

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the virtual meeting of the Full Governing Board (FGB) held via Zoom App  
on  
Thursday 26<sup>th</sup> November 2020 at 6.00pm

**Constitution, Membership and Attendance**

<b>PARENTS -2</b>	<b>LA-1</b>	<b>STAFF-2</b>	<b>COOPTED -8</b>
Nigel Seymour (NS) Chair	Penny Frost (PF)	Sophie McGeoch (SMcG)	Ulrich Tiedau (UT)
Annabelle Hughes (AH) Vice Chair		Sarah Taunton (ST)	Chloe Walkom (CW)
			Lisa Fairmaner (LF)
			John Cannon (JC)
			Norman Fontaine- Thompson (NF-T)
			Ruth Neligan (RN)
			Kasia Oberc (KO)

bold = absent

**Apologies:** None

**Absent without apologies:** None

**Also attended:** Jess Bunker (JB)-Associate Member  
Wendy Norman -Clerk to FGB

<b>1.</b>	<b>Apologies, Welcome and Declarations of Material Interest</b>	<b>Action</b>
1.1	There were no apologies.	
1.2	Governors were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion on the agenda and none were declared. Governors were also asked to confirm that they were in an environment which was secure, and which protected confidentiality and all confirmed this was the case.	
1.3	New governors were warmly welcomed to the meeting.	
1.4	Before commencing agenda business the Chair congratulated HT Sophie McGeoch on achieving a Silver Award for Head Teacher of the Year-Primary, in the Pearson National Teaching Awards 2020 which was a richly deserved achievement. Governors congratulated the HT on her success and heard from CW, who had nominated the HT, on how this had been achieved.  <i>UT arrived 6.05pm</i>	
<b>2.</b>	<b>Leadership and Management</b>	

<p>2.1</p> <p>2.2</p> <p>2.3</p>	<p><i>Covid impact- School overview update (SMcG)</i></p> <p>The HT highlighted the main items in Head Teachers Report (Nov) which had been shared on GovernorHub prior to the meeting and explained that the report's headings matched those in Ofsted reports to enable clear understanding. Main points highlighted by the HT:-</p> <ul style="list-style-type: none"> <li>• Performance management targets had been set for all teachers which were closely aligned to the SDP. Chris Byrne (CB) had assisted and 1:1 meetings with each staff member, plotting targets over time, had taken place. Further meetings would take place in both spring and summer terms.</li> <li>• The HT's performance management was undertaken by the panel (NS, AH, KO, CB) and support staff would be having a meeting with HT to determine their targets; the two deputy head teachers would take over this role going forwards.</li> <li>• Local authority involvement in assisting the school included Debbie Thomas assisting teacher assessment in English especially Writing. Peter Cowley had been assisting regarding IT inc two parent workshops in run up to Christmas and IT gifts likely.</li> <li>• The school was involved in AfC's Assessment for Learning Project and The Virtual School's Attachment Aware Project, both of which were one year long.</li> <li>• Outreach from the school included expertise being offered in various areas e.g. Arts Network and Moderation across the Borough, Consultant HT, pastoral support at Kew Riverside School.</li> <li>• HT updated Governors on accreditations and awards achieved by the school which included Josh Penberthy winning the Borough's Active School Hero award.</li> <li>• HT would be completing the Primary Science Quality Mark Award in light of DW's early maternity leave. HT explained that this would take five days' work and sought approval for this move which would involve Naomi Kempner assisting with teaching responsibilities to release ST to help SMcG on the award completion. HT explained why the award was important – (and almost completed) and invited questions.</li> </ul> <p><b>Governor question:-</b> <i>Which classes would be affected and were there any concerns with the class? Yr5 and no concerns. They would be handed over to a very strong cover teacher with a strong relationship with the school. <b>Governors agreed</b> the proposal for ST to be released from a limited number of teaching days which would be spread over several weeks.</i></p> <p>General governor questions on School Overview were then taken:-</p>	
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2.4	<p><b>Governor question:</b> -<i>Was the school expecting any change to KS 2 assessment arrangements this year?</i> Not presently. School expecting SATS to happen.</p>	
2.5	<p><b>Governor question:</b> -<i>HT report refers to support for wellbeing and readiness to learn but how does the school evaluate this?</i></p> <ul style="list-style-type: none"> <li>• ELSA register is kept (and reasons for going on the register) and monitored. Entry and exit surveys with children take place.</li> <li>• Behaviour and attendance is recorded on the electronic school system which allows easy half termly review. Any decrease in behaviours or decrease in attendance is easily highlighted and is subject to half term review</li> <li>• Teacher observations reveal how safe, well or otherwise children are.</li> <li>• PHSE lessons allow children to discuss feelings or worries</li> <li>• Readiness for learning can be judged by observing corridors and classrooms daily. Children were currently attentive and ready to learn.</li> </ul>	
2.6	<p><b>Governor question:</b> -<i>What issues were needing to be addressed in autumn term?</i> HT referred to writing with NQTs being given induction and mentors to assist in teaching and planning.</p>	
2.7	<p><b>Governor question:-</b><i>What were the numbers currently in nursery?</i> 19 pupils currently attending, slightly higher than previously reported and FSG on 23<sup>rd</sup> November had discussed.</p>	
2.8	<p><b>Governor question:</b> - <i>Recruitment of music teacher referred to the January but who would be replacing Anne in respect of languages?</i> HT responded that you've is confident of a music teacher appointment having interviewed three people and following up with one. In the short term Spanish would be taught by class teachers having received model lessons from Anne. Teachers had also received after school CPD and there were Spanish conversational speakers within the school staff.</p>	
2.9	<p><b>Governor question:</b> -<i>Were AFC Advisors free or paid for?</i> School has 30 credits had to spend as part of its support package and school tries to fully use these each year</p> <p><i>SDP update -The Plan 2020/21</i></p>	
2.10	<p>HT explained that all SDP was RAG rated with a reasonable pace of implementation. Staff sickness had been minimal which HT felt proved the pace was right in the context of other demands. From January objectives would be taken even deeper.</p>	
2.11	<p><b>Governor question:-</b> <i>Re objective 4 of SDP and pupil surveys -had</i></p>	

	<p>they been delayed? No they were on going.</p> <p><i>Safeguarding – update</i></p> <p>2.12 One of the two safeguarding Link Governors then presented feedback to the FGB on the Safeguarding Audit which took place on 9<sup>th</sup> October. The termly meeting on Safeguarding with the Designated safeguarding lead (HT) had taken place and the audit was now on school website and GovernorHub. Full version was on GovernorHub and sent to AFC and an edited version (protecting confidentiality) on the website. Main findings of the Link Governors, who considered lockdown and school closure closely:-</p> <ul style="list-style-type: none"> <li>• Safeguarding had been a priority during that period with any drop off in engagement of pupils being investigated swiftly.</li> <li>• Social worker contact had been maintained</li> <li>• Pastoral work load on staff had increased</li> <li>• Careful planning had taken place on the Return to School</li> <li>• Head Teacher workload had increased and needed to be managed</li> </ul> <p>2.13 The next Safeguarding meeting with HT would be in spring term and questionnaires to pupils and staff were being prepared. The two deputy HT's would be replacing DW as Deputy Designated Safeguarding Lead In the light of DW s maternity leave.</p> <p>2.14 <b>Governor question:</b> - Was there adequate resourcing for safeguarding should further closures be necessary? HT responded that it was always more difficult with a one form entry school but that Safeguarding remained a priority. With two deputy HTs this was assisted and JB was now trained to safeguarding level 3 as well. HT confident school would manage future closures. If future problems arose the issue would be brought back to FGB.</p> <p>2.15 Chair thanked Link Governor for the comprehensive report which was a good example of reporting back.</p> <p><i>HT Performance update</i></p> <p>2.16 The chair outlined the makeup of the panel forming the HT performance management group (Chair and Vice Chair, KO and Chris Byrne, the school's development partner) HT review had taken place on 21<sup>st</sup> October against objectives set 12 months prior and pre Covid pandemic. A fourth and significant objective had been set relating to performance against the backdrop of the pandemic. The panel found that HT had improved the school's situation, consolidated its objectives, delivered education against the backdrop of the pandemic and had</p>	
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<p>2.17</p>	<p>protected both the school and its children.</p> <p>The curriculum had been designed, introduced and reviewed and the panel felt the 4 objectives had been met and reported on.</p> <p>Objectives for the coming year had been set as follows:-</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Techniques to improve all staff on memory learning</li> <li>• e-learning to implement the Blended Learning Strategy required at the present time</li> </ul>							
<p>2.18</p>	<p><b>Governor question:</b> - Any positive financial outcome for HT as result? Chair confirmed that a recommendation to that effect had been made and this was currently being worked on at the moment. Next review would be midyear review in six months' time.</p> <p><i>Report on PPG Strategy 2020</i></p>							
<p>2.19</p>	<p>Deputy HT JB presented on Pupil Premium Grant and for the benefit of new governors described that PPG was :-</p> <ul style="list-style-type: none"> <li>• Based on pupils eligible or previously eligible for free school meals</li> <li>• Included looked after children (LAC) or post looked after children (post LAC)</li> <li>• Included children of service personnel</li> <li>• Not related personally to individual children</li> <li>• Was intended to enable children to make the same progress as others</li> </ul>							
<p>2.20</p>	<p>46 children currently on PPG register (36 on FSM, 4 in EY and 6 LAC or post LAC pupils). There were higher numbers in KS 2 as is often the case and there was different funding in Early Years. Deputy HT explained funding was based on the previous cohort not the current year and therefore the system was not in sync with need.eg</p> <table border="1" data-bbox="300 1563 1241 1682"> <thead> <tr> <th></th> <th>2019-20</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>PPG pupils in R, KS1 and KS2</td> <td>35 pupils 14.6% of total pupils</td> <td>44 pupils 19.5% of total pupils</td> </tr> </tbody> </table> <p>Funding granted in 2019-20 needed to fund the pupils in 2020-21 where there is clearly greater need. Numbers projected for 2021-22 were 39.</p>		2019-20	2020-21	PPG pupils in R, KS1 and KS2	35 pupils 14.6% of total pupils	44 pupils 19.5% of total pupils	
	2019-20	2020-21						
PPG pupils in R, KS1 and KS2	35 pupils 14.6% of total pupils	44 pupils 19.5% of total pupils						
<p>2.21</p>	<p>Governors were informed of the significant barriers identified to pupil learning: -</p> <ul style="list-style-type: none"> <li>• Poverty in the home setting</li> <li>• Limited speech, language and communication skills</li> <li>• English as an additional language (EAL)</li> <li>• Limited breadth of learning out of school</li> </ul>							

	<ul style="list-style-type: none"> <li>• Attachment related needs</li> <li>• Reduced opportunities to socialize and communicate with peers outside school</li> </ul> <p>2.22 Pupils falling within these groups were all have affected more by the school closure in the spring particularly those with poverty in home setting.</p> <p>2.23 PPG Strategy additions :-</p> <ul style="list-style-type: none"> <li>• Purchase of Chrome books for PPG and SEND pupils</li> <li>• Attachment Aware programme</li> <li>• Resources and CPD to support Writing</li> <li>• Reading books (for enrichment) for particular individuals</li> <li>• Covid Catch Up Funding to be used in connection with PPG Pupils</li> </ul> <p>2.24 PPG strategy items on hold/not now happening:-</p> <ul style="list-style-type: none"> <li>• Clubs provision</li> <li>• Wider curriculum opportunities</li> <li>• Staff support intervention between socially distanced hubs now not possible</li> <li>• Parents support package strong but now challenged e.g. parent phonics sessions restricted</li> </ul> <p>2.25 PPG to non- PPG ratio currently 19.5% of whole school including EY. <b>Governor question:</b> - <i>Is the strategy based on an audit or not? Audit is scheduled for the summer term. Regular communication takes place with borough support.</i></p> <p>2.26 <b>Governor comment:</b> - <i>Previous report very constructive and can be built on. Previous reports are on school website.</i></p> <p>2.27 Chair thanked PPG Lead for her presentation which would be shared on governor hub and highlighted to governors that this would be useful should Ofsted undertake an inspection.</p> <p><i>LF left the meeting 7pm</i></p>	
3.	<p><b>Budget/Resources</b></p> <p><i>Budget Monitoring/Virements</i></p> <p>3.1 Finance report from the Chair was given to governors following the Finance Steering Group meeting on 23<sup>rd</sup> November. RN was thanked for joining this sub group of the FGB.</p> <p>3.2 <b>Main points:-</b></p> <ul style="list-style-type: none"> <li>• There was no real change in budgetary position with positive out-turn of £65 000 at year end (March 2021) for carrying forward</li> <li>• School's budget was in a healthy place due to efforts of School Business Manager (SBM) and whole school team</li> <li>• Covid Catch Up grant of £19 000 would be received over 3</li> </ul>	

	<p>terms with summer 2021 grant being received in autumn term 2021</p> <ul style="list-style-type: none"> <li>• Budgeting for 2021-22 would be commenced soon with final budget signed off by June</li> <li>• Steve Llewellyn (SL) had confirmed the school would not breach the 8% limit on carry forward</li> <li>• PE expenditure discussed later in agenda.</li> <li>• Some additional resources can be released to SLT to assist in other ways eg staff wellbeing.</li> </ul>	
3.3	<p>PPG lead informs FGB that next year's funding for PPG is likely to be greater due to this year's larger PPG pupil cohort as previously discussed.</p>	
3.4	<p><b>Governor question:</b> - <i>What sort of sum is likely to be spent on staff wellbeing?</i> HT responded to say that time it is the most precious additional resource to teachers and funding would enable supply cover to release teaching staff out of classroom to enable good planning.</p>	
3.5	<p><b>Governor question:</b> - <i>How much time do teachers currently have outside of class?</i> 2 ½ hours per week with NQTs having slightly more.</p>	
3.6	<p><b>Governor question:</b> - <i>How does the school cover this?</i> While pupils are attending PE coaching (1 hour), music time (1 hour), singing assembly (30 Mins)</p> <p><i>Pupil Premium VfM confirmed on website</i></p>	
3.7	<p>Chair confirmed this had been covered. Invited any further questions to FSG or school via GovernorHub Noticeboard.</p> <p><i>Update on Grants</i></p>	
3.8	<p>Grant applications were still being submitted with some success recently which the FSG had considered.</p> <p><i>PE Expenditure Report</i></p>	
3.9	<p>HT explained that this report was prepared annually against DfE funding criteria. The five criteria related to Engagement of Pupils, Raising Profile of PE, Increased skills and knowledge of all staff in teaching PE and Sport, Broader experience of a range of sports and activities offered to all pupils and Increased participation in competitive sport.</p>	
3.10	<p>The key expenditures in the plan were:-</p> <ul style="list-style-type: none"> <li>• MUGA (Multi use games area) which was a project rolled over from last year and results from trees impacting the MUGA surface. Work would be quite expensive and likely to need PTA top up and maybe grants to support the cost.</li> <li>• New nursery external space which would not be covered by local authority budget for the new building</li> </ul>	

3.11	<ul style="list-style-type: none"> <li>Part of PE spending budget would be used for inclusion to enable free club places to PPG pupils.</li> <li>Funding was usually also used for attending tournaments and to employ specialist teachers e.g. dance. In the past boxing and yoga have taken place; these are currently being evaluated as to whether they could be brought back in the spring.</li> </ul> <p>HT was thanked for her report.</p>	
4.0	<p><b>Health and Safety Update</b></p> <p>4.1 The HT referred to the Health and Safety update report which had been undertaken by Don Eckford (DE) and previously circulated. The report was to be taken as read but questions were invited.</p> <p>4.2 <b>Governor question:</b> - <i>The report refers to security cameras which would seem to be particularly pertinent after the recent incident. What is the current position?</i> HT responded that there was an ongoing discussion about the security cameras and what can be done and explained that the previous three cameras provided grainy images and did not prevent the loss of stolen bikes.</p> <p>4.3 Research was being undertaken into new cameras but they were very expensive. This had not been taken forward due to COVID which had been a higher priority. DE had looked for alternative smaller cameras but then it becomes GDPR issue as images are accessed through mobile phones.</p> <p>4.12 No decision had been taken yet and due diligence was required and this would be taken back to FSG relating to quality, where to site them and why implement them.</p> <p>4.13 Chair thanked DE for his work on this and indeed everything that had been undertaken during the pandemic. He had provided essential back up to the school during this time.</p> <p>4.14 Chair informed FGB that he would be undertaking the management of premises training in January 2021.</p>	
5.0	<p><b>GDPR Update</b></p> <p>5.1 Deputy HT ST Reported that she was meeting with the School Business Manager (SBM) to undertake the GDPR audit a full summary of which would be presented at the next FGB meeting.</p> <p>5.2 <b>Interim report main findings were:-</b></p> <ul style="list-style-type: none"> <li>Medical needs, test results, and lack of engagement data had been reviewed</li> </ul>	ST

<p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.5</p> <p>5.6</p>	<ul style="list-style-type: none"> <li>• The data map had been updated</li> <li>• Three policies had been updated – Mobile Phone Policy, Pupil Acceptable Use Policy and Data Protection, privacy notice for Parents and Pupils</li> </ul> <p>Actions being taken were reported as: -</p> <ul style="list-style-type: none"> <li>• Checking use of information was acceptable in relation to pupils signing up for IT connection -100% approval</li> <li>• Ensuring teachers using mobile phones only for specified limited purposes</li> <li>• Creating protocol (onboarding/off boarding forms) when new children/staff join or leave school and what should be kept. Deputy HT sought governor views/experience on this.</li> <li>• DPO requested impact assessment as school uses Google Classroom However Peter Cowley disagrees with this requirement on basis that it is a statutory requirement to provide online learning and Google Classroom is fine.</li> <li>• Work on record management system- to determine when records need to be destroyed?</li> </ul> <p><b>Governor support:-</b> <i>In relation to creating a protocol he may be able to offer assistance from previous experience which was welcomed by Deputy HT.</i></p> <p><b>Governor support:-</b> <i>Experience form other larger schools locally may provide some guidance on this.</i></p> <p><b>Governor comment:-</b> Think about workflow not just forms.</p> <p>Chair thanked Deputy HT and welcomed the deeper dive into this at next FGB meeting.</p>	<p>ST</p>
<p>6.0</p> <p>6.1</p>	<p><b>Quality of Education</b></p> <p>Governors were asked to note that reports on quality of education would follow upcoming governor link visits.</p>	
<p>7.</p> <p>7.1</p>	<p><b>Behaviour and Attitudes</b></p> <p><i>Attendance figures update</i></p> <p>Deputy HT ST had previously circulated a report on GovernorHub and summarised main points to note:-</p> <ul style="list-style-type: none"> <li>• New code on registers to record absence due to Covid-19 (X) Absence due to this would not impact child, class or school</li> <li>• ST is Designated Attendance Lead and HF( Helen Frank) was the Designated Attendance Officer who completed forms on attendance daily to send to DfE</li> </ul>	

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p>	<ul style="list-style-type: none"> <li>• Current whole school attendance target was 96.5%</li> <li>• National whole school attendance target was 90%</li> <li>• Autumn whole school attendance was 96.74%</li> <li>• This was higher even than Autumn 2019 w/o Covid (95.35%) and higher than School's own baseline target.</li> <li>• Much higher levels of attendance in autumn term than either Richmond or Kingston average (91.78%) or nationally (88%)</li> </ul> <p>Deputy HT described attendance breakdown by different groups. Levels of attendance of SEND, EHCP, PPG and Safeguarded pupils were very similar to whole school figures and only group with slightly lower attendance (91.43% up to 20<sup>th</sup> November) was pupils with a social worker which amounted to 1 child</p> <p>In terms of Persistent Absentees (PA) i.e. 90% attendance or less (which was an area the school was concerned over last year in respect of very small numbers of pupils) this was not now a worry as numbers were reducing. Last year part of the cause was a two week autumn half term granted by Grey Court School.</p> <p>In every case now low attendance pupils were found to be due to medical or other very specific reasons.</p> <p>Actions going forwards were:-</p> <ul style="list-style-type: none"> <li>• Whole school letter relating to attendance to be sent</li> <li>• Conversations to take place with families of previously PA (persistently absent) children</li> <li>• To monitor where children's attendance slipped with no medical reasons and follow up.</li> </ul> <p><b>Governor question:</b> - <i>How much Covid related absence had there been?</i> Not many and hence fewer days off as a result. Time away from school averaged 3 ½ days, with younger children being 4 ½ days.</p> <p><b>Governor question:</b> - <i>Was DfE producing a new baseline attendance percentage as result of Covid?</i> School was not aware of any change. Instead the focus was on special groups including disadvantaged families.</p> <p><b>Governor question:</b> - <i>Data shows that in the week of 19<sup>th</sup> October there was a slight dip in attendance-any concerns?</i> The very slight dip immediately preceded half term and this was not of concern as still well above the national average. The week after half term was at 97.85 per cent.</p> <p>Attendance was at its strongest level yet.</p> <p><b>Governor comment:</b> - <i>School team was congratulated on these very high percentages which reflected the efforts of all staff. The generous outdoor space of the school helped to keep illness levels low.</i></p>	
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	<i>Racism and exclusions</i>	
7.11	Deputy HT reported that there had been no incidents of racism and no exclusions. Behaviour plans to help 2 pupils on their return to school in terms of their relationship with peers had been implemented.	
7.12	Deputy HT was thanked for her report.	
8.	<b>Personal Development</b>	
	<i>JLT update</i>	
8.1	HT introduced an audio visual presentation on the Junior Leadership Team where Yr 3 and Yr 5 pupils with JLT responsibilities took part in interviews with the HT.	
8.2	Governors responded by commenting that the children were inspiring and their ideas very interesting and clearly showed great interaction with HT. Their language skills were also commented upon very favourably.	
8.3	<b>Governor question:-</b> <i>Was JLT a recent initiative?</i> No it had been present for about five years but had grown in its extent. HT informed governors that school tries to implement pupils ideas were clearly some or not practical. Full JLT is shown on school website.	
	<b>Serious incidents and reporting to FGB</b>	
8.4	<b>In view of the recent alleged attempted abduction of a school pupil which had been reported to police the Chair sought discussion on serious incidents like this and whether they should be referred to the Full Governing Board at the time of the incident in addition to Chair or Vice-Chair as had happened in this case. There was no question over the school's actions in the recent case and the school had supported both the pupil and wider school population, but this was intended to set a protocol for the future given that police had issued a press release for one ward but not another.</b>	
8.5	<b>Chair invited comment on whether, even if governors on FGB could do nothing, should they be informed?</b>	
8.6	<b>HT reported the circumstances of the incident to the FGB and what procedures had been put in place.</b>	
8.7	<b>Governor comment: - In the age of social media where there is little privacy it would be sensible for FGB to have the knowledge of such an incident since governors have a responsibility to know what's going on in the school even if the police case is subsequently closed.</b>	
8.8	<b>Governor comment: - Agreed that governors should know especially parent governors and councillors who are governors. Not much detail needed to be revealed just that there had been an incident and was</b>	

8.9	<i>under control.</i>	
	<b>Governor comment:</b> - Commended the school on its response and handling of a traumatic situation.	
8.10	<b>Governor comment:</b> -Agreement with previous comments and that governors should know. Had any reviews on Yr 6 pupils walking home alone been undertaken as result? The school was working to review information on this but the outcome of the recent incident was that about 50% had changed from walking home alone as result with the remainder continuing.	
8.11	<b>Governor comment:</b> - Another incident had occurred to a pupil from the German school of walking home from school but this turned out to be caused by other youths.	
8.12	Chair summarised that in view of the foregoing discussion and approval by the FGB, should a serious incident happen again an alert would be notified on GovernorHub noticeboard by HT or Chair so Governors would be aware.	HT/Chair
	<i>Chair's remarks</i>	
8.13	In view of the lack of time chairs remarks would be shared on governor hub.	
	<i>Governance-membership update</i>	
8.14	Clerk reported that taking into account recent recruitment, the re–election for a second term of office of Sarah Taunton as a staff governor and a subsequent resignation from Andree Frieze, the Governing Board now had one vacancy but informal discussion confirmed that a further governor from the parent body would be sought after the new members had had time to settle in.	
	Elect Chair and Vice Chair	
8.15	The current chair and vice chair had been in post for one year. Prior to the meeting nominations had been invited for anyone else to take on the roles and clerk confirmed none had been received. The current chair and vice chair had both confirmed they were willing to serve a further year and they were unanimously elected in the roles to November 2021.	
8.16	<i>Governor link roles and governor buddies /Governor visits schedule</i>	
	Chair had circulated a list of governor link roles which had previously been discussed with each governor.	
8.17	<b>Governors agreed</b> this list which would be posted on the school website and GovernorHub. Link governors were encouraged to contact staff related to their Link area in order to arrange a virtual meeting. After the FGB meeting a time plan would be created relating to links.	Clerk

	GDPR Link Governors would be Chair and Vice Chair. <i>Governor training</i>	
<b>8.18</b>	Clerk requested governors to advise Clerk if training had been undertaken outside the AfC setting so that the training schedule on GovernorHub could be updated. Certificates of attendance could also be uploaded by governors. <i>FGB Code of Conduct</i>	
<b>8.19</b>	The FGB Code of conduct was not discussed.	
<b>9.</b>	<b>Safeguarding and Single Central List Update</b>	
<b>9.1</b>	The updated Single Central List would be signed following the meeting. <i>Safeguarding Policy and KCSiE documents</i>	Chair
<b>9.2</b>	These had been shared on governor hub and were not discussed at the meeting. <i>Safeguarding priorities</i>	
<b>9.3</b>	These had previously been discussed and due to lack of time were not covered again in the meeting.	
<b>10.</b>	<b>Minutes of the last Meeting</b>	
<b>10.1</b>	The minutes of the last FGB meeting on 8 <sup>th</sup> October 2020 were received and <b>agreed</b> as a true and accurate record and would be signed by the Chair.	Chair
<b>11.</b>	<b>Matters Arising</b>	
<b>11.1</b>	Chair considered all matters from previous Minutes had been covered by agenda. A matter raised by a Governor concerning an idea relating to equality and diversity would be shared via GovernorHub for a conversation between Governors outside of the meeting.	CW
<b>11.2</b>	Chair thanked everyone for attending and the virtual meeting closed.	
<b>12.</b>	<b>Date of Next Meeting</b>	
<b>12.1</b>	The date of the next FGB meeting was agreed as Thursday 28 <sup>th</sup> January 2021 at 7.30am-9.30am and would be held virtually by Zoom App.	

The meeting ended at 8.20pm

Signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_

## Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
5.1/5.4	GDPR report next FGB/protocol prep	ST/NF-T
8.12	Serious Incidents to be reported to FGB	HT/Chair
8.17	Governor Links info to be uploaded	Clerk
9.1	Sign SCL	Chair
10.1	Sign FGB Mins July 2020	Chair
11.1	CW to share idea on GovernorHub about diversity	CW

### List of documents:-

- FGB Minutes of 8<sup>th</sup> October 2020
- Head Teacher's Report November 2020
- Meadlands SDP 2020-21-Nov update
- PPG Context and Strategy Updates Nov 2020
- PPG strategy Report 2020-21 Updated Nov
- Sports Premium Report 2020-21
- Attendance Report Nov 2020
- Covid attendance Analysis Autumn 1
- Covid attendance Analysis Autumn 2
- GDPR-Updated data Map
- Meadlands School Health and Safety Report Nov 2020 update
- Safeguarding Link Governor Report 9.10.20
- FGB Actions Log 18.11.20

NB-highlighted sections reflect areas of particular governor focus in meeting