



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Tuesday 14th July 2020 at 7.30pm

Minutes

KEY: **Governor Challenge** **Governor Approval**

Present
C. Kirk (Chair)(left at 9.00pm and re-joined at 9.02pm), M. Norbury (Headteacher), R. Duncan, B. Duckett, Y. Rogers, A. Pickstone, K. Hart, S. Rees-Squelch and J. Hall (Vice Chair)(arrived at 7.36pm)
Not Present
S. Miles
Also Present
N. Sawyer (Deputy Headteacher) and J. Harris (Clerk)

No	Agenda Item
1	Opening Prayer The Chair opened the meeting with the School Prayer.
2	Welcome and Apologies The Chair welcomed everyone to the last meeting of the academic and it was agreed that it had been a memorable year.
3	Declarations of Interest There were no declarations of interest.
4	Agree minutes of the last meeting held on the 5th of May 2020 A copy of the minutes from the last meeting, including confidential, had been shared with governors prior to the meeting. The minutes were agreed as a true record and were to be printed off for signature by the Chair. (J. Hall arrived at this point of the meeting)
5	Matters arising from the minutes of the last meeting An action tracker from the last meeting had been shared with governors prior to the meeting. The following updates were given:- <ul style="list-style-type: none"> The minutes from the April meeting had been printed off and signed by the Chair. A timetable, for addressing the outcomes from the School's Financial Value Standard, had been completed at the last resources committee meeting. Capital projects would be an ongoing focus for the committee.
6	Headteacher's Report A copy of the Headteacher's report had been shared prior to the meeting and the main areas of discussion included the following:- <ul style="list-style-type: none"> A governor asked what EDRA was and was told that this was an Ely Diocese Regional Advisor. They had rung the Headteacher to see how the school was and to ask if there were any concerns. A governor asked how often they rang and was advised that it was usually on a

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	<p>termly basis.</p> <ul style="list-style-type: none"> • A governor asked how much income the school was losing due to Stay and Play not being open. The Headteacher advised that it was around £3000.00 a month. However, savings were being made in other areas of the budget. A recent review of the budget, a copy of which had been shared with governors prior to the meeting, had not flagged any concerns. There would be a focus on the cost of COVID-19 at the next resources committee meeting. The Finance Manager had created a spreadsheet to show expenses and loss of income relating to COVID-19 that the school could not claim for. The spreadsheet was to be shared at the next resources committee meeting. • Feedback from parents had shown that they were happy with the arrangements put in place for re-opening in June. They had felt that the school was well organised and they had been kept informed. • The school had received 71 responses for a parent survey which showed that parents were happy with provision. • A governor asked if educational visits would take place during the autumn term. The Headteacher advised that they would take place if they were necessary and subject to a satisfactory risk assessment being completed. Pupils would be able to use transport if they were kept in their 'bubbles'. A governor expressed concern about the risk of transport being used prior to pupils. The Headteacher explained that companies providing transport had guidelines to adhere to so transport would be cleaned between uses. • Governors asked if families received a call from the school every week or once a fortnight. The Headteacher explained that if pupils were seen through Teams they were not called as often. • Governors asked for their thanks to be passed on to staff for completing the reports for pupils which had been shared the previous week. Governors appreciated how challenging it would have been to complete them when not all pupils were back in school. • Governors asked if staff wellbeing and morale was good and staff present at the meeting confirmed that it was. • Governors thanked the Headteacher for a detailed report. <p>Virtual Teaching Monitoring During the lock down work had been set for most pupils through Teams. For Acorn Class, work had either been emailed or printed off for pupils. The Deputy Headteacher had an oversight of the work set for Years 1 to 6 for challenge and also to see examples of work completed since pupils returned to school. The Deputy Headteacher shared a power point presentation through Teams at this point of the meeting. She explained that Writing had been a focus this half term and all classes had non negotiables that had been set at the start of the year and would lead to skills at the end of the year. Governors were shown examples of non-negotiables and work completed by pupils.</p> <p>Home Learning Review An example of a review sheet that had been introduced in April was shared with governors via Teams. The Deputy Headteacher explained that since then the sheet had been adapted and RAG rated following staff feedback. A governor asked how the school tracked families who had children working from home. The Deputy Headteacher explained that she was able to log into each classes home learning activities to see work that had been set and completed. When the school had first started using Teams it had been the plan to use it</p>
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	<p>for homework. Governors asked if this would continue when pupils returned to school. It was explained that home learning logs had been reviewed and some work would be set for pupils to complete at home. The school was in the process of setting up single log-ins for pupils for all the applications used in school. The school had received 16 laptops that day and these would be used for completing activities instead of writing them by hand.</p> <p>Re-opening Plans and Staffing</p> <p>The Headteacher had uploaded the re-opening plans for September earlier that day, in an area accessible to governors. She explained that there were four documents.</p> <p>The Headteacher went through staffing for September and explained that there would be three bubbles. The bubbles would be Reception and Years 1 and 2, Oak Class and Elm Class. Within bubbles pupils would be split for teaching groups etc.</p> <p>The timetable for the school day had been adapted to support social distancing. Two classes would begin at 8.45am and two at 8.55am with collection times of either 3.15pm or 3.25pm. Classes would complete the daily mile separately and there would be staggered times for collecting school meals which would be eaten in classrooms. Surfaces would be cleaned between servings. Assemblies would be class based and via Teams. Someone from the Church would be invited to visit a different bubble each week. which may be done virtually.</p> <p>The School Improvement Plan would be based upon pupils catching up, transition and the new behaviour routine.</p> <p>The school had signed up for training to support pupil wellbeing. A governor asked for more information and it was explained that the training would enable staff to open up conversations with pupils.</p> <p>Details of funding for catch and tutoring had not yet been shared with schools.</p> <p>The school would continue to use the Early Years Foundation Stage baseline assessment to get a snap shot of new Reception pupils and to identify any gaps.</p> <p>The catch up document would feed into practice from September. Writing would continue to be a focus as it was before lock down and would also be built into other lessons.</p> <p>Governors asked if Stay and Play would re-open in September and it was explained that it would re-open but it would mirror bubbles in school. Staff would be separated.</p> <p>The planning document gave the reasoning behind decisions.</p> <p>A governor asked about what happened when a pupil became ill. The Headteacher explained that if a pupils showed symptoms of COVID-19 they would be referred for testing. Parents of pupils in the affected bubble would be advised. The bubble would only be closed if test results were positive. A governor asked about the impact on learning and was told that if a bubble was closed home learning would resume.</p> <p>Governors asked about Read, Write Inc. and the Headteacher explained that these books would be sent home with pupils in September. When they were returned to school they would be put into quarantine for 72 hours.</p> <p>Youth Dreams Project would be providing after school clubs to enable staff to focus on planning. Each bubble was to be surveyed to find out their preferred after school club.</p> <p>Governors asked if visitors would be allowed in school from September and were told that guidance only allowed for essential visitors. Volunteers were allowed in school, within a bubble, but there was guidance relating to this.</p> <p>Governors asked about governor visits and how they could best support the</p>
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	<p>school. They were told that the Local Authority had advised that no face to face governor visits should take place before October. It was suggested that governors could email staff to request electronic copies of plans, examples of pupil's work and pupil voice.</p> <p>A governor asked about Music and peripatetic lessons and was told that these could take place within guidelines.</p> <p>A model risk assessment from the Local Authority had been adapted for the school. This was a live document that was likely to change. The government was expected to make an announcement in August regarding plans for schools to re-open to all pupils in September.</p> <p>Governors were asked to email any comments to the Headteacher by the end of the week as the plans were to be sent to the Local Authority for authorisation.</p> <p>A governor asked if existing staff would be used for catch up work or if extra adults would be bought into school. The Headteacher explained that schools had been told to expect further information about the funding in September. The school may use funding for tutoring for individual pupils who have fallen behind and for additional teaching assistant hours. The school would be able to plan when pupils have been assessed to identify gaps and funding was confirmed.</p>
7	<p>Policy Review</p> <p>Copies of all policies had been shared with governors prior to the meeting.</p> <ul style="list-style-type: none"> • Behaviour Policy (Appendix) • Complaints Policy (Addendum) • First Aid Policy (Additions) • Health and Safety (Addendum) • Safeguarding (Appendix) <p>Governors confirmed that they had read the above policies and were happy to approve them. A governor had noticed that the Chair's email address was not correct in the safeguarding policy and this was to be corrected by the Headteacher.</p> <ul style="list-style-type: none"> • Relationships <p>A governor had noticed some formatting issues but all governors were happy to approve the policy. The Headteacher explained that the policy was a draft and the next step was to consult with parents. The consultation would be done through a survey and then feedback would be reviewed.</p>
8	<p>Governance</p> <p>Review Roles and Responsibilities</p> <p>A governor was required to join the Headteacher's Performance Review Panel with R. Duncan and J. Hall. S. Rees-Squelch agreed to join the panel and advised that she had completed the required training for this. The Chair was to speak to S. Miles regarding a link responsibility.</p> <p>Y. Rogers confirmed that she would continue as a member of the resources committee. She had been attending meetings of the standards committee on a temporary basis.</p> <p>The clerk was asked to update the list of governor roles and responsibilities and upload this to Teams.</p> <p>Staff Wellbeing Survey</p> <p>Four members of staff had responded to the survey so it would be repeated when things were more settled. Staff who had completed the survey had agreed that the work life balance was good. Staff who were present at the meeting confirmed that the timing of the survey had been the reason why staff had not completed the survey. The Chair agreed to record the results and no further action was required.</p> <p>Training</p>

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	<p>It was thought that more online or virtual training would be made available for governors during the autumn term. Governors were reminded that the school paid for a service level agreement with the Local Authority for governor training and development. Governors were encouraged to look at training that may support their committee membership, link roles and responsibilities.</p> <p>Vacancies</p> <p>The governing body had vacancies for one foundation governor and two co-opted governors. The Chair and Headteacher had agreed that they would look at governor recruitment in the autumn term. Governors were asked to signpost anyone they knew, who might be interested in becoming a governor, to the Chair or Headteacher.</p> <p>Visits</p> <p>Visits during the autumn term were likely to be virtual and would need to be short and focussed. Visits would be discussed at the September full governing body meeting and monitoring visits would be allocated that related to the School Improvement Plan.</p>
9	<p>Feedback from Resources Committee</p> <p>A copy of the draft minutes from the meeting held on the 21st of May had been shared with governors prior to the meeting.</p> <p>R. Duncan gave an overview of the key points discussed:-</p> <ul style="list-style-type: none"> • The committee had considered the sustainability of Early Birds and Stay and Play and had approved increases in charges for both. A further increase may be required depending on pupil numbers, • The budget would be a challenge in future years and the committee would continue to monitor this closely. • A comprehensive and thorough plan for partial re-opening had been shared with the committee. • A teacher had been appointed for September who would be working 3.5 days a week. <p>(The Chair left the meeting at this point and the Vice Chair took over)</p> <ul style="list-style-type: none"> • The Headteacher advised that the virtual interview had been her first and had gone well.
10	<p>Any Other Business</p> <p>There was no other business.</p>
11	<p>Date of Next Meeting</p> <p>(The Chair re-joined the meeting and took over at this point and explained that she had experienced issues with her internet connection)</p> <p>A list of proposed meeting dates for 2020/21 had been shared with governors prior to the meeting. The clerk was asked to move Tuesday meeting dates to a Thursday if possible. An updated list of meeting dates was to be shared with governors after alternative dates had been checked by the Chair and Headteacher.</p> <p>Governors were thanked for all their support in 2019/20 and were reminded to check their school email accounts during the summer break.</p> <p>The government would be making an announcement in August relating to schools re-opening in September. The school had plans for a full re-opening, partial re-opening and the school only opening for Key Worker pupils.</p> <p>The Headteacher agreed to pass on governor thanks to staff.</p>
The meeting ended at 9.10pm.	

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