

**MINUTES OF THE GOVERNORS' MEETING
HELD VIA VIDEO LINK
ON TUESDAY 21 APRIL 2020 AT 6.30PM**

Present: Mrs Natalie Garrett (Chair) Mr Tim Hughes
Mrs Louise Weaver Mr Simon Blackbond
Mr Alan Eaton

In Attendance: Dr Annabel Kay (CEO Warriner MAT)
Mr Matt Green (Headteacher)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	All governors to complete Declaration section on GovernorHub. Mrs Willie to check GovernorHub.	ALL/ Mrs Willie
2.	PREVENT online training link to be sent to all governors	Mr Green
3.	PREVENT training certificates to be sent to Mr Green	ALL
4.	Mr Green and Mrs Garrett to discuss the Risk Register with Mrs Perkins	Mr Green/ Mrs Garrett
5.	Staff & Volunteer Disqualification self-declaration form to be completed and submitted to school office	Mrs Bonner-Dunham
6.	Mr Eaton to arrange to meet with Mrs Hughes re finance	Mr Eaton
7.	Mrs Bonner-Dunham to be contacted re emails	Mrs Willie
8.	Mrs Riley to be asked to check status of DBS for Mr Blackbond	Mr Green
9.	Staff to be thanked on behalf of governors for their work during the lockdown	Dr Kay/ Mr Green

This meeting was held via video link through Microsoft Teams due to school closure (Covid-19)

1. Welcome, Apologies & Declarations of Interest

Mrs Garrett welcomed everyone to the meeting. No apologies were received. Mrs Bonner-Dunham was noted as absent. It was clarified that Mrs Sam Jarvis, Staff Governor, is currently unable to take part in governor meetings. All documents were made available on GovernorHub prior to the meeting. There were no declarations of interest.

2. Minutes of the last meeting held 26 February 2020 & Review of Action Points

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

Review of Action Points

Please refer to table above for new/outstanding actions. The following updates were provided:

- Dr Kay had spoken to Mrs Sally Perkins, External Consultant, and agreed that Mrs Perkins would rejoin governor meetings when the school is open.
- Mr Hughes had undertaken an initial health and safety visit with Mr Green. This will move forward once the school reopens.
- Mr Green will discuss policies with Mrs Heather Hughes, School Business Manager, as policies need to be reviewed by him prior to being presented to the Full Governing Body (FGB) for adoption.

Confidential minutes of the meeting held 26 February 2020

The minutes were agreed as a true copy and deferred for signing. Mrs Garratt clarified that the matter is now closed.

Dr Kay explained that the items on the agenda are being taken to all schools within the Multi-Academy Trust (MAT) to provide an update on the current situation.

3. School Provision for the Pupils

Mr Green clarified that three staff are in school each day on a rota system. The school was closed over the Easter break for essential maintenance work. The school has been open every day during term. On the first day of the shutdown thirteen children came into school. However, by the end of the first week this had reduced to three children, with generally three children in school each day last term. This term there have been two children in school each day. One child is a vulnerable child, the other is the child of a key worker. Dr Kay and Mr Green to pass on thanks to staff for their work during lockdown.

Action: Dr Kay/Mr Green

4. Well-being of Staff & Pupils

A governor asked how the school is checking that everyone is OK. Mr Green said that he is checking in with staff several times a week and that staff are responding well to the situation. There is also a weekly staff meeting.

With regard to pupils, all vulnerable pupils are being called once a week. Mr Green and Mrs Rachel Cosgrove, the Special Educational Needs Co-ordinator (SENCo), are calling any families they are concerned about, sometimes on a daily basis. Those pupils who are Pupil Premium or Free School Meals (FSM) are also being called each week and parents are regularly contacted by email. Mr Green added that every possible line of communication is being used.

5. Management of Online Work

Mr Green stated that staff are submitting weekly activities to their class pages on the website. There is now a dedicated home learning section on the website. Mr Green has shared Loom (video recording software) with staff so they are able to record themselves. Mr Elliott has used this for Year 5, which has been well received. Mr Green explained he would like to move towards staff using Oak National Academy, an online classroom and resource hub created for teachers, and BBC Bitesize over the next few weeks. For those parents unable to access work online work has been sent home.

Dr Kay advised that when the school opens they will need to identify knowledge gaps and provide intensive phonics, etc. Mr Green added that the well-being of everyone will also be a major issue to be dealt with.

Dr Kay asked if staff are working on curriculum plans. Mr Green said not yet. Initially when the school shut down he wanted staff to get through the first few weeks and not overload them with work. Now, following the Easter break, Mr Green intends to raise expectations for staff and pupils.

Mr Green added that with regard to Continuing Professional Development (CPD), he and Mrs Cosgrove are leading online training for staff.

(Dr Kay left the meeting)

Mr Green stated that they do not know if the online learning being providing is at the right level and invited feedback from parent governors. Parent governors briefed on the schoolwork they are undertaking with their children at home and the challenges they are facing with home schooling. Governors also highlighted the difficulties they are facing, as they too are having to work at home. Mr Green said he would email parents to explain that they do not need to try and replicate what teachers would do in school. A structure to the day is good but trying to do what school does on a daily basis will create stress.

Mr Eaton highlighted that his children are missing their friends. Mr Green explained they are setting up virtual class meetings next week, with emails due to be sent to parents for their children to take part in these meetings. This will start with Year 6 to establish how the children get on. **Mrs Garratt asked what these meetings will involve.** Mr Green explained they will be informal meetings to allow children to see and chat to each other. **Mrs Weaver asked if teachers will be present during the calls.** Mr Green said that he would be on each of the calls. Teachers and Teaching Assistants have been invited to be involved but are not required to attend.

Mr Hughes asked about the transition for Year 6 pupils and the input from the secondary schools. Mr Green advised that he had had initial discussions with the Head of Magdalen College School and other primary Heads about transition. As these discussions develop information can be shared with governors. The transition of children from Reception into Year 1 will also need to be considered.

6. Provision for Vulnerable & Disadvantaged Pupils

As previously advised, Pupil Premium pupils, FSM pupils and any child with a Child Protection plan are being contacted regularly. If a child has a social worker the school is liaising with the social worker. Mr Green is also able to check how families are doing when he delivers schoolwork to them at home.

Mr Green confirmed there are currently no safeguarding concerns around any child being at home. There had been one safeguarding concern relating to a child who has now moved into foster care with no further concerns around this child.

Mrs Garratt asked if children are having meals provided. Mr Green explained that the government scheme set up for FSM pupils had not worked well when launched. The school caterers are currently providing care packages once a week to families which are delivered to the school. Families collect the packages from school which enables Mr Green and Mrs Jolly to check how families are coping. Fifteen families were offered the care packages, with only two families not wishing to receive them.

7. Safeguarding of Pupils not in School

As previously advised contact is being made with all vulnerable children. Any contact made with home or external agencies, such as social workers, is logged on MyConcern, an online safeguarding system.

8. Longer Term Plans for Opening

Mr Green reported that the government have been very clear that there is no timeline for when schools will open. Therefore, the school will continue to provide work online.

Mrs Garratt asked about those children leaving school this year. Mr Green advised that Year 6 pupils leave on 31 August and start at secondary on 1 September. Pupils' files will be sent onto the secondary schools. If school does not reopen this academic year, Year 6 will be invited back in the new academic year for the school to say goodbye to them. At the moment this is an unknown.

Mr Eaton asked if there are steps in place ready for when the school reopens or is the school waiting for a date from the government. Mr Green said he has a staffing plan for September 2020 and has had initial discussions with Dr Kay. Decisions cannot be made until the government make an announcement about schools reopening. **Mr Blackbond asked if the school would follow the**

government advice or look at doing things differently. Mr Green said the decision would be down to the Headteacher, however, he did not feel that any Headteacher would not follow government advice.

Mr Blackbond asked if safeguarding will have to be considered further if the shutdown continues. Mr Green confirmed they would continue to contact parents. If the school is unable to contact a family and has concerns then the Local Authority and Multi-Agency Safeguarding Hub (MASH) can be involved.

Mr Hughes asked if the school is fully staffed from September 2020. Mr Green said yes, with the plan to overstaff the school to provide capacity to undertake the improvement work needed.

Mr Blackbond asked about teacher resignations. Mr Green clarified that teachers could resign up until 31 May to leave in this academic year. Mr Green believes that most teachers will stay in post. **Mrs Garratt asked about the recent teacher interviews.** Mr Green said there had been two applicants who both withdrew before the interviews. There is a teaching vacancy and Mr Green is discussing this with Dr Kay.

Mr Green stated that intake for September is a concern, as only six children are due to join Reception in September 2020. Mr Green said he is confident that numbers will improve in 2021 and 2022. The low intake will affect the budget which supports the staffing structure. This is currently being discussed with Dr Kay. **Mr Hughes asked if governors could review the proposed staffing structure.** Mr Green advised this could be shared with governors once it has been agreed by Mr Green and Dr Kay. Mr Green clarified that this is an operational issue and is a decision made by the senior leaders not the governing body. Mr Hughes commented that the staffing structure is a financial consideration. Mr Green agreed but said that the school has to make rapid improvements with teachers wanting to improve their practice. Intensive CPD is being offered to teachers to address this.

Mr Green added that by September 2020 the school will hopefully be part of the Warriner Trust. The Trust will scrutinise the accounts each month. **Mrs Garratt highlighted that one area delaying the conversion to the MAT was funding and asked what the status of this is.** Mr Green explained that the Department for Education (DfE) have agreed that Southfield becomes part of the Warriner Trust. However, the directors had not ratified the decision because of the funding. Mr Green is not able to provide an update on the status of the funding as Dr Kay is dealing with this.

Mr Blackbond asked about additional funding for schools due to the lockdown. Mr Green confirmed the school is keeping a record of spending due to Covid-19, such as extra cleaning, purchasing licences for online learning, which can be claimed from the DfE.

Mr Blackbond asked if the school can claim against lack of funding due to low pupil numbers in September. Mr Green said no, the additional funding is only linked to Covid-19. Mr Green explained that funding is based on the pupils on roll during the October census. There were 160 pupils on roll in October 2019 but 180 on roll when the school closed in March 2020. Dr Kay is trying to secure funding for all pupils on roll at the time of transition to the MAT.

Mrs Garratt asked about Capital funding, as £6,500 is not enough to maintain the site. Mr Green stated that funding of £100,000 has been requested from the DfE for current repairs and maintenance but that he is not aware if this has been agreed.

9. Milestone Data

Mr Green confirmed there would be no milestone data such as SATs and Early Years data. No statutory data is to be submitted to the DfE. There will be end of year reports for parents, however, these will be different to previous reports.

When the school opens a gap analysis will be undertaken and well-being will be looked into. **Mr Hughes asked if data will be generated to show progress.** Mr Green said yes, adding that they will carry out standardised tests.

10. Progress on Curriculum Developments

Discussed under item 5.

11. Support from Governors

Governors asked if there is anything they can do to help support the school. Mr Green asked that governors be a point of contact, signpost parents to the school website, BBC Bitesize and the Oak National Academy. Mr Green added that as expectations are increased for staff and pupils, he would welcome feedback from parent governors if what is being asked to be done is attainable at home. Mrs Garratt advised that it is difficult to know what to expect from the work produced, particularly by her older child, and what they should be applying. Mr Green said he could add exemplars onto the website to help parents.

12. Lettings Policy for Adoption

Mrs Garratt asked what the system for approving policies should be. Mr Green clarified that the expectation is that all governors would read policies with any amendments suggested agreed. In future all policies will be reviewed by Mr Green prior to being presented to the FGB for approval.

The Lettings Policy had been finalised following amendments and comments received from governors. It was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

13. Any Other Business

a) Sub-Committee

Mr Green suggested that a sub-committee meets to review a plan to reopen the school. **Mr Hughes asked if the reopening of the school would trigger an extraordinary FGB meeting.** Mr Green said it could, adding he would be happy to share the plan with governors. Mr Blackbond suggested waiting until an announcement is made by the government.

b) Mrs Bonner-Dunham

Mrs Willie to contact Mrs Bonner-Dunham to check she is receiving emails regarding governor meetings. **Action: Mrs Willie**

c) Disclosure & Barring Service (DBS) Check

Mr Blackbond advised he had not yet received his DBS. Mr Green to follow up with Mrs Riley on the status of the DBS. **Action: Mr Green**

14. Future Meeting Dates

The following dates were agreed for the remainder of the academic year. Mr Green to contact governors if any additional meetings need to be held.

Tuesday 19 May 7.00pm

Thursday 11 June 7.00pm

Thursday 16 July 7.00pm

There being no further business the meeting closed at 8.00pm.

Signed _____

Dated _____