



Christ Church C of E Infant School
Minutes of Full Governing Board 24th March 2021 @ 6pm

Governors: Belinda Stowe (VC), Amelia Gould, Anna Martin, Chris Douglas, Robin Butcher, Jacky Wood, Julie Wilkins (Chair), Gareth Jones, Sheryl Stenner, Jo Vickery, Charlotte Munday, Jenny Falco, Amanda Bowden

Absent: Jo Vickery, Charlotte Munday

Clerk: Laura Jones

T4 Perseverance

60/20 Opening Prayer

Belinda led the team in the value of the term which is perseverance

Slide shared from Bristol diocese meeting for inspiration, relevant to what has been going on for a year, and relevant to the value this term.

“Leading in education is grounded in a picture of the future that inspires passion that lasts” - Leaders include us as Governors, we must be part of pursuing that picture of the future.

“Good leaders create vision” – Which we have successfully achieved as a Governing body and as a school.

“Great leaders sustain it” – which can be a bit more challenging. We have our vision, and it has been put into action and sustained by Head and DH. As Governors we need to be aware of this all the time and be part of sustaining that vision too.

“Leaders demonstrate that hope is sticking around, providing consistency and dependability for the long term” - We have witnessed this perseverance over the past year, thank you Head and DH for all you have put in to make that happen.

“Teams with sustained vision can still see where they are going in the dark times and they grow through the difficulties they face together” - I agree that has been demonstrated clearly in the last year and there are more challenging times ahead. The past year has been so much more than just managing or working hard. It has been about inspiring staff and setting an example in attitude and a multitude of things.

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<p>“Leaders are changed and transformed through adversity as their skills and character are formed in the crucible of the challenge” - Agreed it must feel like a crucible of challenge right now.</p> <p>Belinda led the team in prayer for the whole committee.</p>	
<p>61/20 Welcome</p> <p>Welcomed everyone.</p>	<p>Please ensure apologies are sent to the Clerk and Chair to be accepted.</p>
<p>62/20 Apologies</p> <ul style="list-style-type: none"> ○ Jo ○ Charlotte 	
<p>63/20 Governor Membership</p> <p>Jacky Wood confirmed that she wishes her term to continue, and Governors were happy to call this approved.</p> <p>Belinda’s role as Foundation Governor ends in May but wish for her to stay on until the end of the school year. Proposition of moving Robin into vacant parent governor role so Belinda can be moved into the co-opt role from May until the end of July. Also, good to have parents represented officially in that parent capacity.</p> <p>Co-opt vacancy would be available to fill at the end of the school year and can formally start the process for another Foundation Governor at the end of May.</p> <p>Robin confirmed he is happy to move into the parent governor role.</p> <p>Governors confirmed the above is all agreed and approved.</p>	<p>Clerk emailed Governor Services</p>
<p>64/20 Declaration of Pecuniary Interests</p> <p>None</p>	
<p>65/20 Late Items</p> <p>Removal of Associate Governors due to change in pricing structure and costly to the school</p> <p>Nick Lee, Nick Richley and Jackie Orr all to be removed from the schedule.</p>	<p>Sent to Governor services.</p>

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<p>Governors confirmed they are happy for the Associate Governors to be removed.</p>	
<p>66/20 Approve Minutes</p> <p>Confirmation minutes from the last meeting have been approved. (slight amendment to wording made on page 3)</p>	<p>Sent to Governor services.</p>
<p>67/20 Chairs Report</p> <p>Had planned to talk more about Governor Development Plan, how to prepare for Ofsted, and how to lay the foundations for good Governorship of the school and take you through some questions. Due to unforeseen circumstances of a ransomware attack on the service provider impacting the school this has been postponed to the next FGB.</p>	
<p>68/20 Heads Report (verbal report with slides shared)</p> <p>Three verbal and three written reports will be done for FGB from now on. Tonight's is a verbal report.</p> <p>Thinking strategically after being stuck in an operational way for almost a year due to Covid, good change and good opportunity to reshape the school and move it in the way we want to go.</p> <p>Admissions:</p> <p>Thrilled with our admissions. 104 people applied for CCI as their first place for September and 169 applications for the school overall. Second overall in terms of people who applied for first place in the whole of South Glos. Credit to everyone for their hard work and everything that goes into it. Pleased our reputation is so strong in the local community and how we have handled Covid has strengthened that due to good feedback received.</p> <p>Governor: Really well done on that and I am sure other Governors would say the same.</p> <p>Regarding admissions, if you look at schools from the local authority, it is not an overly subscribed year, lots of schools with spaces and numbers down which is hard to see.</p> <p>Attendance:</p> <p>All children have come back, even those who are vulnerable, and have good percentage of attendance.</p> <p>Behaviour:</p>	

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Looking for support from the LA to ensure we are still able to meet specific children's needs. Other children added to SEN register due to behaviour. Return to full school has been difficult so SENCO made the correct decision to add them to the SEN register. Generally, behaviour has been good, we continue to learn from what happened last year. It has been a challenge since all children have returned because our most vulnerable were in school the whole time and they have found it stressful with the whole class coming back as they got used to having their teacher and TAs to themselves in the classroom.

Covid:

Most staff have now had vaccines.

Safeguarding:

Change regarding a child in need plan has been stepped down to an EHAP (early help assessment plan). One new referral which was declined, and one EHAP which is closing as we have seen a brilliant change in behaviour. One MARAK with SENCO leading on and attending that and linking with preschool.

Governor: We should capture that I did a safeguarding audit at this time.

Governor came in and did an audit. We then met and went through the other actions I have got that we know we will be asked about on a safeguarding audit or safeguarding inspection by Ofsted. Few things to be added to the action plan and tweak in the safeguarding policy. Thanks to Governor as they have been efficient, thorough, and exactly what is needed in a Safeguarding Governor.

Ransomware attack:

This happened last Monday. CSET are a trust/group that support different schools in different ways. We are supported by them through our sports, and we pay them to help us with that and they run good collaboration across schools. Also supported us for a long time with our curriculum IT. They believe someone from one of the 23 schools has clicked on a link and enabled hackers to get into the system and withdrawn everything so we cannot use anything. Not had any school computers or laptops, no internet or access to drives so assumed everything is lost as not stored in the cloud but on the server. Managing for the last few days with Government laptops and dongles which give us wireless internet, so every class has got internet, laptop and link up to their interactive whiteboard. Unlikely to get any devices back until after Easter. All safeguarding information has remained secure as this is all online. Communications to parents are also unaffected. Data is on Insight which is online with no children's names. Looking as a fresh start and this is the mindset we are trying to have, as staff have got years of hard work on the shared drives which is soul destroying as there is never any spare time in school anyway. I think the staff have coped so well and been brilliant, and due to the last year

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with Covid it puts everything into perspective. It has been stressful, but they have just cracked on. Work has been more practical for children too.

Next Steps: People asking about accountability. The whole process is being investigated by the police. This is about us learning from this and finding a way forward where everything is cloud based and accessible. Disaster recovery plan will be updated to reflect this incident and state what has changed. Currently going between O365 and G Suite to store files which is all online and secure. Keeping track of the progress which is happening and following GDPR guidelines and being as careful as we can.

USB sticks are only being used to print resources for lessons now, so no data on there, and everything you can find on the internet.

Governor: One company I have worked for has an external company that will send mocked up spam emails and make sure that people are not clicking through them and then provide training if they are. Is that something that is being talked about or being introduced?

Nobody has mentioned that yet, but it is probably too early as they are still trying to understand what happened and get services back up. Will be after Easter until it is understood exactly what happened, but it is a good idea to start stockpiling options. As Governors we should be setting the challenge regarding who should the provider be at the school, should the school be reviewing it, are we happy the school has done their due diligence in who the provider is. What has come through clearly is this could happen to any provider. If something comes up during the investigations to suggest that we were negligent or at fault in any way that will be up for review.

Governor: Can I ask teacher governor how it feels in the classroom as a teacher and for TA's and children?

It has been quite stressful, it felt like we had just got the children back and then this happened. It is hard as teachers when you put so much into planning and you lose the previous year's planning, but this week has been nice, and the children have responded well. They have not asked about the screen or computer. I have noticed they have been able to take more time to share a story, have more of a chat together and play interactive games. In terms of learning it has not been affected as such; we have done lots of practical lessons and realised do we actually need as much paperwork as we've been using.

Governor: That is good to hear well done everyone.

Lighting up learning:

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This company really brings their curriculum to life. The final part of our vision is inspired to live life to the full. I want it to be even more purposeful and meaningful.

“Tell me and I forget, teach me and I may remember, involve me and I learn”.

This is what I want for the school. Met with another school to learn about what they do and there will be a staff training day in June with Governors invited to come along too. To do with an inquiry-based approach, it will be about children being part of their learning and develop wider curriculum, focussed on where we live and focussing on our vision. The company will do a whole day on pedagogy and how children learn best, to enable us to develop an inclusive curriculum. It can look different for the children, but they all have the same purpose. It will completely reform our curriculum and will be thinking about meaningful stuff that is relevant.

Outdoor Area:

Keen to develop the outdoor area so it can give us the resources we need in terms of running this brilliant curriculum. It is based in four phases. The first phase is physical play which will change how it looks dramatically. The second phase is developing the Early Years enclosed area. The third phase is developing the gazebo area which is thinking about social and emotional elements, and what is needed during those play times and phase four will be the wooded area at the top of the playground and thinking about creative and accessible play for children that may be unable to use some of the climbing structures.

Slide shown to see the long-term plan and what the outdoor area will look like

Professional Learning Culture:

Following on from the survey shared at FS&P, and staff not knowing if their CPD was being developed in school. Must be a professional learning culture that people own for themselves. It is about everybody feeling they have got something to contribute, something to learn and that they want to do that and feel confident enough to do that. This is something I will be developing and sharing at a later stage. One appraisal target will be research based to look at different strategies to use and about their attitude in terms of what they have found out and what they have learned. Will be given time to do this and will be supported as a group. It will change professional culture in the school and grow the staff.

Falls into the middle part of our vision that we are courageously learning together.

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Governor: If a member of staff finds something that worked very well, what is the process for sharing that knowledge around?

All the teams across the school have regular meetings so you can share it that way, or as an anecdote during a staff meeting. The team leader can share it on their behalf if a staff member feels uncomfortable to do so.

Governor: Sharing failures might be useful though too; these are the things I have looked at and these are the things I have found?

If you can share learnings from failures, it is stopped being seen as a failure and shows it is a research test and you will learn something whatever the outcome

Governor: I think having people buddy up or going in groups will be beneficial, having that peer group support will really make a difference.

Some people will need support to know where to look and that is something we will need to flag up and give support to.

Teaching and Learning Policy:

For staff to be effective at their job they need to know what is in the Teaching and Learning Policy and they need to be living and breathing it. We looked at the Ofsted judgements of being an outstanding teacher and we adapted our policy. It will come to Governors once this has been finished. A good teacher can inspire hope, ignite the imagination, and instil a love of learning. It works well for our vision and we agreed the main points for what we would like to see at CCI. We will work to grow our staff into the most effective teachers that they can be.

69/20 Deputy Head (slides shared)

Website Review Update:

We are thinking about our website and its role now, what it does and what its purpose is. We are in the process of reviewing what it does and have sent out a survey to parents about the use of the website, how often they use it etc, so can share feedback.

The pages of the website look quite different, it does work, it is functional in what it does, but it does not wow or inspire me. For our school that is something I want to feel.

Some of the first things a new parent might see could be our website and does it inspire, does it make them think about our vision to live life to the full?

We asked parents various questions, most parents are using it but only a few times a year mainly for term dates and class pages. It is also mainly accessed by

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a smart phone, so need to keep this in mind when developing the technology. Some comments were that the navigation of the website was difficult to use.

Some general comments shared on the slide. Communication from the school has been good through other channels other than the website.

We do need to redesign the website, make it inspiring and sell our school. We will run a movie night during T5 at school to help raise funds for the web design. We will research companies which can redesign the website, currently it is outdated as technology moves on so quickly. We also want somewhere to celebrate our curriculum success and be more subject focussed.

It will give parents a proper idea of what the CCI community is like and our values and ethos.

Governor: It is worth highlighting DH is doing a great job with his hands tied with the current website. It is limited with what you can do and how you can change it which I know you are doing page by page.

Governor: Thinking about the results on the survey, as a parent as there is so much good communication particularly on Facebook, you do not need to go to the website when you are a parent of the school as much, but when you are researching schools in the area that is naturally the first place you would go. I think the movie idea is good too. It is key to work out who the audience is with the website to get the message across.

Governor: Its value add; what isn't in those existing communications, what's different, why would someone go to the website.

Governor: It's a fantastic piece of work, if you are going to redesign it's how to future proof it looking forward to the new curriculum to try and complement it with social media, such as how to embed it properly, how it can work with mobile phones, the use of more interactive communication such as videos which can be hosted on the website, because you can never replace social media and the schools social media presence is fantastic so it's thinking about what is the gap in between and how to fill that.

Governor: I like the idea there will be a bit more of what the children may be up to as a class but recognise that it is an easy ask but quite difficult to implement. The other argument is that is what parents' evenings are for and there are other ways of getting that information.

That is one of the things that has been discussed as we try to avoid putting photos of children on Facebook as not everyone is okay with that. Many schools use twitter as a feed for parents. We need to develop a system where we can take photos and upload instantly. Those links can also be shared to the website as parents do want to know what their children are up to.

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<p>70/20 Policy Review</p> <p>Managing Medical Needs Policy:</p> <p>This has been reviewed on paper at the school but unable to circulate to Governors due to the ransomware attack. To be moved to the next FGB.</p>	
<p>71/20 Committee Feedback: FS&P</p> <p>SFVS:</p> <p>Whilst the deadline for this has been extended, we did look at this at the FS&P meeting. Every area on the SFVS has either improved or stayed the same, so it was a very positive SFVS and the FS&P committee approved it.</p> <p>Budget Status:</p> <p>Main thing that came out was how hard SBM worked to secure the high incidence funding which has been a big boost in terms of the budget.</p> <p>Wellbeing:</p> <p>We looked at the latest wellbeing results which again were generally good, and we looked at a couple of things to help staff who had put 3's upwards.</p> <p>Governor has now joined the new wellbeing committee which we were keen to form because some of the feedback through surveys was that not everyone was being supported by the wellbeing lead and that was not necessarily possible. So, the new wellbeing team means that everyone had someone in their area of work that would be their talking point and people will feel more comfortable raising that.</p> <p>Governor: Everyone seemed in incredibly good spirits, the atmosphere of the meeting was supportive. There were no problems raised there.</p>	
<p>72/20 Committee Feedback: Ethos</p> <p>N/A – Not held meeting since last FGB</p>	
<p>73/20 Committee Feedback: S&C</p> <p>N/A – Not held meeting since last FGB</p>	
<p>74/20 Governor Course/Commitments:</p> <p>Sheryl has provided an update as coordinator and Laura has found out which courses Governors have attended on the Integra website.</p>	<p>Training history has been emailed to Sheryl by Laura</p>
<p>75/20 AOB</p>	

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None	
76/20 Date of Next meeting: 19.05.21 @ 18:00	
77/20 Total Time: 90 minutes Meeting Closed: 19:30	

List of abbreviations used in Governors Minutes

ARE- Age Related Expectation
BME – Black Minority Ethnic
CPD – Continual Professional Development
DHT – Deputy Head Teacher
EYFS- Early Years Foundation Stage
EWO – Education Welfare Officer
FGB – Full Governing Body
FSM – Free School Meals
GD- Greater Depth
GLD – Good Level of Development
HLTA – Higher Level Teaching Assistants
HT – Head Teacher
LAC – Looked after children
KS1 – Key Stage 1
PP- Pupil Premium
PSHM- replacing SEAL
PPA – Planning, Preparation and Assessment
RACI- Responsible Accountable Consulted Informed
SIA – School Improvement Advisor
SIP – School Improvement Plan
SEF – Self Evaluation Form
SEN – Special Educational Needs
SENCO – Special Educational Needs Coordinator
SFVS- Schools Financial Value Standard
SIA – School Improvement Adviser (used to be SIP)
SIP- School Improvement Plan
SIAMS – Statutory Inspection of Anglican and Methodist Schools
SBM- School Business Manager
SGC – South Gloucestershire Council
SLT – Senior Leadership Team
SMSC – Spiritual, Moral, Social & Cultural
T followed by a number – Term 1/2/3/4/5 or 6
TA – Teaching Assistant

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Y – Year followed by R (Reception) 1 or 2

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