Minutes of the meeting of the Governors of Woolsery Primary School held on Tuesday 19th January 2021 at 6.00p.m.

Reference	Item	Action
1.19.1.21	**Attendance** Matt Cole, Sue Kersey, Sarah Broom, Emma McGuire, Di Bennett, Ben Trevor, Siobhan Brennan, Katherine Bass and Tracy Buckley. Sue Miles attended as clerk.	
2.19.1.21	**Declarations of Interest** No governors declared an interest in items on the agenda.	
3.19.1.21	**Collaboration** Governors resolved to move into Part 2. All governors were reminded that anything discussed in Part 2 is strictly confidential.	
4.19.1.21	**Budget** Some issues were discussed in Part 2. Governors resolved to resume normal meeting conditions. Governors approved budget monitors for **School Budget Share,** **Preschool,** **Devolved Formula Capital and** **Atlantic Coast Cooperative Trust.**	
5.19.1.21	**Covid-19 Risk Assessment** Not substantially different from last one. Staff room no longer in use apart from tea & coffee making facilities. Lateral Flow testing starts next week for all staff working in schools in England. We are awaiting an amendment to the risk assessment from Devon County Council regarding the tests, and it will be implemented upon receipt. Emma Fire risk assessment - What would happen in the event of a fire, and children potentially mixing between bubbles. A. We haven't had to change any routes as all classrooms have external exits. Also children and staff in Stroxworthy, Alminstone, Ashmansworthy and Sunflowers all	**When amendment received this will be added to the current risk assessment.**

	evacuate to the school field, and there is plenty of room for social distancing. Cranford, Burscott, Kitchen and Office Staff evacuate onto the school field. Contact is maintained via 2-way radios as usual. Governors approved the amendments.	
6.19.1.21	**Approval of the Minutes of the meeting held on Tuesday 24th November 2020 and Matters Arising if not covered below.** Minutes were agreed to be a true copy of the meeting and will be signed when the Chair of Governors comes into school.	**Sue Miles and Tracy Buckley** **Ensure all paperwork signed when possible**
7.19.1.21	**Correspondence** Sue advised that Governors Alerts are being emailed to Governors and downloaded to a file in the governors' google drive. Ben had had a query from the Rotary Club as to whether a photo was taken. Sue Miles had directed the member from the Rotary to the school Website, however Ben is going to forward the Rotary Club the link to website with photo of the children when they received the dictionaries.	
8.19.1.21	**Parent Governor** We still have one parent governor vacancy from November. Matt will let parents know via the newsletter that we have a vacancy and Sue Miles will email appropriate forms to parents of children in the main school in the first instance. Tom Coles has expressed an interest, and Sue will ask him to complete application if he is still interested.	**Sue Miles to issue paperwork to all parents of children in the main school in the first instance.**
9.19.1.21	**Safeguarding** Annual Safeguarding Audit has been completed. Action Plan has been completed with the following: ● Update procedures for visitors when we are permitted to have them back in school. ● Update safeguarding teams' knowledge of "Safer Me" system. ● Develop role of incoming safeguarding governor to	**Sue Miles to update volunteers.**

	provide a more objective view of the safeguarding systems • Further increase the use of One Minute Guides as a staff training resource Governors are invited to attend the Level 2 safeguarding training 9th Feb Online Safety Training. This will be a virtual training, delivered to all staff and Governors by Dartmoor MAT. The training will also be recorded so that if anyone is unable to access the training from home, they can come and access it at school. Here is the link to Join Zoom Meeting https://us02web.zoom.us/j/86264004151?pwd=YVNjZVJFS3BQVlFqQVV2VUZIRkQ0dz09 Meeting ID: 862 6400 4151 Passcode: 322718	
10.19.1.21	**Policies**: **Admissions Policy** This policy is provided by Devon County Council, and follows the law regarding admissions to school. The Governors are the admitting authority as we are a foundation school, however, DCC deal with our admissions. Once approved, Devon County Council will issue final policy for school to place on our website. **Proposer Tracy 2nd Ben All in favour** **Managing Sickness Absence Policy** Policy Provided by Devon County Council. Governors agreed Section 33 **Delegated responsibilities** to **first committee**. Approved Tracy, 2nd by Ben **All in favour** **Intimate Care Policy** This policy is provided by Babcock LDP for schools to adopt. Proposed Ben, 2nd Tracy **All in favour** **Health and Safety Policy** Proposed by Tracy, 2nd by Ben **All in favour**	**Sue M to advise Andrew Brent - DCC admissions that policy has been agreed. Once finalised copy has been received, put it on school website.** **Put on school website**

11.19.1.21	**Date of Next Meeting** Ben to contact Debbie Clapshaw (Devon Governor Services) to finalise a date that she can attend our next meeting. Date will be advised to Governors as soon as received. Meeting Closed 8.43pm	

Minutes signed as a true record of the meeting: _____

Date of signature: _____