

Beaminster School
Minutes of the meeting of the Full Governing Body
Wednesday 20th May 2020, 6.30pm

Governors (14):	R Amswych (RA), D Baldwin (DB), J Brazier (JB), M Carter (MC) Chair , N Chalkley (NC), J Forster (JF), K Hales (KH) Headteacher , L Humphries (LH), B Millwood (BM) Vice-Chair , G Montague (GM), S A Palmer (SP), D Solly (DS), E Smith (ES), <i>P Strong (PS)</i> .
In Attendance:	R Barnes (RB) Associate member , T Harley (TH) Clerk , D Withers (DW) Associate member

Item	Detail	Actions
31.1.	Welcome & Apologies: Apologies: None. Absent: Mrs P Strong (PS). The meeting was quorate.	
31.2.	Declaration of Beneficial Interest: None.	
31.3.	Minutes of the meeting held on 1st April 2020 The FGB APPROVED the minutes as a true and accurate record and APPROVED the non-confidential minutes for website publication.	TH publish minutes
31.4.	Matters arising and action list update from the minutes The following matters were NOTED : <ul style="list-style-type: none"> • Action 28.11d not yet completed and to remain on Action List. • Action 30.5; KH confirmed 10 students had been entered for the EPQ this year, results were not yet available, but all had passed. • Action 30.15; Celebration suggestions included a modified version of the Prom and a Sports day in the Autumn Term combined with a picnic; SLT felt this would be difficult logistically but would look at enhancing the Fun Run. • Action 30.16; No response had been received from the new governor candidate and it was agreed to stop pursuing. • Action 30.18ii; GM confirmed he was happy to develop the report once he had used it and that he had suggested it as an agenda item only; Governance Committee to take review and development forwards • Action 30.20; BM had researched the count for reading documents in the SharePoint and explained that downloads were not counted and as TH produced pdf and Doc versions of most documents this also skewed the figures. • All other actions completed, reviewed at Committee or on agenda. 	TH – update Action List
31.11	Chair's report The Chair spoke to the governors about recent developments and the government's plans on re-opening schools following the Covid-19 pandemic lockdown, with the following points being NOTED : <ul style="list-style-type: none"> • The re-opening and phased return were an operational matter for the SLT to take; the GB were there to help form the decisions and support the SLT. • The GB must decide what was safe and acceptable limits and levels of risk by consensus, aside from the advice given by the government, to help form the decisions. • DW was responsible for the risk assessments to mitigate and reduce the levels of harm. • As H&S Governor MC, would perform a site inspection with DW prior to students returning. • Cambridge University had announced the 2020-21 academic year would be on-line only and MC thought other universities and colleges would follow suit. • Definition on close contact for transmissibility was 2 metres distance or 2 	

	hours in the same room.	
31.5.	<p>Headteacher's Report</p> <p>KH spoke to the governors on the phased return preparations, on-line learning and SEND issues, took questions, confirmed he agreed with MC comments and through discussion the following points were NOTED:</p> <ul style="list-style-type: none"> • All students currently attending school (approx. 5 per day) were taught in the LRC, which was cleaned thoroughly after each day. • All staff had so far been protected with KH or DW on site each day with only two other members of staff. • From 1st June all staff would be rostered to attend school one day per week, either supervising the LRC or working in their classrooms. KH had contacted all staff to re-assure and explain measures put into place. Staff had not raised any issues as pupil numbers would not increase until it was safe to do so. • 10% of staff would not be able to return due to self-isolation and shielding. • Unions were mixed on government advice, which was expected to be updated on 28th May. • Staff would not be required to work through the half-term break, due to no parental requests. More student attendance would be assessed from week 2, where class sizes would be considered, alongside the risk assessments and background work preparing the school for social distancing measures. • 80 – 100 vulnerable students were monitored each week. Some had already received laptops to enable on-line learning. The government 6-week lead time of targeted laptops for PP students and those supported by social care had improved, and 10 second-hand laptops had been secured from MJ school. • DC Transport had been contacted on their arrangements being put in place, but no response had yet been received. • Parents would be reassured on safety to encourage students to return, when safe to do so. • Signage, sanitizers and PPE was on order. • Separate risk assessment guidance for staff, parents and students with expected behaviours including numbers of students in classrooms, spacings, sharing of equipment, entering buildings, cleaning regimes etc; would be published and shared with the GB when ready. • PPE would be made available without setting a mandate. Masks were only effective if worn correctly and the DfE view was that they were not necessary. • The rate of infection in West Dorset was a factor to consider when determining the level of risk. • The local community had been using the school grounds for recreation during the lockdown and must be asked to stop once the school re-opened. • The school would not consider opening in the summer holidays; staff had worked through the Easter and half-term breaks, spent hours preparing five digital lessons per day, supporting students and adapting to home working. Students and staff need normality and a break, summer opening was a false lead. • Many students were working hard, others were overwhelmed by the lockdown, with a smaller percentage finding it hard to engage. • From 1st June, new Team meetings for tutor groups would be trialled and Y9 students would start option subjects to help motivate and freshen up learning. • A montage with messages from teachers, set to music, to reassure and make a positive contact was being put together and would be shared with 	Share guidance with GB – DW

	<p>all students.</p> <ul style="list-style-type: none"> The return to school must be a success, with a positive atmosphere, supporting students and ensuring all stakeholders trust the school was safe. All SEND students were being supported well and contacted weekly. The GB expressed their reassurance that the school was working impressively to ensure safety and agreed to support preparing a press release on the school's efforts. Students were participating in lockdown projects and were providing stories to be published in the School Newsletter. Digital copies would be produced in due course. 	Support preparation of press release - GB
31.6.	School Annual Review <i>This item was deferred.</i>	
31.7.	<p>Stakeholder Review (Kirkland Rowell reports and collated comments report, previously circulated)</p> <p>MC introduced the reports, stated they would be reviewed at depth through the Standards Committee and asked if governors had any questions. Through discussion it was NOTED:</p> <ul style="list-style-type: none"> The school had started addressing the black and red items, but they needed cross-referencing and reviewing for emerging patterns. The top ten issues would then be prioritised. The comments would be useful for conversations in link governor meetings. 	
31.8.	<p>Safeguarding</p> <p>The governors RECEIVED an update on safeguarding from DW.</p> <ul style="list-style-type: none"> All vulnerable students were being well looked after by key staff in school. As Lead DW checked in with DC weekly and was confident all was secure. 	
31.9.	<p>Standards Committee</p> <p>Draft Minutes of the meeting held on 29th April 2020</p> <p>The draft minutes were NOTED, with the following further comments:</p> <ul style="list-style-type: none"> The new English teacher had been appointed, starting September 2020. They were very experienced, having been a Head of Department and able to teach sixth form and Film. Following the Ofqual consultation, schools must submit all GCSE and A2 estimated grades and the national model would be applied. KH was concerned that no account was being given for improving students or schools that had suffered poorer grades in past years. There would be a small window for schools to challenge once the grades had been returned. 	
31.10.	<p>Resources Committee</p> <p>Draft minutes of the meeting held 11th May 2020</p> <p>The draft minutes were NOTED, with the following further comments:</p> <ul style="list-style-type: none"> A licensed deficit application had not been required and a balanced budget had been approved by the resources committee, signed and submitted to DC. 	
31.11.	Chair's report – <i>given above, no further comments</i>	
31.12.	<p>Clerk's Report</p> <p>The Clerk's report was NOTED, with the following additional point:</p> <ul style="list-style-type: none"> Governors were asked to consider attending the Induction training for Chairs course, if it was going ahead and TH reminded that the NGA was offering free on-line training and webinars. 	
31.13.	<p>Link Scheme</p> <p>The link reports for Computer Science, MFL and Science were NOTED, with no further comment:</p>	
31.14.	<p>Any other business</p> <p>Further business NOTED included:</p>	

	<ul style="list-style-type: none"> The mid-year HTPM review meeting had not yet taken place. All objectives had been affected by the current situation. It was Thank a Teacher day and the GB gave thanks to all staff and KH passed on staff gratitude to the GB. 	
31.15.	2019/20 Meetings The next meeting dates were NOTED : <ul style="list-style-type: none"> Governance 10th June 2020 5.30pm Standards 2nd July 2020 4.00pm Resources 15th June 2020 3.45pm FGB 15th July 2020 9.15am 	
	With no further business the meeting closed at 7.50pm.	

Chair.....Dated.....

Item	Action	Owner	By when /report
31.3	Publish approved minutes	TH/NC	Asap
28.11d	Share policy on off-site accidents with GB	DW	asap
30.18ii	Develop link meeting proforma question sheet	Governance	10/06/20
31.5	Share Parent, Staff & Pupil guidance when published with GB	DW	Asap
31.5i	Support preparation of press release	GB	Asap