

# GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 7.30PM ON 18 MAY 2020

### Barn's Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

### Table of Actions

These are the new actions from this meeting. Previous actions have not been included as they were not discussed at this meeting.

Item	Action	By
200518 01	Share guidance on holding and documenting/signing off meetings during Covid-19.	AN
200518 02	Update CP training as soon as it is available.	TN
200518 03	Send safeguarding policies to RH so he can read and sign them.	JSH

### Governors:

Peter Bird	Present
Alyson Heath	Present
Penny Pavey	Present
Alex Nicholson	Present
Rob Hammond	Present
Simon Simmons	Present
Tracey Newbold	Apologies
Victoria Baxter	Present
Rob McDonald	Present

### Also present:

Jeanette Harwood (Clerk)

1.	To receive and record apologies and declarations of interest Apologies were received and approved from TN. Declarations of Interest: AN's wife is a staff member at the school and chair of the PTA.	
2.	To approve the minutes of the last meeting and matters arising	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>This meeting is an interim meeting and therefore matters arising were not discussed. They will be discussed at the next meeting.</p> <p>The minutes of the previous meeting were not available for approval. AN will put together some guidance on how we approve and sign minutes while we are meeting remotely.</p>	AN
3.	<p>To review governor correspondence, including social media feedback</p> <p>Any feedback received has been in the same vein as those comments discussed in previous meetings (positive regarding the school's communication) There has been no further mention of the tree work.</p>	
4.	<p>To receive update on training undertaken by governors</p> <p>No training has taken place. Some governors are awaiting details of online learning.</p>	
5.	<p>To receive update on governors' visits to the school since last meeting</p> <p>AN attended a locality chair's virtual meeting and will discuss this further in item 7.</p>	
6.	<p>Safeguarding</p> <p>PB reported that he spoke to RC on 13 May about a variety of safeguarding points.</p> <p>PB noted that TN cannot refresh her child protection training as it is not available to do until June and her accreditation has lapsed. As she is a designated safeguarding lead this is important and there is a gap that will need to be addressed. SS said that both RC and SS have up to date training and the DFE have said that where CP protection training has run out schools can use a common-sense approach.</p> <p>PB and RC also had an update on the central record. We are using the WSCC central spreadsheet. There is another one on the Key with an extra column for working abroad. PB and RC agreed that it was OK to continue to use the WSCC website in spite of this gap.</p> <p>The safeguarding file has been reduced in size and is now easier to read.</p> <p>RH needs to read the safeguarding policies and sign to say he's read them. JSH will send RH the relevant policies he will read them and e-mail Rachel to confirm he's done so for the safeguarding file.</p> <p>There are 2 new cleaners who have not yet been DBS checked but they are not ever alone with children.</p> <p>We have a new teacher due to start in September - we need to make sure we DBS check her and all the paperwork is done for her in advance of her arrival. This is not an action for this forum as it is business as usual.</p>	TN          JSH
7.	<p>Covid-19 update - return to school</p> <p>AN thanked SS for the various updates he's provided. AN said that he attended a virtual meeting with locality chairs, whilst there is a desire to return children to school, there is a concern from all chairs on how this will be done. There is a degree of consensus and a willingness to share ideas.</p> <p>SS said that he's been to a locality heads virtual meeting. There are some things we are going to do as a locality for example a blanket policy on not having supply teachers in. Also, the work taking place in the school will be the same as work planned for the home learners. Everybody is taking Fridays as PPA/deep clean days. None of the locality schools are offering any before or after school provision.</p> <p>In terms of the offering in June, all schools are slightly different. Bigger schools are able to offer more.</p> <ul style="list-style-type: none"> <li>• Three of the schools can't take all three year groups so are only opening to two.</li> <li>• One school doesn't have a head teacher after half term so may not open at all.</li> <li>• The schools that are offering more than BG is planning do not have capacity to extend to other year groups whereas we do.</li> </ul> <p>SS said that 25% of our teachers are shielding or vulnerable. We are offering 3 half day sessions a fortnight. The indication is that just under 50% may take it up so we could take these children more frequently.</p> <p>AN commended SS on the level of detail of the plan.</p> <p><b>Q: Have we got capacity to take more children if more people do take up the offer?</b> Yes, that's why there are 4 lots of 5-child groups. On the plan in place we can take 100% of YR, Y1 and Y6. Children at home will not be penalised because the work for both groups will be the same.</p> <p><b>Q: how much of this has been shared with the staff?</b> After union advice not to participate in planning discussions, the NEU rep. contacted SS and SS has sent copies of all the relevant documentation to her.</p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

He has since received a union checklist and we are pretty much in line with it. SS has a zoom meeting with the rep. tomorrow to go through the checklist and documentation. She has the staff questions and SS will go through them with her tomorrow.

**Q: Is there anything to stop SS sharing the plan with staff anyway or would that be overriding the contact?** SS has had an e-mail in the last half hour and the rep has not yet passed on the document. She will do that assuming discussions on the risk assessment are OK tomorrow. The deadline for comments/questions has to be before the parent communication goes out on Friday.

**Q: What would the plan be if the teachers who are able to participate decided they were not going to?** SS said he'd need to seek advice on that. AN said that this came up in a locality chair meeting recently - one school had that kind of difficulty to overcome. The head there had to direct the staff members to come in. SS said that one of the heads said that the NEU are advising members not to work if the 5 tests are not met.

AH said well done again and PP said the plan has been very well thought through.

**Q: Have we included whether the message that absences will be authorised?** It does say that non-attendance will not attract a fine at this stage. Government guidance says that all absences should be authorised. RH said that as a parent of a reception child he and his wife would err on the side of not sending her in because of the disruption of having her only in for 2.5 hours a week. Half a day a week doesn't help them regarding being able to work.

**Q: What would happen if nobody took up the current offer?** SS said he'd need to understand why people were saying no. If it was because half days don't help then he would look again at whether full days could be offered. The next two weeks is very tentative steps while we get feedback and a feel for how the children are doing. If we only get 50% then we could increase the amount of time we offer.

VB said that it is a step in the direction we want to be moving in. She said that even sending her child back for that time would be beneficial as she's working from home. In the communications, she would like to see more information about how the classroom will work for YR children because it's a departure from discovery time and what they are used to. VB also said that the concern is how it's going to be for the children - especially YR. RH agreed and mooted the point that there may be emotional distress induced which the children wouldn't have if they stayed at home. SS said that what's missing is what the teachers will do to make it work as the document has been created without teacher input because of the union advice. It is something we'll be looking at as we move on. One of the teachers has recently undertaken training about mental health/anxiety and will put something in place for teachers to use but the timing for that is not yet agreed.

**Q: Has there been any modelling on what would happen if we were to lose more staff and what's the trigger point for the school being unable to cope?** SS explained some of the options available should we lose more teachers. It could be that we would have to remove a year group from the offering.

**Q: Is there any indication when the unions will encourage the staff to get involved in the planning?** No.

**Q: Do you have a zoom meeting with staff to talk about wellbeing etc?** There have been lots of calls and SS will hold a zoom meeting before teachers come back.

**Q: Have we got enough tape to mark out areas in the school?** Yes

**Q: What's the process about children going to the toilet?** There will be a marked travel route through the class (and an evacuation route).

**Q: Going back to the beginning of march, we had extra handwashing - was this all operational then?** No we weren't social distancing then.

**Q: What guidance will there be for parents (signs etc)?** There will be signs on the outside of the gate for parents. SS says this will be one of the strangest things for children - saying goodbye at the gate although YR will come in via the playground gates which are right next to the entrance to Dormouse's outdoor area.

**Q: Is there a way to make that more fun then- a mini treasure hunt or something?** SS said this will be up to the member of staff on the gate.

**Q: Do we have enough resources and equipment to do the deep cleaning on an ongoing basis?** Yes, we are checking with our regular cleaners and then will have Ellie in to do the deep clean each Friday.

**Q: How many children are in at the moment?** It's up to 8 now. Two children are now at a different school closer to their homes and taking steps to help a third.

**Q: Has social distancing worked well?** It's been tricky for badger class and will be tricky for all of them.

**Q: Are badger class children all older than YR?** Yes, although the youngest is in Y1.

**Q: So, badger class is bigger than the YR, 1 and 6 groups?** Yes, but they are in a larger room.

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p><b>Q: What if somebody brings a child in that has not been catered for?</b> It depends on how big the groups are - we would look at this when the situation arose.</p> <p><b>Q: It says in the documentation that plans and risk assessments are to be routinely reviewed - how often will this take place?</b> The first review will be a fortnight after implementation but SS will monitor during the first few days (live risk assessment).</p> <p><b>Q: Regarding feedback from parents - one of the key things will be to have options of contact rather than to have issues played out on FB - how will we do this?</b> SS will expand on the questions section of the document as parents ask them and re-issue the questions once a week or as often is practical. AN said that survey monkey may be a good way to draw comments in using the text boxes.</p> <p><b>Q: How are the Y6 children going to be assessed regarding them moving on to secondary school?</b> This has started. SS has contacted the heads of the local schools to confirm transition arrangements. Information sheets have been passed on and teacher assessments will be on the basis of where children were at the end of Feb. Conversations have taken place with the Y6 teacher as well. Senior schools are offering additional support to vulnerable children online. Similarly, we are organising a zoom meeting between the teachers and the new YR parents for Q&amp;As.</p> <p><b>Q: Is it obvious in the communications that we are not feeding the children in school (Except for the Key Workers' children)?</b> SS will look at this and add it in.</p> <p>AN reiterated his thanks for SS's efforts.</p> <p>SS said that the tone of the communication will be carefully considered as there is lots of information and it needs to be as easy as possible for parents to read.</p> <p>Once questions start to come in, SS will send out more information and invite parents to put in questions via survey monkey. SS will have to make sure parents know they can ask questions and make it clear that he will be sending out more communications. AN said it's part of the governors' role to help and ask questions as well as being there to support the school and the staff as well. It's really important that we have a combined direction from governors and staff.</p> <p><b>Q: Are staff aware of the helpline they can call about wellbeing?</b> There is a poster in the staff room but SS will remind staff.</p>	
8.	<p>To review the following policies:</p> <ul style="list-style-type: none"> <li>• Assessment Policy (TN)</li> <li>• Handwriting Policy - T&amp;L item (policy expires 30/07/20)</li> <li>• Teaching and Learning Policy - T&amp;L item (policy expires 30/07/20)</li> </ul> <p>These policies were deferred to the next meeting.</p>	
9.	<p><b>Budget review and approval</b></p> <p>The budget has been shared prior to the meeting - AN said the he had reviewed movements between the current and previous budget years and obtained explanations from Rachel. Some of them were due to the staffing structure changing.</p> <ul style="list-style-type: none"> <li>• Capital grant is a B/F figure.</li> <li>• The CLA support staff was not there last year - it is the grant for CLA of which there were none last year.</li> <li>• TAS is the agreed additional TA in Hedgehog class in the afternoon.</li> <li>• Apprenticeship levy wasn't spill out into its own code last year.</li> </ul> <p>AN had also asked RC for an actuals vs budget for last year. What was interesting was that in our budget RC does not budget for income and costs for after school provisions and room hire. Last year income outweighed costs for this provision by just over £6k so with the Monday club and other room hires this is a very good income.</p> <p><b>Q: Why do Rates go from £13k to £23k?</b> AH said that the council set the rates amount and then give the school it back - it doesn't affect the bottom line.</p> <p>AH is happy to agree the budget on the provision that he can circulate the spreadsheets provided since the budget was sent round. Everybody agreed. Questions/queries are to be received by Friday or the budget will be deemed approved. The deadline is creeping up so this is why we have taken this approach.</p> <p>RC has also used the lower end of possible pupil numbers. It shows 124. One of the things that affected the 3 year budget plan two years ago is that we were given a predicted number of pupils based on housing development nearby and these didn't materialise. RC has budgeted on realistic numbers for next year.</p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

10.	<p>Agree level of financial delegation held by Head Teacher (F&amp;P item)</p> <p>It was discussed and considered that there was no reason to change this. Approved to remain the same.</p>	
11.	<p>Health and safety</p> <p>We have discussed Covi-19 and health and safety at length.</p> <p><b>Q: Has there been any hint of a child showing symptoms since the child at the beginning of the lockdown?</b> No.</p> <p><b>Q: Has the school updated staff about the new symptom guidelines to include loss of taste and smell?</b> Yes. AH also pointed out that anybody aged 5 or up can now get a test.</p>	
12.	<p>Risk register</p> <p>Items 35 (T&amp;L) and 31 (F&amp;P)</p> <p>This item was deferred to the next meeting when everybody will have had a chance to read the risk information and ask questions.</p>	
13.	<p>Any other urgent business (to be notified to Clerk or Chair at least 24 hours before meeting)</p> <p><b>Approval of the SLAs</b> The F&amp;P committee approves this each year. RC has signed up for the same SLAs as we did last year and AN confirms he is happy. All approved.</p> <p>Thanks were extended to AN for all his extra hard work as well as working from home as well.</p>	
14.	<p>To update calendar, including confirmation of date of next FGB meeting</p> <p>A further interim meeting will take place on 8 June. (would have been the committee day).</p> <p>AN said that he has been in correspondence with SS frequently because of the Covid-19 situation and invited questions about the sharing of Covid information. He said that he has daily communications from Paul Wagstaff and doesn't share this every day as you have to go right through it for a few nuggets relating to governors. Everybody was happy with the level of communication from AN.</p>	

**Signed as being a true record of the proceedings of the meeting**

Signed .....

Date .....