

## Chairs of Governors Forum

### Meeting notes – 1 June 2020

	<p><b>In attendance</b></p> <p>Bibury - Clearwater (Quedgeley) - Jo Grills Coaley – Carol O'Donnell Dursley - Field Court Infant (Quedgeley) - Jackie Hall and Carl Curtis Hardwicke - Apologies Lakefield (Frampton-on-Severn) - Keith Withers Longney - Diane Bainbridge Minchinhampton - Stephen Draper North Cerney - Primrose Hill – Katherine Clamp St John's (Coleford) – Bishop David Jennings St James (Cheltenham) – Bob Lloyd Smith St Matthews' (Cainscross) - Apologies St Lawrence (Lechlade) - Susan Holmes Whiteshill - Ian Wills Winchcombe - Anna Hay</p> <p>Trustees – Tim Brock Central Team - Rachel Howie and Nicki Wadley</p>
1	<p>The meeting opened in prayer and Carl Curtis was welcomed and introduced to the meeting as the potential Chair at Fieldcourt from September when Jackie Hall steps down.</p> <p>RH began the meeting by noting that 1 June marks the start of volunteers' week and offered her thanks to the Chairs and their local governing boards for all they offer to schools and the Trust. RH recognised that the pastoral support offered over recent months to headteachers had been invaluable and very much appreciated.</p> <p><b>Actions from last meeting</b></p> <ul style="list-style-type: none"><li>- KC to be added to the Chairs' email circulation – done</li></ul>
2	<p><b>DGAT central updates including:</b></p> <ul style="list-style-type: none"><li>- School's opening to more pupils – RH provided an update regarding schools opening to more pupils from today, explaining that the central team had supported schools to make local decisions based on their own context and risk assessment. The Board of Trustees have reviewed and approved all re-opening plans and will continue to monitor these and make local decisions based on individual school's risk assessments. RH highlighted how tired headteachers throughout the Trust are and shared that supporting their wellbeing now and in the future was a priority – especially given there has been no break since February half term. Those present shared feedback from their schools who had opened to more pupils today, including numbers of children attending and how successfully plans and risk assessments had been implemented. RH asked Chairs to ensure that a fire drill had been practiced in school this week to ensure that children were familiar with any new routines, exit points and assembly points. It was suggested that parents may have a unclear view of the quality of education being provided for children home learning in comparison with those children attending school and that this could lead to complaints or concerns being raised with school staff. RH explained that she is due to write to parents again and will include an explanation of the provision in place. <b>RH to write to parents in all schools and explain</b></li></ul>

	<p>the current learning provision for all children. Those present thanked RH and the central team for the support and care provided to headteachers throughout the coronavirus pandemic.</p> <ul style="list-style-type: none"> <li>- Annual budget reminder – RH reminded Chairs that the annual budget setting process should continue and the deadline for budgets to be with the central team is the 24<sup>th</sup> June.</li> <li>- Wellbeing training for all DGAT schools – RH provided an overview of the extensive support that has been put in place for headteachers and all school staff across the Trust, including – but not limited to – trauma training, access to a 24 hour free support helpline, referrals to occupational health where relevant.</li> </ul>
<p><b>3</b></p>	<p><b>Local governing board meetings</b></p> <ul style="list-style-type: none"> <li>- Feedback on remote LGB meetings – challenges and opportunities. NW asked for feedback on the recent remote meetings local governing boards had held. The majority of feedback shared was positive, with only a couple of technical challenges noted. A question was asked about the purpose of recording meetings and whether recordings would be shared with all attendees as a record of the meeting. NW confirmed that a decision to record a meeting should be in line with the DGAT Trustees and Local Governors Remote Meetings Policy and in the current circumstances would likely to only be for the purpose of writing the minutes. A written record of the meeting remains a requirement – therefore it would not be necessary to share the recording with the whole board.</li> <li>- Confidentiality during meetings – NW asked Chairs to remind all attendees of local governing board meetings that the normal expectations and requirements of confidentiality as set out in the Local Governor Code of Conduct apply to remote meetings. It was advised that local governors be reminded that they can send apologies if they cannot attend a remote meeting and maintain complete confidentiality or will be disturbed by family members.</li> <li>- LGB meetings for remainder of the academic year – NW recommended that LGBs hold one more meeting this academic year in late June/early July. Committee meetings should remain suspended and no monitoring to take place in schools.</li> <li>- Template LGB agenda for July 2020 – NW shared a template agenda which LGBs can use for their meeting in June/July to cover essential business. It is strongly recommended that LGBs currently focus on essential business only to support the wellbeing and workload of headteachers.</li> </ul>
<p><b>5</b></p>	<p><b>Relationships and Health Education: Change in Statutory guidance from September 2020</b></p> <ul style="list-style-type: none"> <li>- DGAT Relationships and Health Education (RHE) Policy – NW confirmed that DGAT have issued an updated policy which meets the statutory guidance being implemented in September 2020. Jackie Buckland has supported headteachers with planning the new RHE curriculum.</li> <li>- DGAT Relationships and Health Education training – Jackie Buckland and Helen Springett have facilitated RHE training for headteachers, PSHE leads and governors. NW reported that the training presentation was available on the DGAT website for governors to access if they hadn't been able to attend the training – any questions arising from the training can be directed to Helen and Jackie via NW.</li> <li>- Parent and carers consultation - NW explained that local governors should be aware that schools are required to consult with parents and carers on the RHE Policy and curriculum and DGAT have suggested this takes place in term six. Local governors should confirm the consultation has taken place and receive a report on the trends of parent and carer feedback. The outcomes of parent and carer consultations will need to be shared with DGAT via the headteachers.</li> </ul>
<p><b>6</b></p>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Child Protection and Safeguarding – RH explained that a further update to the policy's Coronavirus (COVID-19) addendum regarding remote learning. The most up-to-date version is available on the DGAT website.</li> <li>- Governor and Trustees Expenses – to note and for sharing with LGBs</li> </ul>

<p><b>7</b></p>	<p><b>Clerks forum – 23<sup>rd</sup> June</b></p> <p>NW reported that the focus for the Clerks’ forum would be:</p> <ul style="list-style-type: none"> <li>- Effective minute writing</li> <li>- Writing confidential minutes</li> </ul> <p>NW requested that Chairs provide feedback to her – in one word if possible – regarding the value of their clerk so this can be feedback to the clerks at the Clerks’ forum meeting.</p>
<p><b>7</b></p>	<p><b>Trust board update</b></p> <ul style="list-style-type: none"> <li>- RH provided an update from the Trust Board and confirmed Trustees are meeting on a monthly basis through the coronavirus pandemic. RH explained that Trustees are committed to meeting as and when required to support schools with timely decision-making and to respond to any changes in the safety of provision and risk assessments. RH explained that the Trust board have appointed a new Safeguarding Trustee (The Venerable Hilary Dawson) and Mental Health and Wellbeing Trustee (Charlotte Rawlings) in recognition of the increasing need across the Trust in this area. RH reported that the Trust Board have reviewed the Risk Register in view of the current pandemic.</li> </ul>
<p><b>8</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- NW reported that she has developed links with the Regional Manager of Inspiring Governance to support Trust-wide recruitment of governors and is hoping to host an online recruitment event in the Summer term. NW will post vacancies on LGB’s behalf if required. IW shared that he has just successfully recruited a local governor through Governors of Schools. NW clarified that the trust worked proactively with both organisations to ensure maximum success in recruiting local governors.</li> </ul>
<p><b>9</b></p>	<p><b>Next meeting</b></p> <p>6 July 2020</p>