

**Minutes of the Full Governing Body meeting
held on Monday 18th May 2020, 7pm, remotely via Teams.**

Present:

Chasey Crawford Usher
Gail Isted (Co-chair)
Mark Warren (Co-chair)
Chris Clark
Alice Dunstall
Kate Millar
Suzanne Rowlinson
Eleanor Sutton
Goff Pain
Sarah Day
Victoria Saunders

Headteacher
Co-opted Governor
LA Governor
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Staff Governor
Parent Governor
Parent Governor

Clerk:

Sara Wallis

	ACTION
Procedural	
<p>1. Opening Prayer.</p> <p>The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence.</p> <p>None.</p>	
<p>3. Tribute to Richard Dunn.</p> <p>The governors paid tribute to Foundation Governor, Richard Dunn, who died last month and reflected on the impact that he had on the Governing Body and the school. Different ways of setting up a memorial were discussed such as naming a classroom after him and awarding a yearly prize “the unsung hero” in his name.</p> <p>ACTION ONE: Finalise a memorial in Richard’s name.</p>	GI / MW
<p>4. Governance.</p> <p><u>Declarations of business interests.</u> None.</p> <p><u>Interim Vice-Chair (Chair’s Action)</u> Suzanne Rowlinson was appointed vice-chair for the remainder of the academic year.</p> <p><u>Training and development</u> Governors have attended the following training webinars since the last FGB meeting:</p>	

<ul style="list-style-type: none"> - Virtual governance: governing through Coronavirus - Monitoring visits - Governing Boards as employers: what does COVID-19 mean for you? - Disadvantaged pupils – Considerations for the GB's response to a widened attainment gap - Curriculum cultivation <p>Briefing notes have been distributed to governors. Governors were reminded that the webinars could be viewed online.</p>	
<p>4. Minutes of the previous meeting.</p> <p>The minutes of the FGB meeting held on 16th March 2020 were agreed as an accurate record of the meeting and signed electronically by the co-chair.</p> <p>The minutes of the confidential FGB meeting held on 16th March 2020 were agreed as an accurate record of the meeting and signed electronically by the co-chair.</p> <p>The minutes of the confidential extraordinary meeting held on 17th March 2020 were agreed as an accurate record of the meeting and signed electronically by the co-chair. Governors suggested that the minutes should be distributed to the LA.</p> <p>POST MEETING NOTE: It was confirmed that the minutes were sent to the LA at the end of March.</p> <p>ACTION TWO: Circulate the confidential minutes to the SLT team.</p> <p>The Headteacher informed the Governors that the PWN was currently suspended, the next meeting would be in the autumn term.</p> <p><u>Review of action points</u></p> <p>See attached action log.</p> <p>ACTION THREE: Carry forward action points from FGB4.</p>	<p>SW</p> <p>SW</p>
<p>School improvement</p>	
<p>6. Headteacher's report.</p> <p>The Headteacher gave a verbal report on the current situation. There are two children that the school has had no contact with but there are no safeguarding concerns with these families and material is still being sent through the post. Comprehensive learning packs are going home to a number of families. At the last staff briefing, staff reported no outstanding concerns and engagement was good all round.</p> <p>Q: Are any children disadvantaged in terms of technology?</p> <p>A: All have access to the internet. One laptop has gone out to one child who refused any paper-based learning. Additional paper packs have been sent out to support where required. No one is missing out through lack of technology.</p> <p>A Governor commented on the reports in the media of the difference in home learning experiences. The Headteacher stated that it is impossible to gauge the difference at the moment. The gap in learning would become apparent once the children return.</p>	
<p>7. Back to school strategy and planning.</p> <p>A discussion paper was distributed to governors prior to the meeting.</p>	

The Headteacher explained what was mandatory; that all children should return full-time. Prioritising with Reception year followed by Y1 and then Y6.

A questionnaire was sent out to parents yesterday to gather parental views about children returning to school. Sixty-nine have been returned (82% of pupils). 56% of responses confirmed that their children would be returning, 20% responded no and 25% were unsure. Highest numbers returning were for Y6. Reasons for not returning were due to concerns around safety/social distancing, having a vulnerable person at home and uncertainty about the official advice.

A breakdown of the details for each class show:

YR	11(yes)	4(no)	6(maybe)
Y1	10	7	5
Y6	18	2	8

Taking groups of 15 children this would require 5 classrooms. To ensure social distancing would require 7-9 classrooms. This is assuming that all children would be coming in on the same day.

The Headteacher reported that staff are keen to get back and feel confident about standing in front of the children to teach.

Reception class

The staff have discussed having two bubbles of children (groups of children who never mix) in on the same days. Hannah Farrington and Jo Lawler would take one bubble each and Sam Keevil would provide lunchbreak cover. Sarah McGrath would take over online learning for the class with HF providing the planning. Due to the space in Reception this plan looks manageable.

Q: What are the toileting arrangements?

A: Each bubble would use separate toilets. There would be a dedicated cleaner for each area.

Q: Will children eat lunch in the classroom?

A: The school has been in discussions with lunch provider, Caterlink. Children will eat lunch in their bubbles. The school would like to offer hot meals on a rotation basis. If this is not possible then Caterlink would provide packed lunches.

Y1

Teachers have been looking at having three bubbles of 7/8 children in each. Kerry Dunkley would take one, Vanessa Barnett or Lizzy Kirk-Smith another, and Sarah Goodwin the third.

Q: How many staff are vulnerable, and which are shielding?

A: All teachers have been in school as key workers except one due to childcare issues. There have been two 2 TAs coming in.

ACTION FOUR: Headteacher to establish which staff may be affected by official vulnerability criteria.

Toilet and lunchbreak arrangements for staff are yet to be confirmed.

Y6

Sarah Jones has offered to increase her hours to work 4 days alongside Anneka Osborne. There would probably need to be four bubbles. They could use two classrooms

CCU

on a split rota, which is currently not permitted by the Government. A question has gone to the LA about using rotas, something which a lot of schools would like to do. Janette Mayhead would provide the online support.

Key worker children

These children must not mix between bubbles. The school expects the number of key worker children to rise as parents go back to work.

Key worker children would have to be looked at individually but there would need to be a cross between key worker bubbles and year groups if there is a rota system in place for some years.

Staff safety in the staffroom and toilets needs to be addressed. Separate tea breaks need to be organised.

Q: Is there an option to use the hall?

A: Children may be using the hall for lunchtime which could be a lengthy process. The ICT suite could not be used as a classroom as the key worker children need online access.

Q: Does the start date have to be 1st June?

A: No.

Q: If Lizzy Kirk-Smith is used in school with Y1, who will do the online learning for her class (Y2)?

A: Vanessa Barnett would do the online management, but someone would need to be found to provide the learning.

Teachers would need a full day for PPA to prepare online learning for their class as well as the children in school. Learning could move to a weekly upload rather than daily and TAs would be used for monitoring.

Although it was accepted that a lot of the plans still have to be discussed and finalised, governors expressed concern about the knock-on impact that these proposals could have for staff involved in helping with these 'priority' classes as well as managing their own class needs (remote learning planning and implementation). If one person were to become ill, it could have a major knock-on effect too. A governor stated that the wellbeing of staff had to be our first consideration in all our planning and staff must be involved in the discussions and planning.

Governors expressed concern that bringing back the children in the three year groups together would be hard work and suggested that a staggered start would be better. Safety is the number one priority and Governors are mindful of the staff and their wellbeing. The Headteacher agreed that staff would need time to learn the new processes and a phasing in the children would be better, starting with the Reception year.

A Governor commented that the government suggested that schools should prepare to open to other year groups in July. The Headteacher explained that the current focus was on the initial re-opening for R, Y1 and Y6. The return of other year groups would be discussed at a later date.

Staff are keen to take the re-opening one step at a time. The focus will be on R and Y1. It was felt that Y6 could be managed better as the children are older.

Governors suggested that it would be a good idea to have a review after a couple of weeks. The Headteacher commented that the staff would be reviewing procedures daily.

A Governor commented that the school should be open and honest about the plans and then parents can make their own decisions on whether to send their children back. Governors were informed that parents have been supportive and patient with the changes and that, with transparency and clear instructions, it is expected that they would follow the advice.

Governors stressed that it was important to get this right and not to rush through the plans.

Q: Are there any children who need one-to-one support returning?

A: There will be one in Y1 who is on a part-time timetable.

Q: Is the member of staff happy to support the child?

A: Yes.

Q: Are the staff going to get breaks?

A: Yes, breaks have been worked out for R so far. Working out breaks for more year groups will require more staff.

The Headteacher explained that the teaching and learning would look different. A lot of outdoor time would be built into the timetable as it is healthier and requires less planning and marking. The playground equipment would be out of bounds.

Q: Where are the staff in terms of wellbeing at the moment?

A: The SLT have regular conversations with the teachers and have a good understanding of their wellbeing. Feedback suggests that it ebbs and flows on a daily basis. Rachel Bryant checks in with the TAs who are less connected as most have been working from home. They have become more involved as requested. There is a weekly catch up for TAs.

Governors agreed that the starting point was the health, safety and welfare of staff.

A Governor suggested that a mental health check could be a good idea. There is support available for teachers and support staff and they should be made aware. It is important that they have the opportunity to talk about how they feel. It was suggested that a questionnaire could be sent to staff to assess how they are feeling about returning to school. Going forward a wellbeing plan could be set up.

ACTION FIVE: Survey all staff on thoughts and concerns/anxieties regarding returning to school.

ACTION SIX: VS could offer a wellbeing group session to staff via Zoom if deemed appropriate.

A Governor asked what the plan was to support the children. The Resources Committee suggested a counsellor could be shared across schools. It was felt that the budget should not be a constraint if there was a need. The Headteacher responded that staff have already been having conversations about what was needed in school.

The discussion document contains a list of criteria which should be met before the school can re-open. The Headteacher advised that the LA have provided a decision-making document that would be a useful reference point. It includes the DfE recommendations.

Once the school has a clearer idea of the plans to reopen there will be a full risk assessment which will then be considered by the FGB before a decision is made and communicated.

MW

CCU / VS

<p>As a Voluntary Aided School, the FGB ultimately has the responsibility for deciding whether the school should re-open.</p> <p>Q: What will the role of governors be? What support would be valuable? A: This could be a question for further down the road.</p> <p>Q: What is the next communication to parents? A: Once there is a clear plan, letters will be sent to the year groups. We want a response from all parents so phone calls will be made. Parents need to commit to a decision. Explicit instructions will then go to the relevant year group parents once the risk assessment has been seen and agreed by governors and the decision to re-open, approved.</p>	
<p>8. School Development Plan (SDP).</p> <p>Postponed due to COVID-19.</p>	
<p>9. Safeguarding.</p> <p>Already covered within the agenda.</p>	
<p>10. SIAMS</p> <p>Postponed due to COVID-19.</p>	
<p>11. Surveys – parents, staff and pupils.</p> <p>Postponed due to COVID-19.</p>	
<p>12. Ofsted Preparation.</p> <p>Postponed due to COVID-19.</p>	
<p>13. Committee reports.</p> <p><u>Resources</u> The Committee met on the 15th May. The co-chair of the Committee advised that the three-year budget was still being worked on. Exact income figures are unknown at the moment and there are a number of other questions still to be answered. The indicative figures available show that income is expected to rise by at least £25k to £954k in 2020/21. Expenditure may rise by 10% to £1,009k in 2020/21.</p> <p>Q: How will the budget be approved? A: There will be a special meeting held before the end of the month to approve. This would tie-in with a decision on the re-opening of the school.</p> <p>Governors agreed that £20-30k should be put aside to help address the potential impact of COVID-19.</p> <p><u>Curriculum and Standards</u> The committee met on the 28th April. Lots of questions were raised about remote learning and vulnerable children. The Committee looked at how transitions would work. The Headteacher added that Reception were looking at the possibility of holding an outdoor</p>	

meeting for new parents. They would try and get the new children into school for one visit before the summer. Children would be kept in bubbles.	
<p>14. Strategy Development</p> <p><u>Income generation update</u></p> <p>Postponed due to COVID-19.</p>	
<p>15. Policies for review.</p> <p>Governors approved the following policies:</p> <p><u>Child Protection Policy addendum</u> (FGB) – previously approved as a Chair’s Action.</p> <p>Governors noted that the following policies had been approved by the Curriculum and Standards Committee.</p> <p><u>Teaching and Learning Policy</u></p> <p><u>Anti-bullying Policy</u></p> <p>Governors noted that the following policy had been approved by the Resources Committee.</p> <p><u>Evacuation and Lockdown Policy</u></p>	
Other	
<p>16. Chair’s actions/correspondence.</p> <p>None.</p>	
<p>17. Any other urgent business.</p> <p>The Headteacher advised that interviews would be taking place for a Y2 teacher. KM offered to sit on the panel.</p> <p>Governors were asked to think about becoming the Health and Safety governor: The role is currently vacant.</p> <p>Governors were also asked to think about joining the Resources Committee which is low on numbers.</p> <p>There are currently two Foundation Governor vacancies. Advertising to date has been unsuccessful.</p> <p>ACTION SEVEN: Repeat the advert for Foundation Governor in local Church newsletters and on local Facebook pages.</p>	GI
<p>18. Confidential matters.</p> <p>None.</p>	

The meeting closed at 9pm

Signed by _____  _____

