

Meeting Notes – 4 June 2020

<p>In attendance:</p> <p>Nicki Wadley – DGAT Governance Lead Suzi Wingrove - Longney Lindsey McEwan - Clearwater Clair Oxley - Sarah Duce - St Lawrence Ann Williams - Hardwicke Rebecca Ball – Primrose Hill Kerry King – Field Court Infants Jo Lucas– Winchcombe Amy Bennett Bright – North Cerney and Bibury Isabelle Overs – St Matthews Trudy Compton – Minchinhampton</p> <p>Apologies:</p> <p>Louise Mee - Dursley Liz Warwick – Whiteshill</p> <p>Not attending:</p> <p>Clerk to governors – Lakefield Anne Kirby – St Johns Hazel Martindale - St James</p>	
<p>Welcome, introductions and apologies</p> <p>NW opened the meeting with a welcome to all attending and explaining the purpose of the meeting is to share with Clerks an update following the recent Chair of Governors' Forum.</p> <p>NW noted that today marks the start of Volunteers Week and asked that Clerks directed their local governors to the DGAT Twitter account where the Trust will be thanking and celebrating our governance volunteers.</p>	
<p>I. Local Governing Body Meetings</p> <p>Local governing board meetings</p> <ul style="list-style-type: none"> - Feedback on remote LGB meetings – challenges and opportunities. NW asked clerks for their feedback on the recent LGB remote meetings. Feedback was positive with clerks sharing that the meetings felt at a slower pace, it was easier to listen more intently and clerking the meeting was easier. NW asked clerks to remind local governors to download the latest version of Zoom ahead of their next meeting to avoid any connectivity issues. It was reported that remote meetings are helpful for Clerks to access DGAT updates and training. A question was asked regarding whether remote meetings and training could continue post the coronavirus (COVID-19) pandemic. NW replied that she could certainly plan remote meetings alongside the face-to-face meetings and training planned and will explore this for the academic year 2020/21. - Confidentiality during meetings - NW reported that Chairs had been asked to remind all attendees of local governing board meetings that the normal expectations and requirements of 	

	<p>confidentiality as set out in the DGAT Local Governor Code of Conduct apply during remote meetings. Chairs have been 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.</p> <ul style="list-style-type: none"> - 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. - 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. Clerks present welcomed the support of a template agenda being provide by the central team. NW further explained that she will be providing Clerks and LGBs with an annual schedule of work for governor business 2020/21 – Clerks shared that this would be a useful and welcome resource.
2.	<p>Relationships and Health Education: Change in Statutory guidance from September 2020</p> <ul style="list-style-type: none"> - 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. - 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. - Parent and carers consultation - NW explained to Clerks that Local Governors have been told they 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.
3.	<p>Policies</p> <ul style="list-style-type: none"> - Child Protection and Safeguarding – NW 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. - Governor and Trustees Expenses – to note and for sharing with LGBs. <p>A discussion took place about the role of the LGB in policy approval. It was highlighted that at times up to nine policies are being added to LGB agendas. NW explained that the LGB does not have to have sight of every policy issued by DGAT, the policies that LGBs have responsibility for ratifying within the scheme of delegation are:</p> <ul style="list-style-type: none"> ▪ Child Protection and Safeguarding Policy ▪ Relationships and Health Education Policy ▪ Behaviour Policy <p>NW explained that individual LGBs may choose to maintain oversight of other policies which are pertinent to the school's development priorities. The LGB must also maintain an awareness of the policies in which the school operates within. The DGAT Local Governing Board Annual Schedule of Work will be a section to plan policy reviews throughout the year. NW also agreed to develop policy review guidance for LGBs.</p> <p>Clerks asked for confirmation of who new and updated policies are shared with by the central team. NW shared that all new and updated policies are shared with Headteachers and SBMs and that NW shares any policies relevant to the LGB with Chairs but will ensure she copies Clerks into any future policy emails with clear direction for when action needs to be taken and by whom e.g. for information or for ratification.</p>
4.	<p>Clerks forum – 23rd June</p> <p>NW thanked Clerks for their feedback regarding the date of the meeting and confirmed the meeting date for the Clerks' Forum will change to Tuesday 30th June 10am-1.00pm via Zoom.</p>

	<p>Ellie Hully will be leading the Clerk's forum meeting and NW confirmed that the focus for the Clerks' forum will be:</p> <ul style="list-style-type: none"> - Effective minute writing - Writing confidential minutes <p>NW asked for feedback from Clerks on the number of meetings and amount of communication being shared with Clerks and invited Clerks to contact her outside of the meeting should they wish to. Initial feedback was that Clerks value the information being shared and the increase in contact with the central team.</p>
5.	<p>AOB</p> <ul style="list-style-type: none"> - 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. NW clarified that the Trust continues to work proactively with both Inspiring Governance and Governors for Schools to ensure maximum success in recruiting local governors.
	<p>Dates</p> <p>Next meeting: TBC once the Chairs of Governors' Forum meeting date is confirmed.</p>