



Governors' Primary Target 2020-21 ***"To ensure the best possible education for every pupil by creating robust accountability"***

Minutes for FULL GOVERNORS ORGANIZATIONAL MEETING, 17th September 2020 Time 10:30am

Venue: Zoom

Agenda No.	Item		Action
	Attended	Pete Banks (Interim Chair of Governors) Barbara Temple Sue Morrison Julie Bembridge Anthony McCarthy Steve Barnes (Headteacher) Charlotte Nauyokas (Clerk)	
1.	Apologies	Graham Bratby – due to technical difficulties Jon Stevenson - teaching	
2.	Declaration of pecuniary interests	A verbal acknowledgment from all governors was agreed	
3.	'Keeping Children Safe in education'	Governors confirmed via email that they have read the document until a electronic signature system is established	
4.	Appointment of chair and vice chair and reappointment	<p>Pete Banks and Barbara Temple put themselves forward as Co-Chairs.</p> <p>PB and BT were asked to leave the chat for the vote. The governors voted unanimously to appoint PB and BT as Co-Chairs for the academic year 2020-2021.</p> <p>PB outlined the proposed split of responsibilities between the two co chairs. BT, as a retired educationalist, would concentrate on the educational and academic aspects of the role. PB would retain financial responsibilities and premises, training and clerking matters amongst others. A more detailed breakdown of the split in duties is attached at Annex A to these minutes.</p> <p>There were no volunteers for the role of Vice Chair and the post was deemed as unnecessary with the foundation of the two Co Chairs. However, it was recognised by governors that succession planning would have to be considered in the near future, as PB intended to resign at the end of the academic year having completed 6 years as a Governor.</p> <p>The appointment of SM to act as a Co opted governor ends in October 2020. She volunteered and was duly reappointed unanimously.</p>	<p>Annex A</p> <p>All Governors</p>
5.	Terms of Reference for FGB meetings	The Clerk to Governors was still developing a suitable and current terms of reference for the governing body that incorporated the evolving COVID -19 policy. The TORs would be available for the next FG mtg.	Clerk to Governors
6.	Minutes from meeting held on 9 July 2020	The governors had considered the minutes and asked for updates on the following:	



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		<p>Governors had expressed concern over stress levels caused by Covid and the Government exam policy. In particular, two members of staff, identified by SM (Chair of the Wellbeing Cmte), were a concern and appeared not to be coping with the excessive stress levels prevalent at the time. SM reassured Governors that the two staff members now no longer gave cause for concern. The matter was closed but Governors reiterated the need to monitor stress amongst staff.</p> <p>The move from Louth to Baumber: The Headteacher reported that we were now in possession of the keys for the site. Furthermore, the Headteacher outlined his detailed plan to inform staff, pupils and parents. Governors agreed the plan and were encouraged that staff and pupils would visit the base beforehand.</p> <p>PB asked if there were any unexpected costs, the head teacher assured that at this time there were none known.</p> <p>The previous minutes were agreed by the governors and would be electronically signed.</p>	<p>Clerk to send minutes to PB (Chair at the meeting).</p>
<p>7.</p>	<p>Matters arising relevant to this Governor organizational meeting including a Covid update</p>	<p>General points:</p> <p>On behalf of the staff and pupils in the school thank you for all your time and efforts in your roles of governors of the school. Strong and effective governance ensures a strong and effective school. Where the governance is weak the school will be weak as well. Please do not air quote "our school" it is as much your school as anybody else's.</p> <p>Whilst the COVID 19 pandemic is placing pressure on the staff and pupils of the school it will one day pass. (Presumably to make way for COVID 20). Therefore governors will therefore, rightly, be concerned with holding leaders to account for their actions in securing safe and effective education for staff and pupils they also have a duty to ensure that leaders are held to account for the strategic direction of the school, financial probity and quality of education and school improvement. If this does not occur then the school runs the risk of becoming ineffective and derailed.</p> <p>The school provides a high quality education for pupils with additional and medical needs. Our evidence shows that the school is well regarded by people who know it and use it. However, the school does not always project itself in the best possible light; we do have an image problem. Governors need to find no excuses in holding leaders to account for quality of planning, documentation website tools etc, etc. We need to "line our ducks up" and be more vocal in putting forward the type and quality of education we provide. Every time governors act in this way they are doing leaders and the school a favour.</p> <p>COVID 19</p> <p>Governors have had sight of the risk assessment for the school. We held our first two INSET days face to face at Amber Hill.</p>	



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		<p>On Monday 7th September a member of staff attended the Lincoln base but was asymptomatic of COVID 19. Symptoms developed that evening and he self isolated, with his family the following day. He booked a test and was told that his nearest testing centre was Oldham. Consequently, he took himself to the testing centre at Lincoln and declared himself a key worker and was tested on the spot. On Wednesday night at approximately 9pm the result came back positive. Following the school COVID 19 protocols we got people out of bed and closed the Lincoln bubble. The staff who were available because they were not isolating were redirected to Amber Hill and Louth. The Pastoral manager has been running the Amber Hill base and the deputy head teacher running the Louth base. The Head teacher and SBM are isolating.</p> <p>We contacted PHE on the Thursday and their advice was usefully ambiguous. Consequently, we have required all staff and pupils who attended the Lincoln base on Monday 7th to self isolate for 2 weeks (16 pupils and 14 staff).</p> <p>We have online lessons taking place from the Friday for pupils who are self-isolating. This has been extended into a timetable for the following week. We are replicating, as far as possible, the Lincoln timetable for core subjects virtually. So far, as far as I am aware, no other member of staff or pupil is displaying symptoms.</p> <p>Admissions:</p> <p>Pupil Numbers: 101 pupils on roll. At this time last year there were 109. We have 16 pupils pending. At this point last year we had 12 pupils pending.</p> <p>Referrals: We suspended the referral process under lock down and it restarted on Wednesday 9th September. We accepted 12 referrals on that date.</p> <p>Outreach Service:</p> <p>Working with the Local Authority we are committing the equivalent of 8 RSO days per week over the county to help mainstream schools reintegrate pupils into their mainstream schools. These will be anxiety based school refusers. We are anticipating a high level of demand. We are hoping that a funding stream coming into the county will help fund this past Christmas.</p> <p>Budget:</p> <p>Despite the efforts of the interim Chair of governors to elicit a response from the LA finance team regarding our budget we currently have had no response from them.</p> <p>Hope, SEF, SDP</p> <p>In governor hub there is our hope curriculum document. This is an evolving document but it explains the rationale of the approach of the Pilgrim school. How it is rooted in positive psychology and why we do what we do and how we can</p>	
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		<p>measure success. From my point of view it is important governors understand this because it is our "back story." The SEF is written with hope in mind. It follows the same curriculum pattern as the Hope document – ie it is based around pupils gaining mastery, hearing of vicarious experiences, positive voice and affective state. The SDP follows on from the SEF and is written with HOPE in mind.</p> <p>Governors requested a decode of the abbreviations used in the documents to help the non-educational specialist.</p> <p>Governors asked for clarification on what the school intends to do if there was another positive Covid test. The Headteacher would follow Public Health advice and then discuss tactical decisions with the Co Chairs and specialist governors as required.</p> <p>Governors thanked the Headteacher for his concise and reassuring message.</p> <p>An email regarding the change in IT infrastructure can be found in the Annex B of these minutes.</p>	<p>Headteacher to write</p> <p>Annex B</p>
<p>8.</p>	<p>Interim Chair's Actions</p>	<p>Formal contact with the Headteacher on 2 occasions, these are now formally noted and non-confidential information passed onto Governors at FGMs.</p> <p>The first meeting was to discuss arrangements for the new term under the situation that existed at the time and the second when Lincoln closed 8 Sep 20, following a C19 incident.</p> <ul style="list-style-type: none"> • C19 update – all reasonable steps taken – documentation given in advance and agreed were thorough. • Funding still an issue as budget formula still not settled – <u>Urgent action</u> - PB to write to Mr Popplewell at County for clarification re Ash Villa funding – done. • Can Governors help at start of term? - Operational response rather than strategic– governors to support re budget and regular Zoom meetings with Head and Chair, eventually off-site meetings work best for head. • Short term staffing issues, confidential information given • Future direction of school – Ethos and values document needs refreshing to come in line with 'Hope' emphasis • Role of Chair of Governors – to be a critical friend – monitoring and being totally open • SEF and SDP – living documents – Action – SB - need a summary for Governors to understand the educational 'Jargon'; Action – PB suggestion that a governor is linked to each section of the SDP/ member of school SLT is linked so there could be a good use of gov and SLT skills 	

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		<ul style="list-style-type: none"> • Need for new governors – Long term Action PB -need to set • Possible need to upskill Gov Body with training – last completed 5 years ago – Action - PB ask Clerk to set up training programme • Website – 15 pages free – should go live end of Sept/Oct SB and CN working on this. – needs to be DfE compliant. • SDP – home based learners are an integral part of the SDP and not a separate group – financial implications of Tutors coming in for Inset days. On-going training given 6 times a year by school staff. – Possibilities of developing a coaching programme. • Funding and training costs need to be included within the SDP in a more obvious way – Action – SB to create a 1page summary for Governors of both SEF and SDP 	
9.	Individual Governor roles and any delegated responsibilities agreed.	<p>The following lead roles were agreed: Online safety Officer: - Sue Morrison with Barbara Temple supporting Link Officer :- TBC Health and safety: Pete Banks SEN: Sue Morrison Safeguarding: Sue Morrison Finance: Pete Banks</p> <p>Base adoption (Where a Gov agrees to be specifically involved with a base as it's local Gov)</p> <p>Amber Hill:- Sue Morrison Lincoln:- Anthony McCarthy Louth/Baumber:- TBC</p>	
10.	Training spreadsheet updated	<p>Governors agreed the spreadsheet presented by the Clerk was a good starting point and asked the clerk to look into f2f training provided by LCC when possible.</p> <p>Governors were made aware that the KCSIE and PREVENT training was compulsory.</p>	Clk of Governors
11.	Vacant Governor positions / skills audit of current FGB.	<p>Governors were asked to complete skills audit and return to clerk.</p> <p>A plan was discussed moving forward for vacant governors spaces and the outcome was: chairs to write to parents and clerk to distribute. Chairs to compose a letter for distribution to local businesses and university where it might benefit someone's progression in their career.</p>	<p>Governors who haven't returned do so as soon as possible</p> <p>Chairs to produce a letter</p>
12.	Curriculum and Standards, Resources, Well Being, Pay, Head teacher review, and	<p>Due to the ongoing C19 situation and virtual meetings only being viable, it was decided that there would be 6 FG meetings per year. In each of these 6 meeting the sub cmts would report and the specific meeting chair will chair that section.</p>	



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	Discipline Committee membership confirmed		
13.	Governors Code of Conduct	Governors discussed which code of conduct to follow and a decision was made favouring the NGA template. It would be treated as a working document and the chairs to sign on behalf of governors.	
14.	Terms meeting and venues confirmed	Deferred	
15.	Date and time for next meeting	1 st October 2020 at 1600. 4:00pm	

ANNEX A

The Pilgrim School Proposed Co Chair Operating System 2020-21

<u>Principle and Purpose</u>	<u>Action required</u>	<u>Plan C</u>
Lead the Governing Body to:- provide strategic direction; act as a critical friend ; ensure accountability for standards.	1. Chair FGB meetings	BT and PB TO ALTERNATE WHEREVER PRACTICAL
	2. Meet regularly with Head	BT and PB -
	3. School PR with all stakeholders (use of social media and school website) Manage incidents and be the voice of the governing body should it be required (eg major incident)	BT and PB
	4. Meet with Gov leadership and School leadership regularly (termly?)	BT and PB
	5. Liaise with FGB Clerk ensuring all meetings are compliant with the legal requirements as laid out in the Governor handbook	PB
	6. Oversee Committees	(areas to oversee) BT - CURRICULUM, STAFFING AND WELL BEING PB - FINANCES, PREMISES, AND RESOURCES
	7. Safer recruitment of new governors and establish support and maintain equality of opportunity (including Governor expenses)	PB

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	8. Liaise with LA - funding, HR, travel, C of G LA meetings	PB
	9. Monitor compliance with National and legal requirements	PB
	10. Establish policy management	PB TO OVERSEE; BT TO MONITOR CONSISTENCY OF STYLE AND PRESENTATION
	11. Ensure all safeguarding processes are followed	BT
	12. Establish Gov training and its monitoring	PB
	13. Attend School events as necessary	BT and PB
	14. Ensure the school budget plans are monitored effectively	PB
Effectively organise the work and manage the relevant relationships: ESTABLISH school values and strategic directions	1. Prepare for Ofsted	BT LEAD PB ASSIST
	2. Contribute to school planning eg SDP, Governor Development Plan, SEF	BT and PB
	3. oversee governor training	COVERED IN 12 above
	-	
Principle and Purpose	Action required	Plan C
	4. Performance Management Monitoring	BT
	5. Head Teacher appraisal	BT
	6. Establish and monitor school visits	BT
	7. Establish pupil progress monitoring processes with regular checks	BT
	8. Oversee liaison with all stakeholders (CAMHS, Social Care, Charities, Parents, Pupils)	BT PB - LA
	9. Oversee Governor section of school website	PB
	10. Establish an annual time frame for meetings	PB
	11. Share responsibilities for sub meetings with all Governors	BT and PB (links to 6 above)
	12. Create working parties for short term projects	BT and PB

Annex B



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Letter regarding IT infrastructure

We have made big strides forwards with the simplification process that we discussed on Monday and are now ready to "push the button" (which we can do on a case-by-case basis to demonstrate / provide a proof of concept for you). We have tested this from inside school, outside school and moving between the two and I believe that this is a great step forwards with you. There are move changes to make to get you fully simplified, however for the scope we have for "phase 1" is pretty much ready to go.

We have worked on the premise that you need the following ASAP:

- Ability to use Zoom both inside and outside of school
- Ability to use Teams both inside and outside of school
- Ability to access the internet in a seamless manner, both inside and outside of school

Once we have made the change, all of the above will be possible from the single stafflaptop or studentlaptop login (or from a user logging on as themselves when they are on a school site). When on-site in school, users will be able to access the services listed above without any additional logins required. When a school device is used outside of school, it will still be filtered with either student-level or staff-level filtering (depending on which category each laptop is put into).

The outstanding tasks are now as follows:

1. LCS needs Pilgrim to provide a list of which devices have been allocated to users and specify whether these should get student-level or staff-level filtering when not in school
2. Deploy the solution to the laptops (which we can do once we get the details of the laptop allocations). The deployment process consists of LCS sending down a command to all laptops. For this the laptops will need to be switched on (not necessarily logged in), and connected to the Internet but this may slow the laptop down for 15 minutes or so. As such we could do this overnight if you could instruct all staff to leave their laptops on overnight or at a set time during the day if 15 minutes of slower activity is something that you can cope with?

If you could get us the device list ASAP and provide an idea of when would work best for you for us to deploy the changes, then we can get this implemented for you ASAP

Anthony
Accredited Cyber Essentials Practitioner

These minutes have been signed as a true reflection by the Co Chairs of The Pilgrim School Governing board.

Signed Co Chair: _____

Date: 01/10/2020

Signed Co Chair: _____

Date: 01/10/2020



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Signed Clerk