

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	24 th August 2020 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted Governor	5:45pm
Mr S Vaughan	SV	Headteacher		Mr J Ridgley	JR	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mr B McGowan	BM	Co-opted Governor		Mrs M Gadian	MG	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr S Finch	SF	Holiday

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
	Welcome New Parent Governor Chris Trengrove including introductions from all governors	
1	Notice – Received	
2	Agreement between Part I and Part II – Agreed no items under part II	
3	Apologies for Absence – Apologises received from SF and sanctioned by governors	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda – none	
6	Agree Minutes of last meeting on 16th July 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair JB.	
7	<p>Matters arising from the meeting on 16th July 2020 –</p> <p>The main headlines from the governments announcement for catch up funding are;</p> <ul style="list-style-type: none"> We will get £80 per pupil (£46.67/pupil in the first 2 payments - this budget year and £33.33/pupil in summer 2021) It will be paid in 3 tranches Autumn, Spring and Summer - based on October 2020 census - as per agenda item 11 this is hopefully 200 = £16000. There is also guidance on how we should look to spend the money <p>It also mentions the other monies for 1:1 tuition but full details of this are to come later - it is planned this scheme will start after October half-term. <i>JB asked is there any support or information guided towards supporting the higher achievers that may have lost skills during lockdown period on their return to school?</i> SV is not aware of anything in the research he has done however the school determine how the funding is spent and if it is assessed that funding is needed in this area it will be allocated.</p> <p>ND to follow through review of the library to reflect other cultures once the school returns.</p>	ND

Full Governing Body Minutes dated 24.08.20

Signed

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8	<p>Risk assessment for September (has to be agreed by Governors) – Circulated to governors prior to meeting, SV talked governors through amendments with regards to the whole schools return from September. The risk assessment will be under constant review once the school returns. <i>JB asked has the safety of staff been considered?</i> Yes this has been considered and that all staff outside their bubble will be social distancing going forward. As to staff wearing masks, we have not received any guidance on this as yet. SI suggested there may be a need to constantly review parents just outside the school gates to ensure social distancing and safety is maintained throughout the drop off and pick up times. SV advised the top field can be used to reduce the number of parents and children at the front gates. JS stated if you do have to evacuate to the church it will be impossible to social distance in the church. SV advised in these circumstances we will have to balance the risk. <i>JB asked if a child has symptoms, will they be solely isolated or will a staff member be required to be with them in the nest?</i> A staff member will remain outside the nest with the door open, unless they are in younger years where staff member will be in the room wearing PPE. <i>MP asked will siblings be expected to go home too?</i> The guidance does not state they have to but as a school we feel this will be sensible to reduce risk. All members of the household will be expected to be tested. Governors agreed this would be sensible moving forward. <i>JB asked can this be included in the risk assessment?</i> All governors agreed that siblings will be expected to be collected at the same time as the child with symptoms. <i>GO asked have any parents asked to see the risk assessment?</i> Not yet but once agreed it will be uploaded to website. <i>CH asked will a message be sent to parents making it clear where they can find this?</i> A link to the direct form will be sent to all parents. Governors agreed we can not illuminate the risk but help to reduce it as far as possible.</p> <p>AGREED: JB proposed, MP seconded and all governors agreed for the risk assessment to be ratified with the above changes.</p>	
9	<p>Review of late collections policy – Policy with tracked changes circulated to governors prior to meeting. <i>JB asked how will you let parents know this policy has changed?</i> The policy will be circulated to parents with a message to include highlights of the changes that have been made. The appendix letters are to be sent in the circumstances when parents have already been contacted and the issues have already been discussed. SI advised communication needs to be clear that these changes have been made for everyone's safety under the current covid-19 conditions.</p> <p>AGREED: JB proposed, JS seconded and all governors agreed to ratify the proposed changed to late collections policy.</p>	
10	<p>Agree new charges for Breakfast and Twilight – Proposed charges as follows: Breakfast Child 1 - £3.50 (from £3) Child 2 - £3.25 (from £2.50) Child 3 (and subsequent) - £3 (from £2) Twilight Child 1 - £6 (from £5) Child 2 - £5.50 (from £4.50) Child 3 (and subsequent) - £5 (from £4)</p> <p>AGREED: JB proposed, BM seconded and all governors agreed the proposed new charges for breakfast and twilight.</p>	
11	<p>Pupil numbers –</p> <ul style="list-style-type: none"> • Reception - remains at 30 • Year 1 - now 25 - one pupil added moving to the area from Essex, one pupil with EHCP likely to join us 	

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	<p>in the autumn term</p> <ul style="list-style-type: none"> • Year 2 - 27 - one less due to home schooling • Year 3 - 29 - 5 new pupils - 1 pupil moving into the area one from Essex, 1 pupil moving from Clyst St Mary (now live in NP, delayed moving as had a sibling in Year 6), 1 pupil moving from Budleigh Salterton to Sidmouth, 1 child with EHCP paperwork going through moved from USA in April - did not attend mainstream in US, parents keen child is 1 or 2 years below chronological age, 1 pupil with EHCP moving from Maidenhead to Tipton, we are at consultation stage on this. • Year 4 - 29 - one pupil joined the class virtually at the end of June • Year 5 - 30 - one pupil left at end of term, he is a twin and mum wanted to separate them, but another child has been added under fair access moving from Maidenhead to Tipton, one pupil leaving to be home schooled • Year 6 - no change 29 • This gives a total on roll of 200, and as you can see there are few spaces left apart from Y1. • Parents of 2 children are requesting flexi schooling from September <p>With these new EHCPs this will also create the need for further support staff to be employed, SV will organise these as soon as is possible and when funding is confirmed.</p> <p><i>JS asked how does flexi schooling work?</i> Flexi schooling can only be agreed by the head teacher, children will spend part of the time in school and part at home. Communication between the school and parents is vital, it is expected that the school let parents know what work is taking place in school and for the parents to identify if they choose to follow that or their own. Both families that have requested this meet the requirements for flexi schooling. <i>BM asked will this have impact on teachers work load?</i> SV will be monitoring this as unsure what the impact will be until we begin the process. <i>BM asked what do we do if we feel there is an impact?</i> The decision for flexi schooling is down to the school, if SV assesses that there is too high impact on the staff workload then it will be pulled back and it will be for the parents to make the decision for their children to return to school full time, home school full time or relocate to another school where flexi schooling may work better. <i>ND asked will parents not be responsible at home for their child's learning?</i> No it is down to choice of parents what learning they set for their child on the days they are home but school must communicate what work they would be doing on those days if they were in school. <i>GO asked if there is any assessments taking place, how will these be managed?</i> Communication with parents regarding assessment will be important and how these can be conducted at home or in school.</p> <p>Further updates with regards to staffing, one of the members of staff we appointed for September has had to withdraw due to a change in family circumstances. This position has been filled on a temporary basis with a former member of staff - Isaac Thomas, who left us last February to go travelling, but this has had to put that on hold for now. Finally, a further staffing update is that Mrs Gordon has had a further sicknote, which means she will have been on sick leave from her HLTA role for 12 months</p>	
12	<p>Building update – SV reported on the following: Entrance gates is still outstanding - hopefully completed this week Markings on playground – DfE have decided that Elliots should have completed these markings, Elliots are tendering for quotes currently Bridge – no further outcome at present, Elliots have instructed us to not use salt, <i>MP asked how can both bridges not be in use if we cannot salt them?</i> SV is hoping they will apply some grip surface to the bridge if this is the case. Handrail on the stairs to library has been started today Pipes on field have been replaced by covers, and will be required to be maintained in our annual maintenance cycle Water fountain has been completed. No further leaks in the hall following the repairs that have been completed on the roof</p>	

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	<p>Year 3 classroom issue is being investigated currently, awaiting outcome Heater work has been completed. Camber towards the kitchen door has been completed Restrictors have been fitted on the required windows Glass on the stairs has been rectified and brackets have been installed Waiting to hear back on the limescale issues <i>ND asked is the cover over the EYFS outside area that is leaking being investigated? No they do not plan to review this.</i></p>	
13	<p>Report from DAG – MG circulated DAG notes to governors prior to meeting, this included links to websites that may be useful. Teachers grant for increase to pensions will be going through the high needs fund. Further guidance issued today for parents from DAG. Certain data will not be collected as a result of this school year. Governors thanked MG for her notes and over view.</p>	
14	<p>Asset register – Items proposed and to be agreed:</p> <ul style="list-style-type: none"> • All assets with a value over £1000 (before depreciation) • All IT equipment with a value over £200 (many schools set this at £250 - reason for the £200 is that the chromebooks cost £209) <p>AGREED: JB proposed, SI Seconded and all governors agreed the above to be included in the asset register.</p>	
15	<p>Playtime policy – SV is putting together a working party to support the development of play in the outside areas during break times to include play provision available to all. ND would like to volunteer to support this working party in developing a playtime policy to allow us to review the provisions and help this evolve and ensure the changes are long standing. Children spend a lot of time outside during their school lives and this is to enable us to support play during these periods of time. <i>JB asked would there be a need for covid secure policy and a further policy for once school may return to normal? Sensibly this may be the case. JB asked would the children be involved in the development of this policy? Yes, ND has been researching how to involve the children in how they can assess their own risk and empower them to make decisions along with working as a whole school to resolve issues.</i> Discussions have already taken place with children to discuss what children would like to see available at play times. Some of the decisions may involve some expenditure and PTFA have agreed they would be happy to help with any fundraising for this. The working party will be able to look into the best way to spend the money and a way this can be achieved at affordable costs.</p>	
16	<p>Safeguarding and Mental Health – Governors agreed this would be a standing agenda item, SV has circulated the governor KCSIE guidance for all governors to review and 4 governors have already completed this. Governors to complete the Google form once they have reviewed the guidance.</p>	
17	<p>Chair and co chair to be agreed – JB will no longer be chair as of the autumn term. SI has offered to take on the co chair role and advised under the current commitments he would be unable to commit to the full chair role but would be happy to co chair. Chair role description has been circulated prior to meeting and this is a little ambitious, and it is unrealistic to how the chair of the role works in the real terms, but for us to aspire to as close as we can if we are able to. <i>JB asked governors if anyone has thought further into supporting SI in the role as co chair? There is a huge element of communication required to move into the co chair model and this could be a positive to reduce the responsibility</i></p>	

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	<p>solely on one individual but to be able to share the decision making and have joint ownership over decisions. SI offered to compete hand over with JB and chair the first meeting in September, but we have a responsibility to ensure governors duty to make sure the school is running properly and that we have a strong governance moving forward in the co chair model.</p> <p>Governors were offered to chat directly with SI and JB to discuss a model and how it works so we can gather together a strong co chair model before the next September meeting.</p>	
18	<p>Lettings –</p> <p>SV circulated the Covid – 19 adjustments to letting policy from DCC. A lettings policy has not yet been adopted and JS circulated a draft policy at previous resources meeting for discussion and agreement at next resources meeting which has not yet taken place. SV would like to proposed adopting the elements of this DCC policy to support the school following some recent enquiries about lettings. Lettings could only take place on Friday evening or Saturday morning due to the length of time the school will need to be vacant before the children and staff return. The draft school lettings policy does include rates that would need to be agreed. Governors agreed for the two polices to be merged and JS will circulate for a chairs action if required prior to next meeting. Groups hiring the school will be expected to have their own public liability insurance and school will have to see this prior to any letting taking place. <i>BM asked will adding lettings in to the current circumstances increase pressure and is it worth pursuing at this time?</i> Yes, it would increase the required cleaning and SV would consult with Adrian prior to any lettings being agreed.</p>	
19	<p>Items for agenda of next meeting –</p> <p>AGM items</p> <p><i>GO asked should meetings continue to be remote via teams going forward into autumn term?</i> SV advised the guidance still states we should be limiting the numbers of visitors in school so for now the meetings will need to remain remote and be reviewed regularly alongside guidance.</p> <p>Governors thanked JB for her time as governor at the school and her dedication to the role of chair throughout this time.</p>	
	<p>Date of next meeting: 17th September 2020</p>	

The meeting closed at 6:57pm