

Newton Poppleford Primary School

Full Governing Body Meeting

Via Microsoft TEAMS

Meeting 1 Part I Minutes							
Date & Time	21 st May 2020 3:30pm		Location		Newton Poppleford Primary School		
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mrs N Dowsing	ND	Parent 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		Mr S Ireland	SI	Co-opted Governor	
Mrs A Thomas	MT	Staff Representative	GUEST				

Apologies	Initials	Reason for Absence (Category of Governor)
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 – Agreed no further agenda items within part II other than previous meeting minutes PART II (item 18-19)	
3	Apologies for Absence – Apologies received from JR and sanctioned by governors	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
	<p>Extension of the school open – SV has circulated many documents prior to meeting to include draft letter to parents. All documents have been developed with full staff consultation.</p> <p>After careful consideration of the building and the footfall through, staff have discussed the return of Year 6 and stage the return for Reception and Year 1, constantly reviewing systems and processes to ensure the risk continues to be minimised. Staging the return allows for the staff to continually monitor the use of the building, including movement internal and externally during drop off, pick up and lunch breaks. School will remain closed on Wednesday, other than to key worker children, to allow for deep clean to take place weekly. Teachers will be allocated this time to complete PPA. SV appreciates all the staff dedication, support and time over this difficult period and this support has been invaluable. Governors sent their thanks and appreciation to all the staff for all they have done and their efforts to keep the school community going along with their ‘can do’ attitude. <i>JB asked is it feasible to extend the opening of the school and prioritise the mental health of everyone at the same time?</i> SV replied it will be difficult and staff are willing to try, it is</p>	

Full Governing Body Minutes dated 21.05.20

Signed

Ref	Action or Decision	Action Owner & Deadline
	<p>going to be different to normal. This will be a challenge, SV explained he is confident that one of the staff teams' strengths is that they do look out for each other and at this time, this support will be vital.</p> <p><i>JB asked MT, do we feel preschool and reception children are going to find the return to school difficult?</i> MT agreed that staff have concerns about these year groups returning and that we need to consider their well-being, currently no staff are in agreement that reception should return at this time. <i>SF asked have we considered the return of Year 1 before Reception?</i> SV advised the guidance received does order the year groups in priority of Key workers, Reception, Year 1 and Year 6. <i>SF asked is the guidance mandatory or just guideline?</i> It is guidelines, however DCC have stated it is not prepared to except unvalidated reasons to why these year groups cannot attend. <i>MP asked are we calling back reception and then asking year 1 to return in September?</i> SV advised the message he has received is not to consider plans to far in the future and plan for short time scale of a few weeks. Guidance is changing daily and this is where we need to feed a short-term plan into. <i>JB asked if they are asking to extend this opening to full school in late June, how will this work?</i> SV has received feedback from meetings with unions and Devon which have asked to not to look forward to this as yet, as changes are still being made to various guidelines. None of the schools will have the capacity with social distancing in place to welcome all year groups back.</p> <p><i>JS asked have you any idea on the number of year 6 that may choose to return?</i> Following letter to parents we have received the majority of responses back and currently 6 pupils plan to return. 50% of the remaining responses stated they were unsure. In terms of planning, key worker children have to be allocated a space and plan the rest of the returning year group pupils around these numbers. There is no way we will be able to deliver all the hours for the preschool children and we have advised parents we can accommodate pupils as best as possible to remain safe and within the guidelines. Due to the makeup of staff we are having to do a few things differently and staffing for the return of reception and preschool children is proving difficult to coordinate due to members of staff who are shielding or self-isolating from these year groups. ¼ of staff are unable to be in the school classroom with children and these staff are having to be shielded and this reduces the capacity on numbers within the younger year groups.</p> <p><i>SF asked if everyone returns in those year groups can we do it?</i> Yes, on limited space which does increase the risk. Reception and preschool would be set up in bubbles of 5 with maximum of 2 bubbles per classroom. Photos of the new classroom set up will be sent to parents so they are fully aware of how the classroom set up will look. <i>JB asked if there is a plan for children that may join later in the term once parents hear feedback from each other?</i> SV advised staff have a plan for children that may filter in at a later date. The problem may arise when more children filter in the groups that are already at capacity. SV will be making this clear in the next communication to parents. Staff have been working to cover as much as possible in the planning to include as many scenarios as we can think of. <i>GO asked could this isolate the school community more, with some children in school and some not?</i> This has also been covered in the planning and staff will continue with weekly contact with vulnerable children, and google classroom to support communication with all children in school and at home.</p> <p>SV advised that the guidelines may still be subject to change.</p> <p><i>BM asked is the guidance the same for all year groups suggested to return?</i> SV advised the early years model is very different from Year 1 and 6. JB added that the guidance is supporting the decision to bring back early years over year 1 and staff are clearly feeling back into a corner. SV advised the final decision sits with the governors. <i>SF asked are you getting similar feedback from other members of the school community?</i> SV advised yes, they are making various different decisions as they have different challenges decisions, with space, staff, and it appears decisions are different for all schools. Our issue is that we can only create a maximum amount of space. MT</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>confirmed the plan has been based on the push from DCC that preschool and reception are prioritised above year 1. SF stated that collectively we need to make a decision based on what we feel is safe. Governors agreed. GO added we can make better use of the space available in school if year 1 are to return and this will support our decision. SV advised the challenge with year 1 is that they are expected to social distance. We would need to be accepting that year 1's may get this wrong from time to time and teach them social distancing. <i>ND asked is that definite that we cannot allocate bubbles for year 1 pupils?</i> SV would have to seek further advise on this. If we could, the risk assessment and guidance would need revising. <i>JB asked what is the rationale to support a decision that year 1, Reception and preschool do not return at all as yet?</i> Governors discussed the impact of these children returning to a very different environment in terms of learning, and how this will affect mental health. CH advised the initial guidelines do not refer to preschool, SV advised that the further guidelines sent out on the Monday following the government announcement refers to preschool too. CH suggested being clear as to the reason why a decision is made that certain year groups will not return should be clearly listed on any communication with parents. ND advised that if we are not happy with preschool children because we are not able to provide this enabling environment this should apply to reception too as they follow the same framework. <i>JB asked is it still preferable that year 1 social distance?</i> MT said it is more preferable that this year group would be in bubbles. <i>BM asked why have year 6 been prioritised?</i> We have considered the space within the school and existing key worker children we have attending. It is clear that Year 6 would be able to return to their existing space. However, if year 1 were to return as well as preschool and reception, they would be using the year 4/5 classrooms which would increase the movement around the school and the toilets in these locations are not suitable for the lower year groups. We would run in to difficulty around drop off and collections with overcrowding too. Governors reviewed all comments and discussions during this meeting. MT and ND reported that the preschool and reception rely heavily on play and this is going to be heavily impacted. <i>GO asked any decisions made are going to have to be under constant review, if we find these year groups have difficulties with social distance, can review and look at bubbles option?</i> SV advised this would be difficult as we would be starting with a large group. <i>JB asked is the guidance moveable with regards to considering bubbles for year one?</i> SV advised he has scanned through the guidance and feel this could be an option for this year group. <i>GO asked is the staff issue relived or not if year 1 are to return instead of preschool and reception?</i> SV advised if year 1 and 6 are in this is achievable with staffing levels and offer more flexibility, however if preschool, year 1 and 6 are in this will raise an issue with staffing. With any 3 year groups returning staffing will be tight. <i>SF asked what are the teachers going to be wearing with regards to PPE?</i> SV has surveyed staff and spoke with all team members; the guidance is clear we are not required to wear PPE. However, this is not the view of the staff. We have gloves, plastic aprons and visors are being created by members of the community. Staff will require mandatory to training to use PPE and this has been scheduled into the next few weeks training. The main message will be regular washing of hands. This adds more challenges to the early years returning due to direct contact with nappy changing. Members of staff want to protect themselves, work colleagues and vulnerable members of the family at home. MT agreed that any protection available we would want to use it, and staff teaching in year 1 just want to be reassured we are doing everything possible to keep them safe. MG attended recent course, it advised there is funding available to be able to claim expenses incurred for anything linked to Covid-19. SV will look at this when more detail is released, currently an additional budget line has been added for all additional expenditure due to Covid-19.</p> <p>AGREED: ND and SI abstained from vote due to pecuniary interest. JB proposed, SF seconded, all</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>remaining governors agreed for Year 1 and 6 to return and to be reviewed regularly. If measures in place are considered to be safe, a further additional year group may be added subject to review and agreement.</p> <p>SV would suggest with the ongoing situation that a small number of governors meet on a regular basis to support SV as required. SF and SI agreed, governors agreed this would be a sounding board for SV and any decisions will fall back to FGB, and therefore no terms of reference are required. It was agreed this could take place via teams and if SI or SF was not available another governor would step in.</p> <p>SV advised school meals can be provided and kitchen will be opening, packed lunches from home will be expected to be brought in a disposable container/bag. Sun cream will be expected to be applied prior to school and children will be expected to reapply themselves. Parents will be asked to attend drop off and collection without siblings where possible.</p> <p><i>BM asked are parents going to be able to do transition at home for children that are not attending?</i> We want the children at home to have the same opportunities that the children have in school. We have begun starting the plan for this and we will be sharing this across both sets of children. We have considered a leavers assembly with social distancing and no audience; this could be achievable with no risk levels being raised.</p> <p>MT left the meeting.</p>	
6	<p>Agree Minutes of last meeting on 19th March 2020 The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair JB.</p>	
7	<p>Matters arising from the meeting on 19th March 2020 An onsite meeting has been arranged with DfE and Elliots builders for Wednesday 27th May to review defects. A further issue has arisen, rain is now seeping in through the top windows of the hall. It would now seem likely the builders will return to site for longer than original thought to complete repairs and likely to be in the summer holidays.</p> <p>DBS checks can be completed, scanned documents are acceptable in the current circumstances but the originals are required to be verified once the school is reopened fully. NM to begin DBS process for new governors.</p>	NM
8	<p>Safeguarding – including policy appendix Training for SV and JM to be renewed in July, this requirement has been relaxed due to covid-19 restrictions. As soon as a course becomes available SV and JM will attend.</p> <p>Covid-19 Safeguarding Policy Appendix circulated to governors prior to meeting. All governors confirmed they have reviewed.</p> <p>AGREED: JB proposed and JS seconded, all governors in agreement, Safeguarding Policy Appendix ratified.</p>	
9	<p>New Staffing Structure New structure has been circulated and discussed at previous meeting. <i>ND asked SV, how long do you intend to continue with the role as EYFS coordinator?</i> SV advised this intends to be short term while the new member of staff settles in to their role in early years.</p>	

Ref	Action or Decision	Action Owner & Deadline
10	<p>SDP</p> <p>SV advised that the SDP had not yet been reviewed due to the current Covid-19 circumstances, and intends to review with aspect of creating a section for mental health / well-being for children on their return to school. To include support for some children's learning where they may have fallen behind within this long period of time at home. SV advised there may be potential cost implications to help support these children to move forward.</p>	
11	<p>School Budget Plan 2020-21</p> <p>Since previous review of the school budget, the carry forward has now increased. This is due to income now being built back into the budget for cancelled trips during the spring term, along with £10,000 utilities refund we are expecting. All expected commitments before the 31st March have been cancelled. Carry forward is estimated at £22,000.</p> <p>Some carry forward will be requested to fund short sharp interventions for those children needed additional support with learning and well-being on their return to school. <i>JS asked does the school budget also reflect the recharges from the preschool?</i> Yes, both budgets have included these. ND asked if we have any surplus monies, <i>the SDP identified that the fence will need removing in certain area of the grounds and an entry system at the front gate, has this been considered as a spend from the carry forward balance?</i> SV advised this will be a task that the new administrator will be completing once she has settled in.</p> <p>SV would like to report back on how supportive school's new administrator (Angela) has been after joining at such a difficult time and that she has been excellent in taking on tasks and learning new roles.</p>	
12	<p>Preschool Budget 2020-21</p> <p>Budget monitor includes the recharges to the main school budget. End of year carry forward figure is healthy. Finance officer is currently working on 2020-2021 preschool budget.</p>	
13	<p>Budget information – to include furloughing</p> <p>Currently our breakfast and after school club staff, some preschool staff and other staff with additional non contracted hours have not been getting paid during this time when the hours are not required. We have received some guidance documents for the government with regards to furloughing these staff within school. SV is waiting further guidance on this.</p> <p><i>JB asked does that mean some members of staffs' incomes have significantly reduced from what they were prior to Covid-19?</i> Yes, we are still looking at further guidance and it looks like the school will have to consider what is available to all staff in this situation. SV reported only one member of staff has asked what will be happening with regards with their wages.</p>	SV
14	<p>OFSTED Report</p> <p>OFSTED report is now available to the public and on our website, Governors would like to thank all staff and governors that supported the school through the OFSTED process. SV has not yet been contacted by the press for his comments. <i>JS asked has there been feedback from the parents?</i> SV advised all feedback received has been positive.</p>	
15	<p>Health and Safety Update - as detailed in item 5 and 7</p>	
16	<p>Policies for ratification:</p> <p>Healthy Eating – postponed to next meeting</p> <p>School Pandemic Policy – Policy document sent out to all governors prior to meeting.</p>	JB

Ref	Action or Decision	Action Owner & Deadline
	<p>AGREED: SF reviewed in depth and proposed, JB seconded and all governors ratified new School Pandemic Policy. Where policy identifies there must be an audit trail, governors agreed the minutes of meetings would complete an audit trail of discussion and decision making.</p> <p>DBS Disclosure and Barring Service – Reviewed by SI, Governors agreed to continue with previous decision that staff cannot start without DBS and a school DBS check would be completed.</p> <p>AGREED: JB proposed, BM seconded and all governors ratified DBS Disclosure and Barring Policy.</p> <p>Lettings – circulated by JS prior to meeting to resources committee members, this will be discussed at next resources committee meeting.</p> <p>Whistleblowing – SF reviewed, standard DCC policy and recommended to committee.</p> <p>AGREED: JB proposed and SF seconded and all governors ratified Whistleblowing policy.</p>	
17	<p>Items for agenda of next meeting Interim FGB meeting on 18th June 3:30pm ND and GO left the meeting.</p>	
	<p>PART II</p>	
18	<p>Agree PART II Minutes of last meeting on 19th March 2020 – The minutes were agreed to be a true and accurate record of the previous PART II meeting and will be signed by JB in person.</p>	JB
19	<p>Matters arising from the meeting on 19th March 2020 – All matters address in part I of today's meeting.</p>	
	<p>Date of next meeting: 18th June 2020</p>	

The meeting closed at 6:03pm