Can Governors be given an introduction to 'Teams'?**

HTs updated governors on wellbeing, attendance, support, technical challenges, the long term intended use of Teams and the hardware solutions being sought to support families that need them.

Governors noted that attendance guidance is expected.

Governors congratulated LP and RP on the thoroughness and presentation of the risk assessment document. They asked a number of questions in respect of this document which were answered by LP and RP as appropriate.

Governors noted that the risk assessment is a live document, which is continually being updated and that as a result it be appropriate to update parents regarding September following the government updates on the INSET days

**Action: HT to update Governors on any *substantial* changes that are made to this document before September.**

### **9. Recovery planning, SDP and role of Governors**

RP took Governors through the 'RAG-rating' document that had been circulated ahead of the meeting and also updated Governors on the planned recovery curriculum.

Governors asked the following question:

**Q. Will the full document we are looking at eventually be published to the website?**

A. (RP) Yes and it will effectively become the school's SDP.

**Action: Governors to access the link in the document ([jamesdurran.blog...](#)) regarding the recovery curriculum.**

Governors thanked LP and RP for their work in preparing this document and for their comprehensive responses to the many questions they had raised leading up to and during this meeting.

The role of Governors in the process was further discussed. It was agreed that 'in person' monitoring visits are not planned for the foreseeable future; however 'virtual' visits should be possible and welcomed.

Named Governors volunteered to take on the monitoring of the four priority areas set out in the SDP – Safeguarding, Wellbeing, Curriculum and Remote learning.

## **10. Questionnaires**

LP and RP answered a number of questions in respect of the four questionnaires that had been tabled and possible strategies for securing a higher response rate in future years were discussed.

Governors noted the very positive responses received, in particular in respect of the parent questionnaire.

**Action: This matter to be placed on the agenda for the FGB in Autumn 2 for Spring questionnaire.**

## **11. Urgent business accepted under agenda item 5.**

Governors expressed their desire to give thanks to staff at the school for all they had done over the year, although the difficulty in doing so under current conditions was recognised.

It was agreed that:

- LM will write a 'thank you' email on behalf of the FGB.
- IL will write a poem.

**Action: Governors to email LM and LP with ideas for gifts for staff.**

In response to an inquiry from Governors, LP and RP confirmed that whilst staff are understandably tired, morale remains high.

Governors again expressed thanks to LP and RP for their immense hard work and achievements over the past year, especially through the Ofsted process which was followed swiftly by the Covid-19 crisis. Governors recognised that LP and RP in particular had gone 'over and above' in the service they had given the school during this time and had truly led the way.

## **12. Date and time of next meeting**

This was confirmed as Thursday, 24 September at 19:30.

**Rachel Peachey left the meeting at this point.**

### **13. Headteacher recruitment**

LM took Governors through the document that had been circulated ahead of the meeting.

A discussion took place and questions were answered by LM and LP as appropriate. As a result of this the following agreements were reached:

- In terms of structure, Governors supported the proposal to continue with the current job-share arrangement.
- Dates for an appointments committee to sit will be agreed in September.
- In Autumn, Resources and Standards Committees will be tasked with reviewing the detail of the appointment

#### **The Chair closed the meeting at 21:25**

After formally closing the meeting, LM thanked her fellow Governors for continuing to play a full and active role in the life of the school especially during the recent Ofsted inspection and Covid-19 crisis.

Governors thanked LM for her significant achievement in the role of CoG during 19/20.

Minutes approved (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

#### **(Not part of minutes)**

#### **Impact of Governance**

- Governors received a comprehensive update on the school's current response to the Covid-19 emergency and its plans for the full re-opening of the school in September.
- Governors agreed the committee dates for 2020/21.
- Governors noted the results of a number of parent and pupil questionnaires
- Governors discussed arrangements for the planned recruitment for the substantive co-headteacher post.
- Governors recognised and thanked all staff for their immense hard work over the past year, in particular through the Ofsted inspection and the subsequent Covid-19 emergency.

## Summary of Actions

Action	Agenda Item	Lead	Due By
CVC to be placed on the agenda for FGB on 24/09/20	Item 6	CK	Agenda dispatch
Confirm renewal of CCC SLA for 2020/21	Item 8	LP	ASAP
Confirm whether the school would be able to buy into other aspects of the offer (e.g. E-learning package) at a later date	Item 8	LP	ASAP
Attend school on 22 July to oversee the works	Item 8	CW	22 July
Update Governors on any <i>substantial</i> changes that are made to risk assessment before September.	Item 8	HT	As required
access the link in the document (jamesdurran.blog...).	Item 8	All Governors	N/A
Questionnaires to be placed on agenda for Autumn 2 / Spring	Item 10	CK	Agenda dispatch
Governors to email LM and LP regarding thanking staff	Item 11	All Governors	ASAP