



**Minutes of the meeting of the FGB held on Monday 13th July 2020 at 10.00am
by video conference**

Present: Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr B Twist, Mr G Whitmore, Ms F Moxon, Ms A Last

In Attendance: 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 were received, with consent, from Mr M Snowden. Mr D Allen had indicated that his attendance would be delayed. Ms C Johnson was absent without consent.

Ms D Rees had also sent apologies.

There were no declarations of interest.

2. ELECTION OF CHAIR AND VICE-CHAIR

Resolved:

Governors unanimously elected:

Ms J Hudson as Chair of Governors for a period of one year.

Nominated: Ms T Clarke Seconded: Ms A Pawley

Mr G Whitmore as Vice-Chair of Governors for a period of one year.

Nominated: Ms T Clarke Seconded: Mr B Twist

3. MINUTES OF THE EXTRAORDINARY MEETINGS HELD ON 27TH MAY AND 19TH JUNE 2020

Previously distributed.

Resolved:

Governors considered and approved the minutes of the extraordinary meeting held on 27th May 2020 as a true and accurate record of the meeting. The Chair was duly authorised to sign them.

Resolved:

Governors considered and approved the minutes of the extraordinary meeting held on 19th June 2020 as a true and accurate record of the meeting. The Chair was duly authorised to sign them.

4. ACTION PLAN AND MATTERS ARISING

The action plan from the extraordinary meeting held on 27th May had been dealt with at the extraordinary meeting held on 19th June 2020.

With reference to the action plan from the extraordinary meeting held 19th June 2020:

Action Point 1: Completed

Action Point 2: Completed

Action Point 3: Completed

Action Point 4: Completed

There were no matters arising from the minutes.

5. HEADTEACHER'S REPORT

6. PLANNING FOR SEPTEMBER

Previously distributed.

These two items were taken together.

The Headteacher referred first to the risk assessment document attached to Item 6, noting that the DfE guidance on which it was based had been somewhat unclear in a number of areas. As a result, the LA were supporting headteachers to adapt the risk assessment for their own settings. The Headteacher was also liaising with other headteachers in the cluster to ensure a consistent approach to the issues.

The Headteacher highlighted the following from the risk assessment:

- social distancing between children was no longer required but only recommended; adults were required to maintain social distance and the Headteacher advised that the older children would continue to social distance, as they were able to do so on a more consistent basis
- each phase would constitute a "bubble" and the beginning and end of the school day, break and lunchtimes would continue to be staggered to keep bubbles apart; teaching staff would remain within their bubbles
- in the classrooms, children in Years 2 through to 6 would sit facing the front and teachers would teach from the front; any closer contact between staff and children would not be face to face
- there would be no large gatherings: assemblies would be held via Google Classroom as they were currently
- excess furniture had been moved from classrooms to make more space; this was currently stored in a spare classroom
- children would eat lunch in their classrooms and each phase would share a breaktime
- the protocol for parents at the beginning and end of the school day would be communicated in a letter
- numbers in the staff room would be limited
- a protocol was in place for shared resources

- extra cleaning capacity had been put in place for the school day and all classrooms were stocked with cleaning products
- should a case of COVID-19 arise in school, the local office of Public Health England would make a decision on the action to be taken, which was reassuring for senior leaders; there was an established protocol for managing children and staff who developed symptoms whilst at school
- there was no change in the protocols for visitors and contractors
- handwashing and hygiene procedures were now well embedded.

The Headteacher reported that Ms Allison would be commencing her maternity leave before the return in September and her cover would be undertaken by Ms Deverall who, although she had been working with the class as a TA, was a qualified teacher. A TA post would therefore be advertised before September.

The Headteacher also advised that a separate risk assessment was being completed for a child with complex special needs.

Noting that the overall risk was still rated as medium, the Headteacher summarised that the risk to staff and children had been mitigated as far as possible. She invited questions and comments.

In response to a question, the Headteacher explained that there would still be small group intervention, despite the changes to the classroom environment. She confirmed that all children would be attending for five days each week. Cleaning would take place during and outside the school day. In terms of catering, children taking school meals would be provided with cold packed lunches which would be easier for kitchen staff to prepare whilst socially distancing. All children would eat lunch in their classrooms.

A governor queried whether any staff would still be shielding at home in September. The Headteacher confirmed that there would be one member of staff continuing to work from home whilst the school still had the staffing capacity to be flexible. The situation would be monitored.

The Chair asked if the school building would be used for lettings in September. The SBM advised that the school would remain closed to lettings until January 2021 at the earliest. She reported that Funfishers would open their building in the summer holidays for a small group of children.

The Headteacher reported that the school would be unable to claim the extra spending associated with COVID-19 as the budget was in surplus. The SBM added that the plan to install a temporary classroom on site would go ahead in the autumn term, which would impact on the budget, taking it into deficit. She cautioned however that the criteria for claiming costs associated with COVID-19 were very strict: thus far, she had logged about £25k in extra expenditure but would only be able to claim about £4k, linked mainly to extra cleaning products.

Action: the SBM to report back to governors on the amount of the final claim submitted for COVID-19 costs and the overall financial impact of COVID-19.

A governor commented that the risk assessment was very comprehensive but queried whether there might be issues with younger children who were reluctant to leave their parents in the mornings. The Headteacher advised that the Reception children who had returned to school in June had done so enthusiastically but agreed that this might be different for children who would be new in September. She reported that the EYFS team were already in communication with new families and gave some examples of what was being done to ease transition. Parents of some children due to return to Year 1 were also being contacted to discuss any issues which might arise. The Headteacher added that the first two weeks of term

would be “global fortnight” which was a more flexible curriculum and would aid the “settling in” process for all children.

A governor asked if there were any risks which had necessitated a compromise to their mitigation. The Headteacher responded that all risks identified by the DfE guidance had been mitigated. She acknowledged that pick up and drop off times would be a challenge with greater numbers of children and parents entering the playground, although current protocols were working well.

A governor expressed some disappointment, although not surprise, that the school would not be able to recover the full costs associated with COVID-19 but advised the SBM to continue to log all related excess expenditure in case there was a change of policy. The SBM confirmed that she was continuing to log these costs.

Governors thanked the Headteacher and the SLT for their work on the comprehensive risk assessment.

Turning to the previously distributed recovery plan, which had been updated since the last meeting, a governor suggested that the actions which would be taken if someone became unwell on site should reflect those in the risk assessment.

Action: the Headteacher to amend the recovery document to reflect the risk assessment in all aspects.

A governor asked if, and how, the curriculum would be adapted given the closure period. The Headteacher explained that this year’s long term planning document would be used to inform next year’s planning in terms of identifying the gaps. There would be additional opportunities for the teaching of Maths and English, with a focus on Reading. Social, emotional and mental health (SEMH) needs would be assessed and addressed as appropriate. There would be more interventions to re-establish key skills but teachers would react to children’s needs and adapt as appropriate.

A governor questioned whether there were enough staff returning to school in September to manage a full cohort of children. The Headteacher confirmed that there were and added that supply teachers could now be used to cover absence.

In response to a governor’s question, the Headteacher explained that online education would only be used from September if whole groups of children were required to stay at home due to a case of COVID-19, as attendance at school would be mandatory. She added that the school would work with parents to reassure them if they were feeling anxious about sending their children to school, but thus far very few parents had raised any concerns.

In response to another question, the Headteacher explained how the children in Years 1 and 2 would be taught, noting that the Year 1 class would be learning through play, rather than the more formal teaching in Year 2. The Year 1/2 class would be a mix of these approaches.

The Headteacher referred to the previously distributed papers detailing the responses to the parent survey on home learning. She observed that it had been a useful exercise – the responses had been positive overall but there were comments and suggestions which would be used to improve the provision. She gave examples of actions being taken in response to the survey and noted that the online provision could be set up again very quickly if needed.

7. GOVERNOR MATTERS

The Chair advised that FGB meetings would revert to the usual start time of 6pm in the new academic year, regardless of whether they were held virtually or face to face, to enable all governors to attend.

8. CORRESPONDENCE

There was nothing to report under this item.

9. ANY OTHER BUSINESS

Action: the Headteacher agreed add a note to the relevant cell in the “potential outcome” table of the risk assessment, to indicate the risk level.

10. FGB MEETINGS 2020/21 – DATES FOR APPROVAL

Previously distributed.

Governors approved the FGB dates as circulated for 2020-2021.

Mr Whitmore approved the dates set for the Health and Safety Working Party meetings.

Action: the SBM and the Headteacher were asked to confirm that the dates for the Finance and Staffing, and Progress and Standards Working Party meetings were suitable.

Action: the Headteacher to enter governor meeting dates on the school calendar.

It was noted that all governor meetings would be held by video conference until further notice.

The meeting closed at 11.25am

(Note to the minutes: Mr Allen was unable to join the meeting)

Approved

Ms J Hudson
Chair

28/09/2020

Date

Action Points from the extraordinary meeting of the Full Governing Body held on 13th July 2020

	Action	Item	Who	When
1	Report back to governors on the amount of the final claim submitted for COVID-19 costs and the overall financial impact of COVID-19	5/6	SBM	As appropriate
2	Amend the recovery document to reflect the risk assessment in all aspects	5/6	HT	ASAP
3	Add a note to the relevant cell in the “potential outcome” table, to indicate the risk level	9	HT	ASAP
4	Confirm that the dates for the Finance and Staffing, and Progress and Standards Working Party meetings are suitable	10	HT/SBM	ASAP
5	Enter governor meeting dates on the school calendar	10	HT	ASAP