

Forsbrook C.E. (C) Primary School

Minutes of the Meeting of the Full Governing Board held via Zoom on Wednesday 1st July 2020 at 10.30 am

Present: Mrs C. Bratt (Chair), Rev I. Coates, Mrs G. Hampton, Mrs S. Herbert, Mrs T. Leese, Mrs M. Lilley, Mrs K. Minor (Headteacher), Mr K. Reid, Rev J. Roberts, Mrs W. Keeble.

In attendance: Mrs N. Mitton (Clerk to the Governors)

Rev I. Coates was invited to open the meeting with a prayer. The CoG, along with governors, shared their thanks and sent well wishes to Rev I. Coates, noting his passion, friendship, commitment and dedication to the school and community. Rev I. Coates will retire at the end of the summer term.

		ACTION
763	Apologies and Attendance Apologies were received and accepted from Mrs K. Cooke.	
764	Governing Board Matters a) Membership Rev. J Roberts is in discussions with the diocese in order to recruit a foundation governor following the retirement of Rev I. Coates at the end of the summer term. b) Declaration of interest business & pecuniary No declarations of interest were made by governors in respect of any items appearing on the agenda. c) Reminder of temporary rules for meetings during Covid 19 Governors were reminded of the temporary rules for meetings during Covid 19 and the importance of the governing body supporting the school within the realms of their key functions.	
765	Minutes from the last meetings Resolved: that the minutes of the following meetings are accepted as true and accurate records: <ul style="list-style-type: none"> • 29th April 2020 (spring term meeting held in the summer term) • 6th May 2020 (Extra Ordinary) • 19th May 2020 (Extra Ordinary) 	
766	Matters arising Resolved: that the budget was submitted.	
766	Covid 19 Update a) School operation and planning for moving forward In line with DfE guidance, a small number of children returned to school from 1 st June. The headteacher reported that parents were initially cautious about their child(ren) returning,	

	<p>choosing to access provision one or two days per week but that this has increased as confidence grew. Numbers today stand at 110 pupils accessing school, with 90% accessing full time provision. The bubbles are contained and the system is working.</p> <p>Schools have been officially informed by the DfE that they are not expected to open during the summer and Bee Active will offer a holiday club hosted by the school. A number of vulnerable children have been referred and will be paid for by school. The government has suggested that bubbles will increase to 30 from September but no guidance has been released as yet. The format of school will remain the same if this is the case, staggered breaks, start times, lunch in classrooms etc. The headteacher will need to review PPA time and leadership time to ensure that staff receive their entitlements.</p> <p>Before and after school club was discussed and is presenting some challenges. Parents have been contacted to confirm their requirements. The headteacher is clear that to support families returning to work, it is not an option to not provide the club and therefore a safe resolution will have to be found.</p> <p>A parent governor shared feedback on her child's return to school and praised the school for H&S measures in place and the efforts to 'normalise' the experience.</p> <p>b) Student wellbeing</p> <p>A small number of parents have been tested for Covid 19, no children have been impacted. The school has identified some set criteria for children to return to school with the focus being on the children of key workers, reception, Y1 & Y6, and then siblings from these groups (to support parents). Children identified as having some wellbeing concerns and those who have not engaged with home schooling were prioritised. All children with wellbeing concerns are back in school apart from a small number; staff are fully engaged with these.</p> <p>Every child will be invited in to school during the last week for a half day. Year 6 children will be invited in to receive their leavers hoody and the ice cream van has been booked as a treat. The awards ceremony will be postponed and hopefully rescheduled in the autumn term.</p> <p>c) Staff wellbeing</p> <p>A number of staff have been tested for Covid 19 and all results were negative. The headteacher asked the CoG to approve a half a day out of school for all staff before the end of term for them to do something for them. Staff have been very grateful.</p> <p>The H&S link governor asked if any staff had needed a risk assessment for their return to school or, for the time they have been working at home. There are no staff risk assessments.</p> <p>d) Safeguarding & e) SEN</p> <p>There are no significant safeguarding concerns and only a small number of wellbeing concerns which are being monitored closely. Most children on EHCPs back in school.</p>	<p>KM</p> <p>KM</p>
767	<p>Finance</p> <p>a) School budget update – including COVID shortfall</p>	

	<p>There is an approximate £8.5k loss of lettings due to Covid 19 which will be claimed back via the DfE. A tracker has been kept of all items purchased to support T&L and H&S during the pandemic which will also be claimed back via the government scheme. Any items not reimbursed will show as an overspend on the budget.</p> <p>£10k was put aside for building and maintenance this year. The building inspection report has been cross referenced and approximately half of the £10k will be used to address items identified within the report. Carpets and blinds will be replaced in most classrooms and work has been booked for over the summer. There is currently an overspend on curriculum resources but funds can be moved from another line. A new set of iPads have been purchased to support T&L during lockdown. There will be an underspend on swimming and music.</p> <p>Resolved: that the standards committee will review the allocation of catch up funding.</p> <p>b) Nursery budget update – including COVID shortfall</p> <p>A shortfall of £30k was reported to governors in May which was based on the loss of a half term of fees. This will now increase and extend to a full term of fees. The budget has been reviewed and based on a normal return in September, and the claim for just under £30k to recoup furlough money (covering the period to the end of august) taken into consideration, a £3k loss is anticipated.</p> <p>The £15k allocated to commission new nursery doors will proceed as they support site safety and the safeguarding of the children.</p> <p>Governors were asked to note that if numbers are low for the nursery in September some staff contracts may not be renewed.</p>	Standards
768	<p>Strategic planning for wellbeing from September</p> <p>The strategic plan was shared with the call out notice. Governors were asked to note that in addition to the plan, two members of staff will attend HOPE training. There are wellbeing mentors for KS1 and KS2, one of which is a member of support staff.</p> <p>The role of the teaching assistant continues to evolve and depending on how children return to school the role may need to be more pastoral.</p> <p>Resolved: that the strategic committee review succession planning, particularly in key roles when they meet in the autumn term.</p>	Strategic
769	<p>Curriculum focus for September – changes to SDP as a result of COVID-19</p> <p>A governor asked that given that the curriculum is fixed how will the school respond to this to support gaps in knowledge.</p> <p>The assessments usually carried out in the summer will take place around week 3 after the return to school in order to baseline. Differentiation will be more important than ever. The</p>	

	<p>intervention/pre-teach implemented this year hasn't worked as anticipated as the children have not enjoyed being taken from lessons. Governors were referred to the priorities for September document shared with the call out notice.</p> <p>A governor asked if plans have been made to share objectives for children to work on at home over the summer. There was much discussion regarding this and a split view across governors. The headteacher felt that the mental health of the children was a priority but that she would give parents of the option of accessing resources.</p> <p>Resolved: that the headteacher communicate with parents regarding optional learning objectives for the summer.</p>	KM
770	<p>Chair Power to Act</p> <p>The chair reported the following actions:</p> <ul style="list-style-type: none"> • Approval of the Covid 19 KCSIE safeguarding update. • Approval of the request for the staff reward. 	
771	<p>Policy approval</p> <p>Governors reviewed and approved the following policies:</p> <ol style="list-style-type: none"> a) Safeguarding addendum b) Behaviour policy Covid 19 appendix 	
772	<p>Open discussion on relevant matters if time.</p> <p>Governors discussed the format of meetings and agreed to continue to only meet as a FGB for the first half term (with the exception of the pay committee for PM)</p> <p>Resolved: that the FGB will meet twice (virtually) in the autumn term.</p> <p>Performance management was discussed and line managers, and as such, leaders and governors, have been directed to be reasonable when reviewing objectives. Consideration must be given to targets that were not achievable due to Covid 19 restrictions.</p> <p>Committee membership was discussed.</p> <p>Resolved: that JR will join resources for 2020/21 until a new foundation governor is appointed</p> <p>Resolved: that CB, KR, KR & WK will form the pay committee for 2020/21</p> <p>Resolved: that WK, JR, GH & CB will form the HT PM committee for 2020/21</p>	
773	<p>Date and time of future meetings</p> <p>Resolved: that meetings dates will be shared at the start of the autumn term.</p>	
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