



Minutes – Full Governing Body

Date: 14th May 2020

Time: 7.30 – 8.35pm

Location: Virtual Meeting

Present:

Andrew Goldsworthy (Headteacher)	Catherine Hackett
Rachel Holmes	Rebecca Haskins <i>[joined 7.47pm, item 4]</i>
Frances Lawrence	Clare Cholerton
Elizabeth Brett (Vice Chair)	Nicholas Parmley
Simon Murfitt (Chair)	Paul Debont
Revd Christopher Durrant	
Emily Moorhouse <i>[left meeting 810pm item 5]</i>	
Fiona Greenwood (Clerk)	

Absent: Peter Sharp

	Item	Action
1	<p>Welcome & Apologies</p> <p>The Chair welcomed everyone to the meeting and welcomes and introduced the new governor Emily Moorhouse. Governors then introduced themselves. Chair asked governors to ensure they explain any abbreviations used.</p>	
2	<p>Declarations of Pecuniary interest</p> <p>None</p>	
3	<p>Minutes of previous meeting</p> <p>Minutes of previous meeting which was first virtual meeting were circulated prior to meeting. Amendment needed that DOJO referred to BOJO.</p> <p>Q – Was Rebecca or Catherine in attendance? A – Confusions over who it was Proposed FL 2nd LB Approved.</p>	Clerk

4	<p>School Closure and Corona Virus update</p> <p>Chair reminded everyone that this is an update and Governors are to be supportive and strategic not verging into operational concerns.</p> <p>School are aiming to be open on the 1st June and fairly confident that this can be met. 15 children in a year group makes it easier to meet the requirement of no more than 15 in a room. A plan/risk assessment has been started to focus the planning. Ensuring everything is as safe as it can be. The government's guidance on this has been good. Extra PPE and other items are on order. Cleaning materials are already in school. Teachers do not need PPE but if they are dealing with injured child or someone showing symptoms PPE and masks would be needed. Staff seem to be happy with this. There would be an issue if these do not arrive.</p> <p>On Monday next week all staff have been asked to come in. This is a request as cannot make demands of staff. The Unions are asking staff to send HT letter stating not going to comply and none have been received. Monday meeting will meet at safe distance then can start preparing rooms. Soft furnishings and some books need to be removed. It remains to be seen how this can be done. Once rooms are set up going to take photos and prepare children.</p> <p style="text-align: right;"><i>[RH joined 7.47pm]</i></p> <p>The photos will help children adjust to what to expect in school. Year 1 will have a different teacher as their teacher will be shielding.</p> <p>Catering company seem very positive and can likely do hot meals served in clam shell box that can be taken to the classrooms.</p> <p>Next need to consider the curriculum that will be delivered to the half children in school and the ones remaining at home. Looking to ensure that teachers can deliver the same kind of work to pupils in school and at home. There is a potential workload issue for staff having to provide home schooling work and in school provision.</p> <p>Might divide hall into two and use that as extra space also.</p> <p>Looking to ensure staff well being. All of this is on understanding that government meets its five targets. It is likely the start date could be moved. Government have said they will make this decision 48 hours before start.</p> <p>Weekly report to governors provide the information about pupils that have been coming into school. Numbers are staying low. It is challenging doing work when cannot get within two meters. A weekly return to county is being done.</p> <p>Q - Current role of 97 are you confident you have had contact with every child? A – Yes and this is mostly down to staff being very proactive. With some children can view DOJO and see their work. Some are not engaging with work but staff have engaged with children during zoom sessions.</p> <p>One child has joined school during lockdown and not made much contact with them yet. This is being addressed. Have spoken to them before they came on role. She has been taking part on the class zoom sessions. She has been given next steps targets from wildflowers so been working on that too.</p>	

<p>Children are safest while they are in school – day to day do not have safeguarding issues and concerns but it is still not seeing the children regularly can cause concerns. When back in school will be work to do on well being.</p> <p>Q – Will curriculum be picked up?</p> <p>A – Emphasis is on well being and a recovery curriculum been discussed. Worry is particularly on Year R children. Beginning conversations about what will happen to the new Year 1 group in September and they may take time in Year R doing</p> <p>Q – Do you think you could catch them up within a year?</p> <p>A – Yes. As long as they come back mentally in right place can plug the gaps. A few weeks can look at the key ideas of national curriculum and make sure those are in places especially for Year 6. Often at this time they go on residential trips but if in school an ensure they have the key skills they need for year 7.</p> <p>Q – The Year R is so key – are they always to be behind because of missing this time?</p> <p>A – The EYFS curriculum is so flexible. All phonic sounds and all the maths that had to be covered was mostly done. Summer term was going to be practice. The home learning will be easier as mostly not learning anything new just re-inforcing topics.</p> <p>Q – Are you happy with how social distancing will work in Year R?</p> <p>A – It won't work. They learn through play and share toys. The risk to children seems very low it is just transmitting to adults. It is the practical steps that are built into day – the day will be very different to how school was with handwashing breaks.</p> <p>Q – Are you expecting 15 back in Year R?</p> <p>A – Two definite yes and one definite no. A questionnaire went out today so will wait and see.</p> <p>Q – Of the 5 teachers how many will be shielding?</p> <p>A – One teacher. Of the 5 learning support one will be shielding.</p> <p>Chair wanted to thank HT for his hard work continuing school and also planning for reopen.</p> <p>Q - NEU Union are stating that the teachers should not engage in any planning for reopening until government engages with Unions. What is thoughts on this?</p> <p>A - HT has left this Union as not given any helpful advice for HT. It is conducive to working together for solutions.</p> <p>Q – There is suggestion at doors are propped open – what about fire doors?</p> <p>A – Emailed County to advise. Only two doors would need propping open. Rest of doors hold open then close automatically when fire alarm goes off. It is on risk assessment to consider which is higher risk.</p> <p>Q – Are you continuing key worker children through half term?</p> <p>A – No-one has requested?</p> <p>Q – What is situation with cleaning?</p> <p>A – From 1st June asked cleaning company to restart each day.</p> <p>Q – HT asked for opinion is more cleaning required?</p> <p>A – Certain surfaces need more cleaning and it is manageable in the time. An extra hour a day may be required. For benefit of new members Governors are reminded that the governing body and school do not employ staff it is the local authority. It is a personal choice if staff are able to return to school. The governing body would not get involved with this.</p>	
--	--

	HT thanked for the comprehensive plan that is already 15 pages in two days.					
5	<p>Budget Approval</p> <p>Expenditure is slightly down from what was expected and revenue is slightly up. The budget is showing deficit in year 3 but only just. Resources committee were happy to put the budget forward for approval. Any specific queries invited.</p> <p>Deficit in year 3 is not ideal but it is expected and the situation can change when you get closer. Predicting deficit in future is not unusual.</p> <p>Total Expenditure £589,591 <i>(Five hundred and eight-nine thousand, five hundred and ninety-one)</i></p> <p>Total Income £563,621</p> <p>In Year Surplus/(Deficit) (£25,971)</p> <table> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>£80,435</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) C/Fwd</td> <td>£54,464</td> </tr> </table> <p>Proposed CC, Seconded NP</p> <p>Approved.</p> <p style="text-align: right;"><i>[EM left meeting at 810pm]</i></p>	Surplus/(Deficit) Brought Forward	£80,435	Cumulative Surplus/(Deficit) C/Fwd	£54,464	
Surplus/(Deficit) Brought Forward	£80,435					
Cumulative Surplus/(Deficit) C/Fwd	£54,464					
6	<p>Committee Reports</p> <p>Learning</p> <p>A very altered learning committee was held as normal items would not appropriate at this stage. Focused on the amended policies that have been written for the current situation.</p> <p>Safeguarding Policy appendices looked at. Online teaching and learning policy which covers work going on at home and e-safety around that.</p> <p>Working from home policy and bereavement policy. Not been needed but good to have in background for staff to be prepared.</p> <p>Noted a thanks to all the staff who have made an opportunity for creative learning.</p> <p>Good to follow up later how this can be followed up in school.</p> <p>The sex education policy is meant to be coming online in September as the consultation required will not be possible.</p> <p>Resources</p> <p>Budget was central. An update on broadband which was updated before lockdown.</p> <p>Approved a number of policies. A backlog of policies so some governors are going to try and catch up on this currently when they have time.</p>					
7	<p>Impact</p> <p>Meeting primarily about safeguarding and good to hear it has being covered in difficult situation and the next stage which is changing constantly.</p> <p>HT provided information on how school is providing learning opportunities.</p> <p>Financial probity – budget</p>					
7	<p>Any other business –</p> <p>Communication discussed and ensuring it remains appropriate. Governors reminded that during these difficult circumstances if they hear any issues informally or otherwise please to communicate to Chair or HT.</p> <p>HT thanked for the clear communication sent the day after government announcement which was clear and concise.</p> <p>Q – With GDPR are we exposed with teachers having information on their laptops?</p>					

	<p>A – It is loaded onto school folders.</p> <p>Q – Has there been any communication from friends?</p> <p>A – No but the Chair and Vice Chair are both stepping down.</p> <p>Q – When information is finalised out about how school will work from June will this be sent to parents?</p> <p>A – Absolutely it will be shared as soon possible with the social stories.</p> <p>The questionnaire that has been sent out is being updated with current 48 responses. 52% are currently sending children which was what expected. It could be sent out again after the plans issued.</p> <p>Governors suggested the plan should be very clear as the DfE plans are very detailed.</p> <p>Chair finished meeting by thanking HT and all staff again for their continuing hardwork.</p>	
	Meeting concluded at 8.35pm	
	Date of next meeting 9th July	

May:

Item	Action	Assignee
3	Amend March minutes – DOJO not BOJO and attendance	Clerk

March:

Item	Action	Assignee
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:

Item	Action	Assignee
4	Amend November minutes	Clerk
4	Send skills audit to new governor and reminder to governors who have not yet completed it	FL
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
---	--	----