

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	16 th July 2020 6:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mrs M Gadian	MG	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mr J Slade	JS	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr S Finch	SF	Parent Governor		Mr S Ireland	SI	Co-opted Governor	6:41pm
Mrs N Dowsing	ND	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr C Hewitt	CH	Work commitments
Mr B McGowan	BM	Work commitments
Mr J Ridgley	JR	Other commitments

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
1	Notice - Received	
2	Agreement between Part I and Part II – no agenda items to be carried over in to part II	
3	Apologies for Absence – CH, BM and JR apologises sanctioned by governors	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
6	Agree Minutes of last meeting on 18th June 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair JB. JB reminded governors she is happy to continue as chair until the end of the summer holidays when she will then resign from the board. BM has offered to stay on till the end of the autumn term to complete a hand over with the new SEN governors.	
7	Matters arising from the meeting on 18th June 2020 – Following on from agenda item 16, Ideas for promoting author artists and cultures, MG has sent ideas to school, ND will send her ideas into school directly too. These will be reflected as the school moves forward. MG agreed to report back from communications with DAG and summarise for governors at FGB meetings regularly. SI joined meeting 6:41pm August meeting agreed for Monday 24 th August 5:30pm	ND
8	Discuss Chair / Co Chair model – Information circulated to governors prior to meeting and links to babcock website which included information on	

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	<p>the co-chair model. MP explained she does not wish to stand for chair. SF also has work commitments that would impact on his availability to carry out the role. Governors agreed the co-chair model is acceptable moving forward if we do not have a chair stand from September. <i>GO asked when does this need to be organised by?</i> September AGM meeting as JB will be leaving at the end of the summer holidays, however if a chair can be agreed prior a hand over can then take place. GO advised that it is clear that if the co-chair model is adopted, communication is a key element and that the co-chairs work together along with the rest of the governing bodies support. SF agreed it does help to spread the workload but overall it is the commitment for some of the governors on the board. SI offered to co-chair with someone else from the board. NM to source chair role and circulate to board. Next meeting agenda item for discussion.</p> <p>MG reflected on some of the information received from DAG, which may be useful in planning and making the decision on chair/co-chair model.</p>	NM
9	<p>Budget – to include agreement on meetings when budget will be monitored</p> <p>Budget circulated to governors prior to meeting. 2nd set of chrome books have been purchased. Preschool budget includes staff changes. Preschool loss of income due to the lack of additional chargeable hours during this last term and until preschool reopens we will be unable to access this budget in full. It may mean next year we are unable to do such a large recharge for preschool to main budget.</p> <p>Main school budget is looking positive however has been compiled using some guess work under the current situation. Additional income has been explained in the notes, sports income will be received for further 12 months.</p> <p>Teaching Assistant changes have been added but not all as yet, new guidance from September and additional staff costs have not been taken into account. Some TA's will be expected to be in school longer with staggered lunch times from September.</p> <p>Twilight is based on estimations as we are not sure what uptake we will be from September. This will still need finalising.</p> <p>Education visits is again estimated as we are unsure if swimming lessons will be able to take place from September.</p> <p>Premises utilities refund is still awaiting and we have been assured we will receive this and is included in this budget.</p> <p>Insurances, Mutual Fund went up however property costs have reduced.</p> <p>School meals are again estimated as we are unsure on the uptake, we have assumed income will drop but considered the same food costs.</p> <p>Main school budget looks health around £64,000 carry forward but anticipate this will be reduced due to higher staff costs and the unknown with the current circumstances. <i>SF asked would you have a carry forward without the preschool?</i> Yes and this year's carry forward includes the charges from preschool and also the residential visits that have not taken place.</p> <p><i>SF asked does it include the government grant claims?</i> Not at present, details have been circulated to governors prior to meeting as to what will be claimed for, the government will allocate the money depending on how they choose to audit each school. We will not know if we will receive the full amounts until this has been done. SV will be submitting this as soon as the application process is available and will report back.</p> <p>Due to new guidance the budget monitor needs to be reviewed by governors 6 times a year, increase from previous 3 times. Agreed this will be reviewed at 5 of the resources committee meetings and at the FGB on governor awareness day (10th June). Add to annual cycle.</p>	SV
10	<p>Verbal Headteacher's report</p> <p>SV shared PowerPoint with governors based on the 40page guidance received from government.</p> <p><i>MG asked if the classrooms arrangements for September are following guidance from Government?</i> Yes however it does require Year 1 to follow this structure; however our intention is that we will be following the guidance from year 2 and up.</p> <p>Risk assessment will be written and reviewed by governors in August meeting. There will be 7 bubbles in total, one for each year from year 1 to 6 and a preschool bubble which will include preschool and reception.</p>	

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	<p>Twilight and breakfast club will be in the hall, staffing of this will need to be considered and children will need to remain in bubbles. Twilight charges may need to be increased, agreed to be discussed at next FGB in August. <i>SF asked in terms of the risk assessment, will we need to be clear about the social distance?</i> SV advised the classes will not be required to social distance within their bubbles, and the message to children will be to social distance outside their bubbles however it will always be hard to ensure the children can take this on board.</p> <p>School will be provided with a small number of tests that we can release to parents as and when necessary. More likely to be used with parents that are unable to access the test centres. The NEST room will be left as an isolation space. If children do receive a negative test they are still required to remain at home until the symptoms have gone. All schools have to plan home learning so this can be available and offered to those children isolating and must mirror the learning taking place in school. Oak academy lessons will still be available for a further year, along with BBC bitesize however we will be expected to supply 5 hours of online learning per day. We are currently looking for provisional dates in March and May for the residential visits, however if the guidance does not change these will not go ahead. <i>ND asked could camping on far field be potential alternative?</i> Yes if there is enough adults to offer this and enough space. More year groups will go swimming this year if we can go to ensure children who missed out this year have the opportunity. PE plan has been moved around to support the guidance stating for this to be outside where possible.</p> <p>Email system is switching in the holidays from RM to Gmail. Moving school server items on to the virtual server on google. Autumn term will be focusing on looking at replacing the hard ware in some of the class rooms. Start and end times to the day are still required to be staggered and has been circulated to parents today. Children will return under a staggered return to support children with familiarising themselves with the one way system and new routines.</p> <p>Pupil numbers are still increasing. SV has received 4 enquires over last few weeks.</p> <p>Greg Bottrill will be attending on the Tuesday next week to complete some training and support for staff in early years and year 1, a further sessions is taking place on inset day in September to support staff in all years. <i>SF asked if the catering staff have to review their systems and procedures from September?</i> Guidance has not changed and the plan from September has been written around this. This will allow staggered lunch times however some children may have to wait for their space outside to become available. Meals will have to be served directly to children. <i>ND asked should parents be advised that welly boots should be in schools so the children can access all areas even after it has been wet?</i> SV will be suggesting this on a further communication with parents. <i>GO asked will testing in the curriculum return to normal?</i> Government has made it clear that all tests will continue as normal from next year, to asses the impact this year has had. <i>ND asked are they suggesting year 2 phonics test in autumn?</i> Guidance does not have anything clear as yet but we expect this will be possibly the summer term. <i>GO asked as we get to October and the seasonal flu season, are you able to say to children you can't come in if they have cold like symptoms and do you have the support for that?</i> SV advised he will be following the guidance and refer to that under all circumstances.</p>	
11	<p>Staffing – Details circulated prior to meeting. SF asked if staff member was ok following interview process and being unsuccessful? SV reported yes, she has found the process useful and both interviews were extensive and thorough, feedback has been shared and has been enrolled on aspiring leaders course for next year. We will be offering development roles moving forward.</p>	
12	<p>Mental Wellbeing – Staff and Pupils In terms of children those we have had in school, have on the whole managed the current situation well, although there have been some issues. Clearly in September we do not know what we will be facing – with this in mind we have made 2 changes, one enforced, which is with Mrs Coogan leaving we do not have anyone in the role of 'Mental Health Champion', I have asked Miss Habbishaw to take this on. Equally we have decided that for September and longer if necessary, Miss Habbishaw's focus will purely be on this area for her intervention work. She has recently completed and passed with distinction a child counselling course, which she has done during lockdown funded by school.</p>	

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	<p>In terms of staff, I am aware we are very fortunate to have staff who are very supportive of one another. September though I feel will continue to bring pressure and stress on all members of staff working in what will remain tricky and alien circumstances – I am looking for ideas to be able to give additional support if needed to staff, or just some light relief at times.</p> <p>Some I am considering are as follows;</p> <ul style="list-style-type: none"> • Select a week and during this week, give every member of staff a pack of thank you cards and encourage them to give all 10 out • Aim to make praise a part of every day amongst staff - this is something we are all very good at with children - but not that great with each other and I know I am as guilty as anyone, that although I do try I could do far more - I think this could be easy to make a habit. • Consider doing a wellbeing survey at the start and end of the year (I will need to try to source one I think) • Have a focus on staff behaviours and agree 'The 10 behaviours that we wish to adopt' - I think with the staff changes we have this could be useful • Having a wellbeing INSET day - probably in January - I am looking at ideas for this • Create some clear guidelines around the use of email (which is a great communication tool) • One for governors would be to agree that when introducing new policies or making changes to policies to add this question to their review process - 'What impact will this have on the wellbeing of staff?' • Consider sourcing staff trying that would support them in being able to work more efficiently • Make sure all meetings are necessary and effective <p>SV asked governors to email any ideas they have on more way we may be able to support pupils and staff. SF felt the suggestion of the SDP reflecting this is great and keeps the subject live, he also suggested survey monkey can be a useful free resource. JB reflected we must also continue to be mindful of the SV well-being through the year and going forward. There will be more pressures on the staff being able to reflect together due to the social distance restrictions and ensure we have ideas for how this can be over come. Miss Coogan has been working on packs to help support the pupils on their return.</p>	
13	<p>Funding</p> <p>The government have announced a £1bil catch-up fund for schools. Details of this are still not available, other than the initial announcement which indicated the following;</p> <ol style="list-style-type: none"> 1. £350 mil pot for 1:1 or group tuition, the only details of this are that schools would be expected to pay the 1st quarter of the costs towards this out of their budgets – this is thought to be about £12.50/hr of tuition (costing £50/hr). What isn't clear yet is who is able to deliver this and whether schools can use and select staff or if in fact we could only use companies from a DfE list. If we use this, we also have to consider how this is best used, including if it is done during the school day or after school. 2. The remaining £650mil will be given to schools, again no further details, certainly initially it was stated schools would have to bid for the money (so potentially some schools will get a greater share than others). After this was in the initial statement I have not seen this mentioned after the first few days so not sure if this is now the case. Equally it is not clear what we will be able to use it for, it was stated it could be used to pay the first 25% under part 1. It has also been stated that if this were given out on a per child basis this would probably equate to about £70 per child, which if this is the case would give us about £13,000. Again I await the actual details so we can make some informed decisions. 	
14	<p>RSE (relationships and Sex Education)</p> <p>Covered as part of the Headteachers report.</p>	

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15	<p>Assessment 2021 – Inc EYFS Baseline <i>ND asked why we work with Hodder Education? We have worked with them over 9 years and staff have found they have been useful. SV will be asking staff to identify what test may be useful to help identify where the children are on their return in September. This is also free service and we will continue to get this for further year. Staff are positive about using these tests in September to support childrens’ strengths and identify where their weakness are. We have found that children do not find these tests stressful.</i></p>	
16	<p>School Build Emails circulated to governors. A meeting will take place on next Thursday. SV is not convinced on what outcomes will be decided and what the solutions will be. Between 17th and 21st August builders will be on site to rectify issues. SV is continuing to press for a survey on what damage has taken place as a result of the water coming into the hall. The bridges have not been agreed, therefore no repairs will take place as yet and no date has been agreed. DFE are expecting something to be done and are pushing for outcome. <i>JB asked does this mean you are expected to be onsite when Elliots are here in the summer? Staff have offered to help and this will be shared around to ensure SV still has a break.</i></p>	
17	<p>Agree committee dates 2020-21 Meeting dates agreed – NM to circulate to governors</p>	NM
18	<p>Review progress the school has made during the year - recognise and celebrate! Governors reflected on the good Ofsted result and the overall comments in the report, Brad Murray had reported back to SV he felt the report read very well. SV reflected that the children leave here with the skills they need to continue their school life and have enjoyed their time here at the school. Skills and attainment have been good and further plans have been made to continue to improve these areas further. We have been able to maintain a surplus budget which has been difficult for all schools in this current climate. The school has been able to maintain positivity, stay focused and support the well fare of all during this pandemic, to include having the key worker children in school and feeling happy. Hope that the governors support has been able to help through all the hurdles of Ofsted and the pandemic during the school year. IT sessions for the community have been successful and it is sad these are not able to continue at this time but hope to be able to re run these in the future when we can. This has also connected the local community with the school and has been a really positive for all. School is here, what ever age you are.</p>	
19	<p>Reflect on the impact the Governing Body has had on the outcomes for pupils over the academic year. Detailed above</p>	
20	<p>Policies reviewed to be ratified: RE - ND reviewed and met with Jodie Hall teacher for RE - policy looks in place, she will be sending revised copy of the table to add to policy – approaches to learning in RE - dance and drama is not able to be used due to the length of the lesson - suggestion to change the wording to appropriate media, agreed by governors. Open book assembly – group of people from the church attending – JH covers Christianity in her RE lessons and combined with the open the book a large emphasis on Christianity, do we still require open the book? SV advised it is not just the session they deliver, but create connections for the children with other members of the community and there are many other benefits for the children from theses sessions. SV to discuss with Jodie. Staff leave & Absence - Model DCC policy and in date Budget Monitoring – MP reviewed, policy states Internal monitoring is to take place not less frequently than</p>	

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	<p>monthly. Is this happening? SV advised yes.</p> <p>Finance - DCC reference in grids is incorrect as the links do not work, Policy to be updated with current links.</p> <p>Health, Safety & Wellbeing (DCC/School & sun protection) – <i>MG asked do we not have any asbestos in the building? SV advised No. MG asked are the water fountains in use currently? No these superseded by other procedures at present.</i></p> <p>AGREED: JB proposed, JS seconded and all governors agreed for the above policies to be ratified.</p> <p>New Governor Induction – <i>JB reviewed and advised the policy states for new governors to be appointed a mentor; do we still want to be doing this in practise? This is to be thought about. Governors would like feedback from new governors about the process they have experienced when becoming new governor. GO, ND and MG to review the policy and its procedures. GO, ND and MG to report back at next meeting. SI suggested to offer a mentor instead of appoint.</i></p>	
21	<p>Items for agenda of next meeting</p> <ul style="list-style-type: none"> Risk assessment for September (has to be agreed by Governors) Review of late collections policy Agree new charges for Breakfast and Twilight Co Chair roles Build Asset register Playtime policy 	
	<p>Date of next meeting: 24th August</p>	

The meeting closed at 8:43pm