

## Minutes of Meeting held on Tuesday 14<sup>th</sup> July 2020 at 6:30pm via Zoom



Governors present:

Miss E Heanes – Headteacher    Mr J Hayes - Chairman  
Mr R Taylor                            Mrs M Pidoux  
Mrs B Vaghela                        Mr S Cullen  
Mrs N Beeston                        Mr P Buxton  
Mrs R Orpwood-Price

Clerk:                                    Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mr Hazell.

3. **Declaration of Interests**

There were no declarations of interest.

4. **LGB Membership**

Governors were advised that during lockdown Mrs Camerons term of office had ended. She is still keen to be part of the LGB. There is still a parent governor vacancy available which is proving difficult to fill. It has been suggested that in the first instance Mrs Cameron applies for this post. The Chair has spoken with Mrs Cameron regarding this. The post will be re-advertised in September.

**ACTION: Parent Governor vacancy to be re-advertised in September.**

5. **To Approve Minutes of LGB Meeting of 03-02-2020**

The minutes of the meeting of 03-02-2020 were approved as a true record and will be signed by the Chair as soon as possible.

6. **Matters Arising**

- ❖ Agenda item 10 – Parents have been notified of the amended term dates for 2020/2021.
- ❖ Agenda item 11 – Policies have been updated
- ❖ Agenda item 14 – Rates rebate has now been received
- ❖ Agenda item 17 – Governance self review has been submitted
- ❖ Agenda item 18 – Governors have emailed suggestions, these have been passed on to Mrs Beeston

There were no further matters arising from the minutes of 03-12-2019 which are not already covered under this meeting's agenda.

7. **Policies for Review and Approval**

Governors were provided with a copy of the policies prior to the meeting. Some minor amendments had been made to the policies to reflect the subject progression documents which have been introduced.

**Art Policy (see attached)** – All governors agreed to approve the policy with the changes shown.

**English Policy** - All governors agreed to approve the policy with the changes shown and one additional grammatical error to be corrected on page 5 – point 7.5.

**Geography Policy** - All governors agreed to approve the policy with the changes shown and one additional change at point 5 (should read Geography – not History).

**History Policy** - All governors agreed to approve the policy with the changes shown.

The headteacher advised Governors that during lockdown, staff had received some Skype training from English Heritage. The training was excellent and covered local history. It is hoped that English Heritage will be able to visit the school at some point in the future to provide more hands on training and workshops with the pupils.

**MFL Policy** - All governors agreed to approve the policy with the changes shown.

Minutes Approved : Signed

Dated

31/7/20

**Science Policy** - All governors agreed to approve the policy with the changes shown and point 10 to be slightly re-worded as there is some repetition in this section.

**ACTION: Policies to be updated with approved dates and uploaded to school server and website as necessary.**

## 8. Roof Update

The Headteacher advised Governors that the works on the roof have almost been completed. The scaffolding has been removed from the front of the school. The scaffolding remains at the back of the school to enable some guttering work to be completed and the solar panels to be re-connected.

A loss adjuster had visited the school prior to lock down and it was agreed that the insurance would cover internal repairs caused by the leaking roof. The works are due to take place during the summer break.

## 9. Headteacher Update

Governors have received regular updates from the Headteacher during lock down concerning the practices the school has put in place to enable the return of pupils. Risk assessments have been completed every two weeks. These commenced prior to the school opening for year groups; Reception, Year 1, Year 6 and Keyworkers children. A considerable amount of preparation was undertaken before the children returned. The school has received very positive feedback on how well everything was organised and how well the children adapted.

Home Learning continued to be provided for all children during the lockdown and was made as accessible to everyone as possible.

Zoom calls were made weekly to children by the class teachers and children not taking part in zoom calls, received telephone calls from teaching staff.

The Headteacher advised Governors that Teaching staff and Office staff had been working all through lockdown and since 1<sup>st</sup> June, this included teaching assistants. Miss Heanes expressed her thanks to all of the staff for their hard work, dedication and continued support through this period and this has shown how strong the staff are as a team and school family.

The staffing structure for September:

Reception – Mrs Wright

Year 1 – Mrs Case

Year 2 – Mr Westcott (Mrs Coulston is on maternity leave)

Year 3 – Mrs Beeston

Year 4 – Mrs Brandon

Year 5 – Miss Cox

Year 6 – Mr Glozier

The details for the children returning to school in September remain very fluid as Government guidelines change continually. Some Educational Health Care Plans (EHCP) are currently being processed and this may result in additional Teaching Assistant requirements.

Parents have been contacted outlining the systems that are expected to be in place from September and include staggered drop off and collection times to enable social distancing. More detailed information will be sent out once risk assessments have been consulted on with staff and then approved by the DEMAT.

Information packs have been delivered to the parents of the new Reception children as it has not been possible to have the usual new parent evening. Mrs Wright has also contacted all of the Reception parents via Zoom chats. The current number of children due to start in Reception is 15. It is hoped that this will increase with new families moving into the area.

New air filters and hand driers have been fitted to toilet areas. These have been checked for use with the DEMAT who have confirmed they are safe to use.

Questions from Governors:

- ❖ *What is the procedure if some parents decide not to return their children to school in September? It is the expectation that all children return to school. Parents of any children not returning to school will be subject to Absence Policy*
- ❖ *Will the school be able to accommodate all children sitting facing forwards in class? Yes.*

Minutes Approved : Signed



Dated 23.10.20

**10. Governor Year Plan**

It was agreed that a year plan would be emailed out to Governors. The first meeting is currently scheduled for 6<sup>th</sup> October 2020.

**ACTION: Governor year plan to be emailed out to Governors**

**11. AOB**

There was no further business.

**12. Date of Next Meeting**

The next meeting is expected to take place on Tuesday 6<sup>th</sup> October 2020.

**13. Closing Prayer**

The meeting closed with a prayer led by Mr Taylor.

Mr Hayes took the opportunity to thank Miss Heanes and the staff for all of their hard work.

Meeting closed at 7:15pm.

Minutes Approved : Signed  Dated 23.10.20