



# Minutes – Full Governing Body

**Date:** 9<sup>th</sup> July 2020

**Time:** 7.00 – 8.30pm

**Location:** Virtual Meeting

**Present:** Andrew Goldsworthy (Headteacher)

Rachel Holmes

Frances Lawrence

Elizabeth Brett (Vice Chair)

Simon Murfitt (Chair)

Fiona Greenwood (Clerk)

Catherine Hackett *[Joined 1907, item 2 audio only]*

Peter Sharp

Clare Cholerton

Nicholas Parmley

Paul Debont

**Apologies:** Revd Christopher Durrant

**Absent:** Emily Moorhouse

Rebecca Haskins

	Item	Action
1	<b>Welcome &amp; Apologies</b> The chair welcomed to the meeting and introductions were made to new governor PS.	
2	<b>Declarations of Pecuniary interest</b> None.  <i>[CH joined at 1907]</i>	
3	<b>Minutes of previous meeting</b> Minutes of the previous FGB held on May 2020 were reviewed. Change requested: Item 4 – opening of school change to further opening Proposal – LB Seconded: PD	Clerk
4	<b>School Closure and Corona Virus update</b> Year R, 1 and 6 have been in school since 1 <sup>st</sup> June and numbers have slowly been rising with parents being hesitant at first. This week all the Year 6 have been back. Staff have been working with one bubble and supervise through lunchtime and playtimes which is pressure on staff but have kept going well. This will not be	

<p>sustainable into September so will need to consider other ways forward to supervise children while keeping social distancing to allow staff to have breaks.</p> <p>Still have one teacher not returned as doctor's advice is to stay off. In September expected to be back as guidance is advising shielding to pause. Considering contingency plans in case the advice changes again. One member of office staff not been in school but working effectively from home.</p> <p>Attendance numbers for last week:  Year 6 13/13  Year 1 13/15  Year R 12/15</p> <p>Keyworker bubble 6 or 7 every day. One child with EHCP and one with social worker are in every day.</p> <p>Q – The LSAs that are leaving how are they going to be replaced in current climate?  A – When budget was set, and aware of one leaving, it was decided that do not have the capacity to replace so decided to run with one less. But now another is leaving so considering various options as the member of staff covered PPA time so looking at coaching companies to offer sport, PE or dance which could be very beneficial to the children. Could also consider taking someone on a short term basis.</p> <p>Q – Has the current way of running had any budget implications like additional cleaning spend?  A – Cleaning has been internal so hasn't added much cost. Have asked some LSAs who only work mornings to do some afternoons too.</p> <p>Q – Several companies are now doing hydro-cleaning/fogging – cost is about £200 to clean a school and lasts 28 days. Would you consider this?  A – HT has had email about this. Concerns if cleaners coming in doing daily cleaning would it take it off? Details to be passed to HT and will consider.</p> <p>Q – There was promises of a central fund that you could access – has this be done?  A – It went from any additional spending bring reimbursed to only if additional spending would take school into deficit then claims could be made. Office is still collecting list of spends over and above what is normal and will try and submit claim.</p> <p>Q – Did the laptop ever arrive.  A – Not yet but with county now</p> <p>Staff well being</p> <p>Have had an internal shuffle so one member of staff is not working too closely with children as care for elderly parent. Admin officer is working in HT office to distance from children.</p> <p>Q – Has screen or office arrived yet?  A – Not yet. In September will have screen on office so admin staff can be back in there and feel confident. Will probably not want parents coming in but will have children coming in that way.</p> <p>Free school meals has been working well with catering company who are providing weekly bags of food for parents to collect. Summer holidays parents will get a voucher which is excellent. Not been issued yet.</p> <p>Q – Are you happy that parents are still cooperating with drop off and pick up arrangements?  A – Pick ups are very quick but drop offs some parents are arriving early and chatting in groups. On nice days after pick ups some groups are sitting by river which is awkward as mixing bubbles. HT has mentioned it to parents on a one to one basis.</p> <p>Q – On staff wellbeing can governors do something for staff that would be acceptable and safe?  A – Governor thanked for thought. Staff have remained upbeat and been fantastic. Discussion on whether to have gesture from governors now or best to leave till</p>	<p>PS</p>
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<p>Autumn term as not all staff would be comfortable with anything social outside school currently so would not be fair if they miss out.</p> <p>Q – The children that are on roll but have not been physically seen since start of lockdown from safeguarding perspective are we confident that contact has been made with them all?</p> <p>A – Confident that have had contact with all pupils but struggled with contact with one – have had some limited phone contact.</p> <p>Q – Are you getting exchange of work?</p> <p>A – No nothing comes back but have delivered packs of work to house. In phone conversations they have commented it has been useful so some of it is being used.</p> <p>September reopening</p> <p>Guidance has been issued for the full reopening of school to all pupils. It is complex so will take time to fully formulate plan. Guidance is clear with very clear musts so will start with those. County have offered support as all schools will be different. Transition for the new Year R is biggest issue at the moment as the usual opportunities to have children in hasn't happened. Have made a photobook for every child to look at. Out of the 15, 11 are siblings so they will be familiar with the school.</p> <p>Q – Will there be a staggered start for Year R?</p> <p>A – Yes there will and this is building up their resilience to being in school as it is very tiring.</p> <p>Working on lunchtime arrangements as one plan was sittings in hall but guidance makes clear would need to be thoroughly cleaned between which wouldn't have capacity for. Will continue with children eating in their classrooms. Will be boxed up in hall then LSAs collect and take to classrooms. They have adjusted menu to be items suitable to be boxed.</p> <p>Before and after school clubs continuing to provide issues as ideally want children not to mix with other classes. Wrap around care needs to be in place and is encouraged in guidance. May use school hall so children are spaced more.</p> <p>Q – Who staffs this?</p> <p>A – There are people who staff this and guidance allows this.</p> <p>Comment: The guidance does have flexibility to have cross over between year groups.</p> <p>Yes it does which doesn't really add up with keeping bubbles apart.</p> <p>PPA cover is still required in a cost effective way. Do not want it to just be childcare would want to add experiences for the children and considering drama.</p> <p>Q – Will you be using the school minibus?</p> <p>A – Thinking there will be two children who require it who would be in same bubble. The office will contact the families and check if they are planning to use it. Also need to check requirements for face masks.</p> <p>Q – Is that the only children that use it?</p> <p>A – No there are others but parents have informally mentioned they may not require it. Would need to confirm this.</p> <p>Q – Cannot physically meet new parents for Year R but could you consider a virtual meeting?</p> <p>A – It would be possible. Will consider and put to Year R team.</p> <p>Q – If they do not do zoom call could they do a pre-recorded video?</p> <p>A – Yes will consider this also and discuss with staff.</p> <p>Q – Guidance says governors need to review risk assessments for new arrangements – when would it be appropriate to do this?</p> <p>A – Would need to redo risk assessments and aiming to do this before the end of term.</p>	<p>HT</p> <p>HT</p>
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	<p>Suggestions for it to be circulated to governors, Chair will ask governors to confirm they have read and any questions and it can be approved.</p> <p>Q – Are we happy with the Year 6 and the interaction from Perrins and moving on?  A – Managed to get a member of staff to come to school with pupil from and they stood at other end of hall and gave them usual presentation. They are also suggesting visits at end of term.</p> <p>Guidance is also stating the curriculum needs to continue uninterrupted if school has to close again. Home learning needs to be able to be the same at home as it would be in the classroom. County are suggesting the school provide guidance. Ofsted will be doing inspections to see schools are managing this.</p> <p>Q – Would it be worth considering stand along topics to have ready? It would not be continuation of what was going on in school but have a two week topic.  A – That is good suggestion and will consider. Will also consider what virtual interactions would be used and in first week or two of term will train the children in them so they can use it.</p> <p>Q – Are you using the Oak academy resources?  A – Some staff have dipped into it. If the idea of module comes together may look at what they have that would be suitable.</p> <p>Q – Break times not been mentioned in report – is this being considered?  A – Yes considered. Year R have own space. Year 1 and 2 can have front play ground. Class 3 and 4 can split the remaining playground and still keep apart.</p> <p>HT thanked for comprehensive report and also asked to pass thanks to all staff.</p>	
5	<p><b>FGB Meeting dates for 2020/21</b>  17<sup>th</sup> September 2020  26<sup>th</sup> November 2020  28<sup>th</sup> January 2021  25<sup>th</sup> March 2021  13<sup>th</sup> May 2021  8<sup>th</sup> July 2021</p> <p>Discussions on whether to move September meeting earlier but decided to keep where it is to allow school to get started.  FL - proposed  CC - seconded  <b>Approved.</b>  ACTION – EB and NP to work committee dates</p>	EB & NP
6	<p><b>Committee Reports</b>  Learning  Covered the usual topics but in different circumstances for example safeguarding and provisions for disadvantaged pupils. Looked at equality for children without access to laptops. Then looked at policies including the SRHE as a model policy is now available – this is still ongoing. Information from DfE on resources for dealing with children issues from time out of school.  E-safety, use of images of children and complaints – policies relevant to e-learning. Looked at behaviour policy that had amendment for Covid situation.  Also looked at the range of opportunities for the school to communicate with parents and also signpost parents to e-safety or mental health.  Anti-bullying policy deferred as always try and talk to school council at point of review.  Q – What happens to the policies should safeguarding come through FGB?</p>	

	<p>A – It did and will be brought back to FGB in September as will be changed again. The other policies were not reviews but questions such as with complaints when is it resolved.</p> <p>Q – Should they be published on school website?</p> <p>A – When they are ready.</p> <p>Also discussed school statutory reporting to parents.</p> <p>Update – produced different template based on core subjects with parents to add on their thoughts.</p> <p>Q – Will their be opportunity for feedback?</p> <p>A – Yes will have to be phone calls.</p> <p>Q – Was parents evening cancelled?</p> <p>A – Yes it was at right at start of lockdown.</p> <p>Q – Some other schools are considering zoom parents evening?</p> <p>A – Not this time but may have to consider for Autumn term if parents not allowed in school.</p> <p>Q – Information given to parents how is this assessed?</p> <p>A – Made clear it is based on progress made to March.</p> <p>Q – How are you going to reconcile this with children in September and then parents evening in October?</p> <p>A – Will have a lot to discuss as children will be assessed when returned.</p> <p>Resources</p> <p>Restricted agenda – discussions around furloughing casual staff and whether they met guidelines or now.</p> <p>Update – two or three members of casual staff been furloughed such as netball coach as would not be able to come into school and have children from different bubbles.</p> <p>Policies discussions but nothing approved.</p>	
7	<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>● Ensuring clarity of vision, ethos and strategic direction</li> </ul> <p><i>HT discussed plans for September and several questions on the way forward.</i></p> <ul style="list-style-type: none"> <li>● Holding leaders to account for educational performance of school and all its pupils</li> </ul> <p><i>Holding leaders to account by scrutinising HT report, asking questions about provision of blending learning.</i></p> <ul style="list-style-type: none"> <li>● Ensuring school fulfils its statutory duties</li> </ul> <p><i>Convened and reviewed current working arrangements.</i></p> <ul style="list-style-type: none"> <li>● Ensuring financial probity</li> </ul> <p><i>Discussions on ideas for different ways of cleaning. Discussed staffing and best value of money for PPA cover that gives the best for the children as well as good value. Questioned if the school had huge expense due to current situation.</i></p> <ul style="list-style-type: none"> <li>● Safeguarding</li> </ul> <p><i>Discussed social worker and EHCP children and also the children not in school.</i></p> <ul style="list-style-type: none"> <li>● Communication/Stakeholders</li> </ul> <p><i>Communication to parents and statutory reporting requirements questions.</i></p>	
7	<p><b>Any other business –</b></p> <p>Have new Friends - Chair suggestion to invite to FGB to forge better links. Concern raised that they need to be separate and the governors do not want to be seen trying to influence their plan sand there should be a separation. Suggestion clarified that the interaction would be inviting them to present their plan for the year.</p>	

	<p>Suggestion to send email thanking outgoing Chair and acknowledging the change and then Chair and HT to meet with Friends chair when more time later in term might more appropriate as first FGB always busy.</p> <p>Q – Does outgoing Chair deserve some recognition for her years of work has greatly impacted the children and due to current situation she cannot be correctly thanked? A – It has been considered and they will be thanked it hasn't been forgotten. Will be invited to assembly when possible to be thanked by children.</p> <p>Suggestion for Chair to write to incoming and the outgoing Chairs before end of term.</p> <p>Governors have had quiet period during this time and in September responsibilities will kick in again – need to lay out our plans for moitoring. Suggestion for governors to consider this during the summer.</p> <p>Governors asked to coordinate questions during summer to Chair to not overload HT and allow him to have time off.</p> <p>Thank you gifts for staff and also two staff members who are leaving being coordinated.</p> <p>Governors wanted to thank HT and all staff for unprecedented work during this challenging time.</p>	Chair
	Meeting concluded at 8.30pm and was quorate at all times.	

Meeting	Item	Action	Assignee
July	3	Amend May minutes to 'further opening' of school	Clerk
	4	Details of fogging cleaning to be passed to HT	PS
	4	Discuss with Year R staff possibility of zoom or pre-recorded videos for new Year R	HT
	4	Send reopening risk assessment plan to all governors once finalised – all governors to read and confirm to Chair	HT and all governors
	5	Set committee dates for 2020/21	EB & NP
	7	Emails to outgoing and incoming friends chairs	Chair
May	3	Amend March minutes – DOJO not BOJO and attendance	Clerk
March	4	Actions arising from January's meeting carried forward	Clerk
	5	Provide weekly report to governors	HT
	9	Progress Sex and Relationships Policy	HT
	10	Produce reports on governors visits (if any carried out)	All
	12	All governors to complete self evaluation and return to FL	All
	13	Welcome new governors	Chair
January	4	Amend November minutes	Clerk
	4	Send skills audit to new governor and reminder to governors who have not	FL

		yet completed it	
	4	Check if The Key for leaders renews at same time as The Key for Governors	HT
	5	Send data to HT with information that back ups club membership being beneficial	PD
	7	Agree staff training budget item deferred to next agenda	Clerk
	8	Send date poll for cover for parents evening	EB
	9	Pay Policy – confirm if final and remove DRAFT watermark	HT