

# MINUTES OF MEETING

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**School:** Round Hill  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday 2 February 2021 at 6.00pm  
**Location:** Virtual using Teams

## Membership

'A' denotes absence

	Mrs H Fielding
A	Mrs R Ayoub
	Mr J Heyes
A	Mr T Kataria
	Vacancy – co-opted
A	Mr D Hanslow (Chair)
	Mrs M Graham (Assurance VC)
	Mrs G Robins
A	Mr M Sneddon
	Mr P Smith
	Mr C Walker (Collaboration VC)
A	Mrs H Craik (Strategy VC)
A	Ms J England
	Mrs S Barnard
	Mr I Culshaw
	Ms M Farrelly
	Mr A K Nash (headteacher)
	Mr A Khalique (staff governor)

## In attendance

Mr D R Allen (clerk to the governors)  
Mrs J Hewitt – associate member

In the absence of Mr Hanslow, Mrs Graham chaired the meeting.

**GB/01/21**

## Apologies for absence

**Action**

Apologies for absence were received from Mrs R Ayoub, Mr D Hanslow, Ms J England (all ill) and Mrs H Craik (family bereavement).

It was

## resolved

that the governing body consent to these absences.

Mr T Kataria and Mr M Sneddon were also absent, but had not sent apologies.

Mr M Sneddon contacted another governor during the meeting to say that he had forgotten about tonight's meeting.

The meeting noted that Mr Kataria had not attended, nor sent apologies for the autumn term and Extraordinary meetings.

It was agreed that the chair contact him in relation to his continued role as a governor.

**chair**

<b>GB/02/21</b>	<b>Declaration of interest</b>	<b>Action</b>
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
<b>GB/03/21</b>	<b>Review of membership</b>	
	Mr Barnard, Mr Culshaw, Mrs Farrelly and Mr Khalique, all new governors, were welcomed to the meeting.	
	The clerk highlighted the following vacancies on the governing body:	
	One co-opted vacancy.	
	The meeting agreed to hold this over to the next meeting.	<b>agenda</b>
<b>GB/04/21</b>	<b>Approval of minutes of autumn term meeting and any additional special governing body meetings</b>	
	The minutes of the autumn term meeting held on 29 September 2020 having been previously circulated were confirmed and signed by the chair.	
	<i>Review of actions</i>	
	<i>GB/72/20 Confirmations uploaded to governorhub</i> – the meeting was informed that most governors had confirmed reading these. Other governors were asked to do so.	<b>Govs</b>
	<i>GB/73/22 Reconstitution of the governing body</i> – this to be deferred to the next meeting.	<b>agenda</b>
	<i>GB/87/20 Governing Board Healthcheck on Governorhub</i> - this to be deferred to the next meeting.	
	All other actions had been completed or were on tonight's agenda.	
	The minutes of the Extraordinary meeting held on 1 December 2020 having been previously circulated were confirmed and signed by the chair.	
	<i>Review of actions</i>	
	<i>EGB/03/20 Staffing</i> – it was noted that Miss Morle is not now leaving.	
	All other actions had been completed or were on tonight's agenda.	
<b>GB/05/21</b>	<b>Chair of Governors update</b>	
	Mr Hanslow was not present at the meeting.	
	However, the headteacher reported that he had visited last term and was in frequent phone conversations with him.	
<b>GB/06/21</b>	<b>Headteacher's Executive Report</b>	
	The headteacher thanked the governors for their ongoing support during these difficult times. School is vibrant, with the staff coping well.	

The report had been previously uploaded onto Governorhub. The following points were highlighted:

- Current objectives under the national lockdown.
- Covid updates

Details were given of both return to school after the October half term and 6 January lockdown of both attendance and pupil progress.

Parents had been most supportive of action taken by the school.

- Remote Learning update

In spite of the many and varied efforts made by school, it quickly became evident that, when baseline assessments were commenced in September, children were much further behind than anticipated.

**Governors questioned** if the LA and government would take sufficient note of this in future planning. They **further questioned** what measures are in place to attempt to speed up the catch-up.

**A governor warned** of comparing the data from Round Hill with that provided by other schools – Round Hill data is both accurate and rigorous, showing the picture as it really is.

The headteacher is to meet with Mrs Robins to further analyse the progress data. Any other interested governor is invited to attend.

ht+GR

The meeting noted that the older the children are, the less behind they are.

The second half of the autumn term had provided a good opportunity for catch-up, but it was insufficient.

**Governors asked** if it is possible for the school to do more for the children who are at home. Any chance of direct contact with teachers.

The deputy head responded stating that this was being addressed. Social check-ins are to begin shortly, more detail to follow.

**Governors sought further detail** of the check-ins.

These would include tutorials and PSHE activities. Also, feedback on learning, enabling the children to interact and help each other.

**Governors questioned** how teachers managed to cope with teaching both children in school and those at home.

Details were provided by the headteacher, with TAs working in all classes.

Obviously, children on school had access to a teacher or TA – those at home do not.

It is a complex organisation of staff within school – with a new “normal”.

**A governor commented** that it is impossible to quantify the social and emotional effect on children of this pandemic.

She stated that people don't realise the value of school life. Talking on screens does little to help.

**Governors asked** if there could be a two-way dialogue with pupils at home.

The headteacher explained how this would happen.

**A governor asked** if there would be a school response to the lower standards being achieved.

The headteacher gave examples of adjustments being made in year groups. Thresholds need to be adjusted/acknowledged.

The ongoing support of the Collaboration was noted.

- Safeguarding update

Full details are in the headteacher's report.

He had met with Mrs England, all measures are fully in hand.

**A governor informed** the meeting of the opportunity for governing bodies to bring pressure to bear on the government in relation to COVID by using a variety of channels.

### **Curriculum and Strategic Development Assurance**

#### **GB/07/21 SIP update (including pupil progress)**

The headteacher directed governors to the SIP on Governorhub.

He pointed out the fourth aim which had been added – this relates to blended learning.

Key objectives, along with milestones to achieve by the end of the academic year were outlined.

School visit report

Mrs Graham reported that she had made a visit into school in November 2020. She was impressed by the level of energy displayed by the staff – also, their enthusiasm.

There had been evidence of anxiety, from both teachers and pupils.

Changes to staff availability at short notice was causing difficulties.

### **Financial Assurance**

#### **GB/08/21 Finance report including:**

- Autumn term budget report

A detailed autumn term budget report had been prepared by Mrs V Lievesley – school finance officer. This had been uploaded onto Governorhub.

This presented a very positive picture of school finance currently, with a predicted surplus of approximately £96k for 2020/21.

This was **formally approved** by the meeting.

- Budget movement report

Again, details of these had been uploaded onto governorhub.

- 5 year budget forecast

Figures for the next five years indicated an even better forecast for the school budget.

Because of this, estimates had been sought for re-surfacing the school playground. The headteacher informed the meeting of a planned new computer suite.

Projects were **formally approved** by the meeting.

- SFVS update

The headteacher explained this for the new governors.

It is due for completion in the near future.

**agenda**

### **Pay and personnel Assurance**

#### **GB/09/21 Update on Staff experience assurance reporting from Pay Governors**

The headteacher informed the meeting that all staff appraisals are in-line with expectations.

### **Risk Management**

#### **GB/10/21 Risk Register**

Mrs Graham reminded the meeting that this has been uploaded onto Governorhub.

All categories had been reviewed, with little change.

An additional category was suggested relating to COVID – mental well-being.

Ms Fielding agreed to join Mrs Graham in working on the Risk Register.

### **Policies for Approval**

#### **GB/11/21 Update on policy development**

The headteacher reported that he is mid-way through checking through the huge list of policies.

These are to be transferred onto Governorhub.

Mrs Robins agreed to assist with this.

**ht+GR**

### **Compliance items**

#### **GB/12/21 Compliance activity from the Annual Planner and Governor monitoring visits**

#### Health and Safety visit

Mr Smith reported that, due to COVID regulations, he had not been able to visit school.

However, he assured the meeting that he is confident that all correct procedures are in place.

The headteacher assured the meeting that all required inspections had been carried out – Fire alarm, barrier operation, legionella, etc.

**Governors questioned** if a virtual inspection would be possible. Not possible.

#### SEND/LAC/PP visit

Mrs England had not been able to visit this term.

Mrs Briggs, the new SENCO, had given details in the headteacher's executive report.

#### Safeguarding visit

Mr Heyes, Ms Fielding and Mrs England are due to meet with the headteacher in connection with this after half term to carry out the annual audit of Child Protection and Confidential files.

#### Governor Organisation

- Training update

Mrs Robins reminded all governors of the LA training list. She agreed to direct governors to relevant courses.

New governors reported on their induction course experiences.

They enquired about governor mentors. Chair to arrange this.

**chair**

- Health check (report by Gill Robins)

Deferred, see GB/04/20 above.

#### **Communication**

**GB/13/21**

*From clerk* - Governor Newsletter

The clerk highlighted the following from the newsletter:

- Governance update – some of which need updating
- Primary assessments
- NSPCC article
- COVID catch-up premium

Also, the three directors' reports, with their location on Governorhub:

Blended Learning  
Children Missing in Education (CME) Strategy

Considering Everyone's Wellbeing in Schools: an update.

**GB/14/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Support of the school by the governing board through extremely difficult times.

Lengthy discussion, with several questions/challenges relating to blended learning.

Planned governor participation in both data analysis and policy reviews.

Governor review of Risk Register.

Governor monitoring of finance matters.

**GB/15/21 Confirmation of dates for 2021-2022**

The governing body

**agreed**

Summer term Assurance – Tuesday 27 April 2021 at 6.00pm

Summer term Strategy – Tuesday 18 May 2021 at 6.00pm

Summer term Assurance – Tuesday 13 July 2021 at 6.00pm

**GB/16/21 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 7.30pm.**

Signed



(chair)

Date 27.04.2021