



BISHOP PERRIN

Church of England Primary School

An Extraordinary Meeting of the Board of Governors 10 September 2020 held virtually at 4.30pm MINUTES

Governor Attendees:

Father David Cloake	(FrDC)	Chair
Aid Corke	(ACo)	Head Teacher
Rachael Macklearn	(RM)	Deputy Head, Associate Member
Russell Nimmo	(RN)	Vice Chair
Liz Poulter	(LP)	
Alwyn Williams	(AW)	
Andrew Leach	(AL)	- Joined the meeting at 4.40pm & left at 5.30pm

Non-governor attendees

Helen Bott	(HB)	Clerk
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Apologies

Charlotte Holder	(CH)	
Phil Storey	(PS)	
Satty Panesar	(SP)	Associate Member
Amanda Crinall	(ACr)	- Currently on maternity leave

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 4.35pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS/NEW GOVERNORS FrDC welcomed everyone to the meeting. The Head informed the meeting that Amanda had given birth to a baby boy, George a few days ago. FrDC asked ACo to pass our best wishes and congratulations onto Amanda and Stephen.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from CH, PS & SP.</p> <p>MINUTES & MATTERS ARISING OF LAST FGB FrDC asked to carry all actions from the last meeting over to the next FGB – Governors agreed. The Governors agreed that the minutes were an accurate record of the meeting held on 16th July 2020.</p>	
2.	<p>GOVERNING BODY ITEMS Governing Body Items</p> <ul style="list-style-type: none">Election of Chair HB took the chair and declared that FrDC was nominated for the role of Chair. She asked if there were any further nominations for this role and, there being none, declared that FrDC was elected unopposed as Chair for a one-year term of office.Election of Vice Chair FrDC asked if RN would like to stand for the role of Vice Chair.	

	<p>He asked if there were any further nominations for this role and, there being none. It was declared that RN was elected unopposed as Vice Chair for a one-year term of office. FrDC then took the chair again</p> <ul style="list-style-type: none"> • Introduction to new Academic Year The Chair asked if AL would like to take the role of Chair for the Finance Group. AL agreed and FrDC proposed and RN second the motion. <p>The next FGB will pick up all actions from July's FGB, The Chair asked if Link Governors could pick up where they left off from March due to COVID-19.</p> <ul style="list-style-type: none"> • Review Associate Governor Roles for coming year Governors agreed to re-elect Associate Member, Satty Panesar for another one-year term of office. • GB Year Planner and Meeting Dates The Chair informed the meeting that dates will be worked over the next week with The Head to plan all meetings for the next year. The next FGB will be just before October half term. • Updates to Keeping Children Safe The Chair asked if this could be raised at the next meeting when more Governors were present – all agreed. 	<p>Link Gov.</p> <p>FrDC/ACo</p> <p>HB</p>
3.	<p>Leadership & Management</p> <ul style="list-style-type: none"> • HT Report – verbal <p>The Head presented the following report to the Governors.</p> <p><u>Risk Assessment</u></p> <ul style="list-style-type: none"> •Updated for re-opening this September-based on model RA from Kingston H & S Unit •Shared with staff who have been able to contribute and feedback on. •Live document that is being regularly updated as guidance changes from the DfE/H & S Unit •Now shared with Governors to sign-off by all Governors (On Governor Hub) <p><u>Organisation of School Day</u></p> <ul style="list-style-type: none"> •Parents have been incredibly supportive of all the new timings to the school day. •We're working through some minor issues/logistics, but on the whole incredibly positive •Lunch arrangements are evolving and improving-aiming to start introducing some play equipment for individual classes •Behaviour of children has been brilliant-they have all adapted quickly to new systems & routines <p>Only one request presently for childcare cover on Friday afternoon. We are charging £10 for this so parents don't view it as free childcare</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> •No school refusers/parents keeping children off due to anxiety of school not being safe. •Children who have not attending been in school since re-opening have been absent due to: being poorly (but not for C-19); quarantining from returning from France; waiting for the results of testing linked to other family members displaying symptoms 	<p>All Gov.</p>

Table below shows actual number and percentage attendance since the start of term.

Reception children are not included as they haven't formally started.

Excluding Reception, we have 174 children on roll at present.

3rd Sept	4th Sept	7th Sept	8th Sept	9th Sept	10th Sept
170	169	169	166	168	165
98%	97%	97%	95%	96%	95%

Governors asked how was the transition process of the children from Reception to Yr1 working as planned?

The Head explained that they had decided to delay the new Reception children joining the school so the Reception staff would be able to join last years Reception children and help induct them into Yr1 – which would normally happen in the summer. The Head and RM reported that it has been successful, as it has given the staff time to assess the children's needs, as some children have progressed well at home and others regressed. The staff have found that the transition has worked smoothly. The TA in Yr1 will stay on in the afternoons until October half term, to help continue to settle the children in over the next few weeks. The new Reception children will be joining in a couple of weeks.

COVID-19 Testing of Staff

Two members of staff have had to take time off to wait for results of testing due to other members of their family showing symptoms. Both cases came back as negative and the members of staff returned the following day.

The Government have provided schools with 10 home testing kits to use in case staff are having to wait a long time to get an appointment for testing. We have not used these yet.

Safeguarding Training/Procedures

- Whole staff Level 1 Safeguarding Training delivered by AC on Wed 2nd Sept
- Slides shared with staff
- Staff have deadline date of 1st October to sign to say that they have read, understood and will abide by the suite of safeguarding procedures that the school has in place including the following policies: Safeguarding; Whistleblowing; Health & Safety; Staff Code of Conduct

The Head offered to run Safeguarding training for the Governors, as he is Level 3 qualified. The Chair agreed this would be good at our next FGB meeting when we will look at Keeping Children Safe.

ACo

Inset Days

- RM shared with teaching staff a shared text that is being used across the whole school which will help the children to talk about their experiences over the last few months.
- Curriculum-reading a priority, including phonics and developing diversity in content
- Mary updated about changes to Maths planning format
- Assessments to be carried out get baseline data to establish

gaps in knowledge

- Updated staff of key points in the Risk Assessment

Remote Learning in the Event of Lockdown

The Government have established national guidelines on what is to be expected with home learning in case there is a need to go into lockdown again.

RM is looking at what we need to put in place to meet the Government expectations and to ensure that we can respond as required. This will be a significant piece of work to undertake although we have some systems already established that we can utilise.

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

Breakfast Club and After School Childcare (The Pod)

- Numbers are low for Breakfast Club-between 1-3 children per day. This is normally a good source of income for us, so we need to be mindful that this income stream will be limited
- We are in a position to go ahead with after-school care (The Pod) as of next week. Numbers are enough for us to break-even and possibly earn a small income from it.
- We will monitor how this goes this half-term, with a view to

extending it if it works out well.

- Very grateful to Jane Keightley for offering to run and organise The Pod.

Budget

- Coming to the end of Period 6 at the end of September. Opportunity to monitor the budget.
- Need to be aware that income streams (Breakfast Club and extra-curricular lettings income) will be minimal/nothing
- This will be off-set somewhat by minimal spending in other areas (CPD/supply costs/utilities)
- Not yet sure if our additional spending on Covid-19 related measures (extra cleaning materials, additional in-school day cleaner, fencing) will be covered by the Government.
- Some salary savings as we haven't yet recruited for some vacant positions (1 Playleader post and Teachers' PA role).
- Additional salary savings from phased return for some staff
- Government have said teachers can have a 2.75% (minimum) pay increase as of September (this was announced June/July) but schools are expected to find this money from current budgets
- Need to maintain caution on spending as many unknowns ahead

School Development

- Cathy Clarke, SIP, visiting BP on Tuesday
- Opportunity to start framing SDP targets for new academic year
- AC/RM/MM to review last year's SDP and update SEF
- Some SDP targets from last year will roll over into this year.
- Main curriculum SDP target will be looking at diversity within our curriculum
- Subject leaders have produced their own SEFs from last year, so we will look to factor in any relevant aspects of their SEFs into our SDP for this year
- Limited opportunity presently to offer subject release time to teachers to help develop their subject area, but they will still need to focus on their subjects.
- Full Ofsted inspection visits suspended until at least 2021, although could make a day visit this term based on finding out how we are dealing with COVID-19. Non-judgemental

Premises

- Lighting upgraded in Yr 1 and Yr 2 classrooms, plus corridors and offices. We are having to wear sunglasses now!
- Girls' Infant Toilets refurbished
- Guttering and drainage pipes refurbished
- Additional (4) sinks installed on playground to add extra handwashing capacity
- LDBS surveyors visiting next week to carry out annual condition-of-building survey. This will then determine any priorities for the building that the LDBS might carry out.

The Head thanked the Business Manager for all her hard work over the summer to make sure the premises was up and ready for the start of school.

Governors asked how the Caretaker was now?

The Head explained that he was back a work for the mornings with the plan to go full time soon. He was helping over the summer to get everything ready for the new term.

Governors asked if the Government were to change any of the

	<p>end of year assessments due to COVID-19? The Head explained at this moment no, all assessments will go ahead as normal from EYFS assessments to Yr6 SATS. The Government are offering money for catch up programmes for those that are behind. RM explained that Yr2 phonics check will happen in October as they missed it in Yr1. Any children who don't pass will do it again when Yr1 do it in the summer term.</p> <p>The Chair took the opportunity to thank the staff for all they have done over the last few months, as it was a very difficult period for everyone.</p>	
4.	<p>AOB Supplementary Admission forms The Chair noted that the Supplementary forms maybe difficult to sign as churches have been closed for many months – this is something the Admissions panel might need to review. The Head believes the Business Manager may have guidance on this issue around Admissions Criteria.</p> <p>LP informed the group that her and her family are to move away from Whitton so the next FGB may be her last meeting. We all wished her and the family the best for the future and thanked her for her contribution to the board.</p> <p>The Head informed the Governors that the Intervention Teacher, Monica Davidan has also had a baby in July – congratulations were passed on to her and her family.</p>	Admis. Panel
5.	<p>CONFIDENTIALITY Governors agreed that all items regarding the health of staff and pupils is not to be discussed outside of tonight's meeting and should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS The Governors meet for an Extraordinary Board meeting on Thursday 10th September. They elected Fr David Cloake as Chair and Russell Nimmo as Vice Chair for another term of office. The Governors were please to see the school return with very good attendance figures in the first week.</p> <p>The meeting concluded at 5.35pm with prayers led by FrDC.</p>	

Signed:

Date:

Full GB Actions
As of 10 September 2020

Minute	Action	Assigned	Update
16.07.20 2	GMF constitution – to be finished, circulated and agreed by FGB in the Autumn term 2020	FrDC/AW	
16.07.20 2	Training - Look out for CPD dates from AfC. Look at online trainings offers on NGA and the Dioceses.	All	
16.07.20 3	Link Visits – Actions from reports to be followed up in Autumn term 2020	Link Visit Gov's	
16.07.20 4	The annual survey feedback will be made available to the FGB as soon as it is collated.	ACo	
16.07.20 4	SIP Report –will be reviewed again in the Autumn term 2020.	ACo/FrDC	
10.09.20 2	Plan of meetings and dates to be arranged	FrDC/ACo	
10.09.20 2	Keeping Children Safe changes – to be put on Agenda and discussed at next FGB.	HB	
10.09.20 3	Risk Assessment – needs to be checked and signed off at next FGB. Doc on Governor Hub	All	
10.09.20 3	Safeguarding training session at next FGB.	Aco	
10.09.20 4	Supplementary Admission forms to be reviewed/check with changes regarding those attending church.	Admissions Panel	