



**Minutes of the extraordinary meeting of the FGB held on 19th June 2020 at 10am
by video conference**

Present: Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr B Twist (*from 10.35am*), Mr G Whitmore, Ms F Moxon, Mr M Snowden (*until 10.30am*), Ms A Last

In Attendance: Ms D Rees (Deputy Headteacher)
Ms D Waters (SBM)
Ms B Kybett (Governance Advisor, CYC - Clerk)

1. WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting,

Apologies for absence were received, with consent, from Mr D Allen and Ms C Johnson.

There were no new declarations of interest.

2. MR SNOWDEN AND HIS YEAR 6 PUPILS TO TALK TO GOVERNORS ABOUT THEIR EXPERIENCE OF BEING BACK IN SCHOOL

Mr Snowden began by paying tribute to the way in which his Year 6 class had responded to the changes in rules and routines since they had returned to school on 2nd June. He invited the children to comment on their experience of being back in school. A number of points were made; overall, the experience had been positive despite the new restrictions. Mr Snowden commented that the children had been very pleased to see one another again after such a long break from school and added that, whilst under lockdown, the children's engagement with online learning had been excellent.

In response to the Chair's question, Mr Snowden advised that there were currently 14 children in his "bubble" which was now full.

There was further discussion about online learning, Year 6 leavers' events and transition to secondary school.

Governors thanked the Year 6 children for joining the meeting, and for Mr Snowden for enabling the session.

(Mr Snowden and his pupils left the video conference at 10.30am)

3. MINUTES OF THE MEETINGS HELD ON 28TH APRIL 2020 AND 27TH MAY 2020

Previously distributed.

Resolved: Governors considered and approved the minutes of the meeting held on 28th April 2020 as a true and accurate record of the meeting. The Chair was duly authorised to sign them.

With reference to the minutes of the meeting held on 27th May 2020, a governor queried the resolution on page three, noting that his recollection of what governors had agreed was different. His recollection was that governors were asked to approve preparations for re-opening the school to Reception, Year 1 and Year 6 pupils, not to take a decision on whether the school should re-open or not.

(Bill Twist joined the meeting at 10.35am)

The Chair and the Clerk agreed that this too had been their interpretation of the resolution. The Clerk offered to amend the resolution for more clarity. It was agreed that the reference to an action plan should be removed from the resolution as this had not been scrutinised by governors. A governor also wished to include in the minutes that he had asked the Headteacher if the risk assessment would be sent to parents, and the Headteacher had responded that she had no plans to send it to parents. It was noted that the risk assessment had since been uploaded to the school's website, rather than sent to parents.

Action: Clerk to circulate the amended minutes of the meeting held 27th May 2020 to all governors for comment, pending approval at the next FGB meeting.

4. ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA

With reference to the Action Plan from the meeting of 28th April 2020:

Action Point 1: Completed.

With reference to the Action Plan from the meeting of 27th May 2020:

Action Point 1: Completed. The Headteacher reported that the school would be advised by Public Health England through the "track and trace" programme if there had been a positive result from any COVID-19 test carried out on a pupil or a member of their family.

Action Point 2: Completed.

Matters arising:

Covered under Item 3.

5. HEADTEACHER'S UPDATE

The Headteacher began her update by reporting that the school was operating well with more pupils attending: both staff and pupils were calm, and confident of the safe environment in which they were working. The Headteacher commented that the children who had returned were happy to be back in school. She paid tribute to the cleaning staff who had been excellent, and had gone the extra mile to ensure high standards of hygiene and cleanliness.

The Headteacher shared with governors her plan for the wider re-opening of the school, noting that this had been reviewed and updated with further detail to ensure that it could be used by any member of staff, if needed. She added that it would continue to be reviewed on a regular basis.

The Headteacher guided governors through the plan which was laid out under the following headings:

1. Preparing the building for return

The Headteacher reported that the staggered timetables for drop off, pick up, break and lunchtimes were working well.

2. Reviewing staff for availability in school

3. Familiarising yourself with the maximum safe group size

The Headteacher advised that the school was now at capacity in terms of the number of pupils attending and that the LA was considering how to make use of unused capacity within some schools.

4. Creating and staffing your temporary teaching groups

The Headteacher reminded governors that whilst she continued to report attendance numbers to the LA, neither the school nor parents would be penalised for children's non-attendance under the current guidance.

The Chair queried whether all children classed as vulnerable were now attending. The Headteacher confirmed that this was the case, and a further cohort of children identified by the school as vulnerable were also attending.

In response to a governor's question, the Headteacher confirmed that there was now a waiting list for places: a letter had been sent to parents to explain the situation. In terms of engagement with online learning, teachers were now much more proactive in following up where work had not been submitted. Paper packs of work were being sent to children who did not have access to online learning.

A governor expressed concern that parents were under pressure as they were trying to support their child with school work whilst also working from home in their own jobs. She questioned whether, if the situation continued in September, the online provision might be more interactive and thereby facilitate a more independent approach. The Headteacher responded that this would be unfair to children without access to the internet or to a suitable device. There were also safeguarding issues to be addressed in the provision of online real time teaching sessions.

There was further discussion on how this issue might be mitigated. It was suggested that class Google Meet sessions could be extended to all year groups, or the use of educational websites which might not require so much parental involvement. Governors acknowledged that the lockdown had been a difficult time for working parents who were also expected to home school their children. A governor suggested that parents could be asked via a survey what might work best for them.

Action: the Headteacher to progress a survey for parents regarding ideas for home schooling.

Ms Rees noted that it was difficult for teachers to know the pressures which individual parents were under, and what might work for one family would not work for another. She added that online provision would be reviewed for September if a full return to school was not possible,

The Headteacher returned to the plan and summarised the information under the following headings:

- 1. Practical steps to reduce risk**
- 2. External support for SEND and behaviour**
- The Headteacher highlighted that governors would be asked to approve an addendum to the Behaviour Policy under Item 8.
- 3. Changes to routines for staff and pupils**
- 4. Communicating with staff**
- 5. Communicating with parents**
- 6. Managing pupil and staff wellbeing and mental health**
- 7. Planning what to teach, and how**
- 8. Remote education during wider opening**

A governor asked if any additional vulnerable children had been identified during the lockdown period and if there had been any unexpected expenditure. The Headteacher confirmed that further children had been identified but the school had already been monitoring these particular children closely. The SBM advised that there had been no unexpected expenditure and additional expenditure resulting from COVID-19 was being logged as it could be reclaimed. The SBM commented that there were no issues with the budget currently.

Governors thanked the Headteacher for sharing these detailed plans.

6. PLANS FOR WIDER RE-OPENING OF THE SCHOOL

The Headteacher advised that there was nothing further to report at this stage. It was noted that another extraordinary FGB meeting may be required if guidance from the DfE changed. The LA was planning for September, based on three different scenarios.

7. REQUEST FROM FUNFISHERS FOR USE OF THE SCHOOL BUILDING OVER THE SUMMER

The Headteacher advised that Funfishers was currently closed but she had received a request from the committee to use part of the school as accommodation for their summer holiday club provision. The SBM advised that this would necessitate the site manager being available throughout the summer holidays, which was not possible due to his annual leave entitlement. In addition, the Funfishers staff would need to be trained in the school's hygiene and cleaning procedures which would involve further work for school staff. The Headteacher added that site staff would also need access to the whole school building over the summer to carry out general repair and maintenance jobs. For these reasons, the Headteacher and the SBM preferred not to agree to Funfishers' request.

Resolved: After due consideration, governors supported the Headteacher's recommendation not to offer accommodation in the school to Funfishers over the summer holidays.

8. POLICY REVIEW

Previously distributed.

Governors received addendums to the following policies:

- **Guidance for safer working practice for those working with children and young people in education settings**

It was noted that these were guidelines for staff and were based on an LA model policy.

Resolved: Governors considered and approved the addendum to the Guidance for safer working practice for those working with children and young people in education settings

- **Behaviour**

A governor noted that a child could be sent home from school for disobeying the new rules relating to COVID-19, and queried whether this would be considered a formal exclusion.

Action: the Headteacher to check whether this would be considered a formal exclusion and to change the wording in the addendum if so.

Ms Rees advised that discussions had been held with parents of children who might find it challenging to adhere to the new rules regarding hygiene and social distancing, so this potential issue had already been addressed.

Resolved: Governors considered and approved the addendum to the Behaviour Policy, subject to the addition of the use of exclusion as a sanction, if appropriate.

- **Safeguarding and Child Protection**

It was noted that this was based on an LA model. A governor observed that Peer on Peer Abuse could potentially be more prevalent now that pupils could email each other using their school accounts. The Headteacher advised that Year 6 children and parents had already been sent guidance on email protocols. Ms Rees explained that teachers could access all communications between pupils' school accounts if they suspected a problem.

Action: the Headteacher to ensure that parents are informed that staff monitor Google classroom and pupil Google mail accounts.

Resolved: Governors considered and approved the addendum to the Safeguarding and Child Protection Policy, subject to the correction of typographical errors.

- **Health and Safety**

Resolved: Governors considered and approved the addendum to the Health and Safety Policy.

9. ANY OTHER BUSINESS

There was a brief discussion on governors' input into plans for the next academic year. It was noted that these would be shaped by guidance from the DfE, which was still awaited.

10. DATE OF NEXT LGB MEETING

Resolved: Governors agreed to defer the next meeting scheduled for 6th July 2020 until further information was received regarding plans for September.

The meeting closed at 11.50am

Approved

13/07/2020

Ms J Hudson
Chair

Date

Action Points from the extraordinary meeting of the Full Governing Body held on 19th June 2020				
	Action	Item	Who	When
1	Circulate the amended minutes of the meeting held 27 th May 2020 to all governors for comment, pending approval at the next FGB meeting	3	Clerk	ASAP
2	Progress a survey for parents regarding ideas for home schooling	5	HT	As appropriate
3	Check whether sending a child home for disobeying COVID-19 rules would be considered a formal exclusion and change the wording in the addendum to the Behaviour Policy if so	8	HT	ASAP
4	Ensure that parents are informed that staff monitor Google classroom and pupil Google mail accounts	8	HT	ASAP