



# Minutes – Full Governing Body

**Date:** 26th March 2020

**Time:** 19.00 – 20.00

**Location:** Virtual Meeting

**Present:**

Andrew Goldsworthy (Headteacher)	Catherine Hackett (Arrived 19.15)
Simon Murfitt (Chair)	Rebecca Haskins
Elizabeth Brett	Rachel Holmes (Arrived 19.06)
Clare Cholerton	Frances Lawrence (Arrived 19.07)
Paul Debont (Arrived 19.13)	Nicholas Parmley

**Apologies:** Revd Christopher Durrant

**In attendance:** Hayley Bach (Cover clerk)

Item	Action
<p><b>1. Welcome &amp; Apologies</b>            Chair welcomed everyone to the virtual meeting. Apologies received from Revd Durrant which were accepted by the governing body. The meeting was quorate throughout, the quorum being 50% of the governing body.</p>	
<p><b>2. Correspondence and request for AOB</b>            No correspondence received. A request was made to review and approve the SFVS (Schools Financial Value Statement).   <i>Rachel Holmes arrived to meeting 19.06</i>   <i>FL arrived to meeting 19.07</i></p>	
<p><b>3. Declarations of Pecuniary interest</b>            None</p>	

**4. Minutes of previous meeting January 2020**

Minutes approved by the governing body and signed.  
CC proposed they were accurate. This was seconded by RH.  
Actions arising:  
Due to the unusual situation the Covid 19 pandemic has created it was decided by the governing body to defer the review of actions to the next meeting.

Clerk

**5. School Closure and Covid-19 update**

The Headteacher reported that the school has remained open 8.30 - 15.30 for vulnerable children and the children of key workers. The Number of pupils in attendance has ranged from one to three. It is expected that there may be slightly increased numbers for the second week. The nature of key workers shifts is that there are changes to their working pattern so the school is waiting for some parents to confirm what care their children require for the next week. Staff have been keen to support the school and be on the rota for supervising these children and have been very flexible in accommodating the needs of the school. Some staff are due to end their isolation in the next week so there will be more staff available. Staff have encouraged regular handwashing and have kept pupils and staff two metres apart where possible.

Q - What does the day look like for these children?

A - Children have spent time outdoors, playing sport and have also spent some time working on the home learning all pupils were supplied with. This went well for the first week and the same again is planned for the next week.

Q - Is the school able to provide care over the Easter holidays?

A - Teacher contracts state they are only expected to work term time and therefore the school cannot request that they do so. However teachers have said that they are happy to come in where possible. Learning Support Assistants (LSA's) have said they will help. Staff would need to be given overtime or time off in lieu.

*PD arrives to the meeting 19.13*

*CH arrives to the meeting 19.15*

Q - How many staff do you require to be present at school on a daily basis?

A - Two members of staff are required. There needs to be a first aider present. All staff have undergone safeguarding training and the Headteacher is present in the school or on call as Designated Safeguarding Lead (DSL).

Pupils who are eligible for free school meals have been supplied with individual packed lunches which have been left out for them to collect on a daily basis. It is envisaged that for the next week they will be given a box of food for the week to be collected on the Monday.

Q - Are any visitors allowed in the school?

A - As a rule, no. However Hampshire County Council have requested that a worker attends to carry out safety testing. Pupils will be isolated from him and any clearing up necessary after his visit will be carried out by school staff.

7 AS heads have been in daily contact. It is not intended that the pupils will all be grouped together as the risk of infection is lower if they are kept separately. Risk assessments have been carried out by the Headteacher. Children have been very understanding of the situation and are aware of the importance of spray cleaning and wiping surfaces and equipment after use.

A governor commented that the communication to the parents and pupils had been very good and that the use of Bojo had become central to maintaining contact with the school and pupils.

Q - What steps have been taken to ensure all pupils are able to access online resources?

A - One family did not have equipment to access online resources. They have been lent school equipment.

Q- What steps have been taken to assess children at risk and vulnerable pupils?

A - DSL has gone through the registers and used a traffic light system to grade any risk. The list is small and the families will be contacted regularly by telephone. In addition, anyone who is not using Dojo will be contacted by staff. Any issues will be picked up quickly.

Q - With Children working at home and using online resources what support has been put in place to ensure they remain safe online?

A - This has been considered and parents have had their attention drawn to the need to apply filters and take safety measures to ensure they are aware what their children are looking at. Children are aware, but a letter will be sent reminding them that nothing is private online or on the device and there is full transparency with their parents with regard to what they are viewing and writing.

An issue facing the pupils is the lack of socialisation and contact with their peers. DoJo allows connection to the school community. Kim Reed held a lesson for Year 5 and 6 via Zoom. From a teaching point of view it was difficult as pupils were talking over each other, however from a socialisation point of view it was positive. However, it was noted that issues could potentially arise from having cameras in pupils' homes with regard to what may be happening in the background of the home. Staff are currently working on a project for the pupils to work on and this will be sent out next week. Parents have also been provided with a suggested timetable for their children. Teachers will also be asked to provide pupil written reports as normal.

Q - What is the long term plan for what the education should be for the pupils?

A - The Department For Education has given no guidance. The primary undertaking currently is to provide care and safety alongside supporting pupils mental health and wellbeing. Every child's home situation is different. Parents all have different time available to support their children with schoolwork. Many will be trying to look after their children and also continue to work from home so will have less time to teach their children. There is also lots of material available for parents to utilise online which may result in them feeling 'swamped'. Work will not be set for over the Easter Holidays.

The chair commented that it would be helpful if the Headteacher provided the governors with a short report at the end of each week with regard to numbers attending, safeguarding, risk

HT

<p>assessment to keep governors informed and also for them to assist where necessary. Questions should be directed via 'reply all' to ensure HT does not receive the same questions multiple times.</p> <p>Q - Will staff be required to work in other schools to provide support there? A - They wouldn't be instructed to work elsewhere.</p> <p>Q - Is there a contingency plan if staff become ill or need to isolate? A - Some staff are due to return from their self isolation so currently is not an issue. As tests are not available to teaching staff they are unable to be sure whether they have the virus so need to isolate. There may be problems in the future and it is up to the Headteacher to assess and use their discretion to decide whether they can safely care for the pupil attending. It would be the role of the Local Authority to relocate the pupils not the Headteachers. Currently there are no schools in the locality closed as a result of staff shortages.</p> <p>The headteacher completes a daily return online of attendance for the Department of Education which reports why children have attended and whether any pupils and staff from other schools have attended.</p> <p>Governors thanked the HT and praised his leadership during this time. Governors are keen to provide any help and support that they can.</p>	
<p><b>6. Headteacher's Written Report</b> Governors had received this in advance of the meeting. Discussion surrounding the Covid-19 update took place.</p>	
<p><b>7. Monitor progress against School Improvement Plan (SIP)</b> It was felt it was not appropriate to discuss this at this time.</p>	
<p><b>8. Staff Training Budget</b> Not appropriate to look at in detail due to current pandemic. Headteacher reported that the recent 'Leader in me' training was money well spent.</p>	
<p><b>9. Policies for Approval</b></p> <ol style="list-style-type: none"> <li>1. Attendance Policy</li> <li>2. Supporting Pupils With Medical Needs</li> </ol> <p>Both of the above policies require small changes and will be reviewed at a later date.</p> <p>Sex and Relationships Policy: A governor commented that there is a finite window of time left for this policy to be approved before September and this can't keep being passed on to the next meeting. HT will actively move this forward and discuss with other schools in the locality. Parents will be given the opportunity to digitally respond to the policy and governors will be able to review the responses.</p>	HT
<p><b>10. Governor Visits</b> Governors will submit reports of their visits.</p>	All
<p><b>11. Stakeholders:</b> SRE Policy and Parent consultation, provisionally arranged for Wednesday 17th June 2020.</p>	

Decision will need to be taken nearer the time as to whether this can take place.	
<p><b>12. Governor Self Evaluation</b></p> <p>FL has been collaborating the skills audit to be completed by all governors. Currently only five governors have completed the audit and returned it. All governors need to complete it, if it is to provide a useful picture. The chair informed the governors that they should all strive to complete this by the end of the academic year.</p>	All
<p><b>13. Any other business</b></p> <ul style="list-style-type: none"> <li>• SFVS</li> </ul> <p>All governors have had the opportunity to review this prior to the meeting. Proposer: NP Seconded: CC</p> <p>Q - Have the new governors started yet? A - Chair will contact them and welcome them to the governing board. DBS checks have been carried out. At the next meeting they should attend and sign the code of conduct.</p> <p>It was noted that committee meeting dates may be subject to change and that it may be helpful to circulate papers earlier than normal to provide some flexibility.</p>	Chair
<p><b>14. Impact</b></p> <p><i>Ensuring clarity of vision, ethos and strategic direction</i> Not appropriate due to current Covid- 19 Pandemic</p> <p><i>Holding leaders to account for educational performance of school and all its pupils</i> Not appropriate due to current Covid-19 pandemic</p> <p><i>Ensuring school fulfils its statutory duties</i> Focus has had to change. Weekly reports from HT will ensure statutory duties are fulfilled.</p> <p><i>Ensuring financial probity</i> SFVS approved.</p> <p><i>Safeguarding</i> HT has reported how children will not slip through the net during the pandemic and actions taken to ensure pupils attending school are safe.</p> <p><i>Communication/Stakeholders</i> Communication has been maintained via the effective use of BoJo.</p>	
<b>Meeting concluded at 20.00</b>	

Actions carried forward from January's FGB

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

#### Actions arising from March 2020 FGB

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

Date of FGB meeting	Papers to be circulated by
14 <sup>th</sup> May 2020 <b>** change of date** (Likely to be held virtually)</b>	7 <sup>th</sup> May 2020
9 <sup>th</sup> July 2020	2 <sup>nd</sup> July 2020