

# Newton Poppleford Primary School

## Full Governing Body Meeting

Via Microsoft TEAMS

Meeting 1 Part I Minutes							
Date & Time	18 <sup>th</sup> June 2020 3:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr J Ridgley	JR	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mr C Hewitt	CH	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		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		Mrs M Gadian	MG	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)

Absent without Apology	Initials	Category of Governor
Mr S Ireland	SI	Co-opted 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 – Agreed no agenda items within part II	
3	Apologies for Absence – None	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
6	Agree Minutes of last meeting on 21 <sup>st</sup> May 2020 The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair JB.	
7	Matters arising from the meeting on 21 <sup>st</sup> May 2020 SV confirmed that staff cannot be furloughed as staff do not meet the requirements outlined in the guidance received.	
8	Update on the wider opening of schools Stuart circulated information email to governors prior to meeting. MP asked has the return of year 1 this week been successful? Yes, feedback from staff and parents have been positive, there is currently two bubbles within one classroom and this has worked well. JB asked have the children settled in and finding the new structure and routine ok? SV confirmed yes and they have settled in well to their new bubbles. SV proposed to governors the possibility of finishing the school term on Friday 17 <sup>th</sup> July to allow for staff to prepare for the return in September and to have a well-deserved break following the school being open continuously since March. MP asked how does this effect the key workers children? Currently the information we have received is that schools will not be expected to open for key worker children during the summer,	

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	<p>however we are waiting further confirmation on this. MP raised a concern that if we are required to remain open throughout the summer then some staff will not have had holiday or break. <i>SF asked will the planning for September be able to take place at the end of term if the government have not confirmed structures for September?</i> Yes, we can prepare as best as possible and anticipate for the whole school to return, however we understand we may not receive clarification on this before the end of term, however staff have agreed to be flexible with using the inset days in September if this is required. <i>MP asked are you aware if there are children that may not have done any work during this period?</i> Staff are aware of children that have not completed any work, or submitted very little. As a staff team we intend to incorporate this into the curriculum planning for September.</p> <p><i>GO asked are we planning to have a governors meeting during august should the guidance be received after the end of term?</i> Governors agreed to set an additional FGB meeting in august should the guidance not be available at the next meeting in July.</p> <p>Additional challenges with Covid-19 will be expected in the autumn term as we move into the seasonal flu season.</p> <p><b>AGREED:</b> JB proposed, GO seconded and all governors in agreement for the end of term for pupils to be brought forward to 17<sup>th</sup> July and to allow for flexible planning for return in September.</p>	
9	<p><b>Play Projects</b></p> <p>ND circulated information prior to the meeting. ND outlined this opportunity for play projects could be a real positive for the children that may have been more disadvantaged through this period and this could be opportunity to try something a little different. ND read the book by author Greg Bottrill, <i>Can I go and play now?</i> This book is written on his theory of how children learn well through play and how very powerful it is. ND reported on how she had applied some of the suggestions in the book at home and had a positive response from her children. ND has been in touch with Greg Bottrill and he has offered the school a golden ticket where he will offer his training and experience for 50% discount. Costing £250 instead of the £500 RRP. ND suggested the idea would be for him to come in initially to help support early years to return and work with the team to support us to welcome these children back, knowing we are putting their mental health as a top priority. He also offers approaches across the full age range of children we have within the school and techniques can be transformative across the school. ND gave an example of this and how this could be applied within Newton Popleford primary. <i>SF asked is this approach across the whole curriculum?</i> ND responded yes this has lots of opportunity to support children with their learning in the curriculum. This would lead to really purposeful learning.</p> <p>ND advised he is very flexible and able to offer two sessions with staff to support us moving forward in September. Having this support throughout the school would be amazing. <i>MG asked could I also attending the training as I would find this really useful as a governor?</i> SV agreed yes if possible. ND advised he has a youtube channel with 5-minute episodes and this gives a real insight to what he does and how inspiring he is.</p>	
10	<p><b>Update on proposed changes from DfE</b></p> <p>SV has circulated information prior to meeting to all governors. DfE have now published guidance that schools can offer further year groups to return if they have the capacity and space to do so under the current restrictions. SV has evaluated the space and staff capacity and could offer spaces for approx. 12 children; however, this is not a full year group and does not allow for increase in numbers for key worker children. <i>SF asked has there been an increase in attendance with the other year groups?</i> Yes, and especially now with the key workers group. SV will be contacting parents to advise if they are not to book in on time, we may not be able to offer a space due to limited availability. <i>JB asked are we able to turn key worker children down if we do not have capacity?</i> SV advised yes; the guidance does allow us to consider this if we need to. <i>GO asked do you have an insight to who is engaging and not with home learning and how are we monitoring this?</i> Yes, all teachers have personal rang through to parents and children, we are also monitoring who logs in on google classroom and to some extent what children are submitting. Any children with concerns have been contacted more often. Some children are also using some of the information and resources that are available outside of what the school is offering. All teachers have a clear idea on what their pupils are engaging in and not.</p>	

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	<p><i>MP asked have you been having your weekly meetings with two governors as a sounding board? Yes, we had one last week and this was very useful.</i></p>	
11	<p><b>School Fund</b>  School Fund should be audited during summer term, however SV proposed for this to be postponed till the autumn term due to current visitor restrictions at school and reduced activity on account. SV advised the school fund is planned to be used to purchase leaving gifts for the staff leaving at the end of term and donations will be paid in via online payment system.  <b>AGREED:</b> JB proposed, SF seconded and all governors agreed to postpone school fund audit to autumn term.</p>	
12	<p><b>Building update</b>  SV circulated update prior to meeting. Elliots and the DfE met during half term on site to review outstanding issues as detailed in email. SV has received a response following email chasing the remedial works on the leaks in the hall, DfE have requested for Elliots to inspect the roof. Due to the access to the roof this will take place on a Wednesday when only the key worker children will be on site. SV has requested for survey to take place as the water could have been coming in for some time. Two ceiling tiles are now wet and stained and also will need replacing. <i>SF asked where do we stand if there are future issues?</i> SV has asked and is still awaiting a response.  SV has requested for repairs to take place in the summer holidays; however, this may not be feasible as some staff from Elliots are still furloughed.  It is believed there has been pins installed under the brackets on the glass stair case panels, however inspection will need to take place to confirm this, SV has sent email today to chase all outstanding issue.</p>	
13	<p><b>Staffing</b>  SENCOs have been working on EHCPs and 2 have been approved.  One member of non-teaching staff is leaving in August for teacher training. Currently there are 3 adverts out for support staff.  Additional cleaning hours are having an impact on the budget, we have received some guidance that schools will be able to reclaim on various items including cleaning. However, at present it seems this is only the case if there has been a confirmed case within the school. Guidance is not yet 100% clear. An additional cost centre has been set up to monitor the additional spending during this period, to include PPE, tape, cleaning hours, and additional staff hours. <i>SF asked is the mechanism to claim available yet?</i> Not as yet.  <i>SF asked are the additional costs likely to have a negative impact on the budget?</i> Yes, as we are not receiving our anticipated income from preschool, breakfast and after school clubs along with the additional expenditure and cost of possible building repairs. SV advised the finance officer has been supporting us with this and will report back for discussion at the next FGB. <i>MP asked have we received the refund from the utilities cost during the build?</i> SV advised we are still waiting for the final figure to be agreed.</p>	
14	<p><b>PE Plan Evaluation</b>  James Morrison (JM) have worked towards a plan that will work for all staff and he has approved two new products, plan circulated to governors prior to meeting. <i>JB asked has JM consulted staff?</i> Yes, all staff have been consulted and are happy with what the products have to offer and the plan itself.  <b>AGREED:</b> JB proposed, JS seconded and all governors agreed to funding the relevant products as set out in the PE plan.</p>	
15	<p><b>Promoting black authors, artists and culture in school</b>  Currently we have a big focus on black lives matter and anti-racist movement. JB wanted as governors to consider looking at the quality of resources we have in school and rethinking the way we look at things and not just being satisfied with just following what we normal do. This could start with looking at how we can extend our children's learning to embrace other cultures and lives. Such as auditing the library on how we can promote black authors etc. JB asked governors to consider ideas on how we can support the focus of this and support</p>	

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	<p>this movement as a school. ND advised there is a lot of books available for schools and we could consider accessing these resources. JB added there is a resource available for iPads where QR code links directly to youtube book reading supporting black authors or culture. MG would like to see this opened to all minorities and added that local libraries are really good source for books. MP and GO agreed to open the focus across all minorities and cultures. To have continuing focus on this moving forward as we feel this important and not just a response to what is currently going on in the media. Governors to think and return with any ideas at the next meeting. SV will ask staff for feedback. GO will looking into if there are any online reading resources that may be useful. We are already doing things as a school however it would be nice emphasis a focus on this.</p>	FGB SV
16	<p><b>Policies reviewed (fwd. from previous meeting)</b>  <b>Healthy Eating</b> – JB asked <i>is the health for life still most up to date guidance?</i> Yes, however it is not statutory. JB asked <i>do we consult any children with regards to culture and dietary needs?</i> Yes, where this is required, however it is not something that arises to often for us as a school. JB asked <i>do all children have access to water at all time?</i> Yes, within reason.</p>	
17	<p><b>Policies to be allocated and reviewed before end of summer term</b>  <b>RE</b>  <b>Staff leave &amp; Absence</b>  <b>Budget Monitoring</b>  <b>Finance</b>  <b>Health, Safety &amp; Wellbeing (DCC/School &amp; sun protection)</b>  <b>New Governor Induction</b></p>	ND MP MP JS MG JB
18	<p><b>Items for agenda of next meeting</b>  GO offered support as governors for the two members of staff leaving at the end of term. SV is going to ask parents for any messages they may like to send in for these staff members. Governors to organise a leaving present.  <i>JS asked how is the organising for the year 6 leavers celebration going?</i> SV advised JM is currently working on options under current restrictions, plan is for this to take place on Friday 17<sup>th</sup> July.  <i>MG asked where are we up to with regards to chair of governors from September?</i> JB is happy to continue through till the august meeting, however will be leaving at the end of the summer term. NM to email Babcock and request any information relating to co-chair model.</p> <p>Dates for meetings 2020-21  Discuss role of chair of governors</p>	FGB      NM
	<p><b>Date of next meeting: 16<sup>th</sup> July 2020</b></p>	

The meeting closed at 4:52pm