

**MINUTES OF THE GOVERNORS' MEETING
HELD VIA VIDEO LINK
ON TUESDAY 19 MAY 2020 AT 7.00PM**

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

Apologies: Dr Annabel Kay (CEO Warriner MAT)

In Attendance: Mr Matt Green (Headteacher)
Mrs Wendy Willie (Clerk)

ACTIONS

1.	PREVENT training certificates to be sent to Mr Green	Mrs Willie
2.	All governors to complete PREVENT online training	ALL
3.	Staff & Volunteer Disqualification self-declaration form to be completed and submitted to school office	Mrs Bonner-Dunham
4.	Mrs Bonner-Dunham to be contacted re DBS Check/governor position. Letter to be hand delivered	Mrs Garratt/ Mr Green
5.	Dr Kay to be asked to clarify the status of Capital funding	Mr Green
6.	Letter of support to be sent to staff	Mrs Garratt

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. Apology as noted above which was accepted. Mrs Bonner-Dunham was noted as absent. It was confirmed that Mrs Bonner-Dunham had not responded to emails or phone messages since the last meeting and that a Disclosure and Barring Service (DBS) check needs to be completed in order for Mrs Bonner-Dunham to continue as a governor. Mrs Garratt to draft a letter to Mrs Bonner-Dunham to advise that a DBS check is required. Letter to be hand delivered by Mr Green. **Action: Mrs Garratt/Mr Green**

All documents were made available on GovernorHub prior to the meeting. There were no declarations of interest.

2. Minutes of the last meeting held 21 April 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:

- Mrs Weaver and Mr Eaton had completed PREVENT online training. Certificates to be sent to Mr Green. All governors to complete the online training. **Action: Mrs Willie/ALL**
- Mr Blackbond confirmed that his DBS is still in progress.

3. Update on Management of Online Work

Mr Green advised that online work is as previously reported and is going well. Staff have continued to send work to Mr Green which is loaded onto the website.

From 1 June 2020 online work for Reception, Year 1 and Year 6 pupils will be slightly different due to the change in expectations of staff when some pupils return to school. Work set for pupils at home will move towards Oak National Academy and BBC Bitesize. **Mr Hughes asked what the difference in quality of work would be for those in school and those at home.** Mr Green clarified there would be no difference in quality of work. Pupils at home will have the same focus as those in school, with subjects such as maths and English continuing, as well as work around mental health and nurturing sessions. **Mr Hughes asked if work from BBC Bitesize and Oak National Academy will be undertaken in school.** Mr Green said no, and explained that work through Oak National Academy and BBC Bitesize is driven by the national curriculum. It was added that teachers cannot be expected to set work for the pupils attending school as well as setting work for those who remain at home. Work for pupils in years 2, 3 and 4 will continue online as set by the teachers as it is now. This will continue until the government announces more pupils can go back to school. It was noted that the government would like all primary school pupils to have a month in school before the end of the summer term on 17 July, so therefore, by 15 June.

4. Update on School Provision for Pupils, including Vulnerable & Disadvantaged

Mr Green confirmed that vulnerable pupils continue to be contacted once a week by himself and Mrs Cosgrove, Special Educational Needs Co-ordinator (SENCo), with all contact logged. Some vulnerable pupils have been invited into school to give their parents respite.

A Multi-Agency Safeguarding Hub (MASH) referral had been made for a pupil who could not be traced. This pupil has been found and had been with a parent whose contact details had not been up to date. When pupils return to school, all pupils will be asked for additional contact telephone numbers to avoid this happening again.

Free School Meal (FSM) pupils continue to be provided with meals which are collected from the school. This has allowed the opportunity to talk face to face with these families to check they are coping OK.

5. Capital Funding

Dr Kay to be asked to clarify the status of the funding.

Action: Mr Green

6. Safeguarding

Mr Green confirmed there were no concerns or issues to bring to governors' attention. Weekly attendance figures continue to be submitted to Northants County Council (NCC) who are tracking attendance. Contact has also been made with social workers who are satisfied with the children they are dealing with who are at home.

7. Plans for Re-opening - 1 June 2020

A draft plan for welcoming back students on 1 June – version 1 had been circulated. Mr Green advised that the plan had been produced in consultation with staff and Warriner MAT Headteachers, who met on Monday following Sunday's announcement by the government. The Department for Education (DfE) have stated it is the Headteacher's responsibility to put in place plans for re-opening, such as risk assessments, etc. The plan will help the school do its best in keeping staff and pupils as safe as possible.

A survey had been sent to Reception, Year 1 and Year 6 parents asking if they intend to send their child back to school. 53 families responded to the survey with 27 families confirming their child will return on 1 June which will be easy to manage, however, this figure may increase.

Mr Green stated that it is the governors' decision whether the school re-opens on 1 June or not. The school does not have to open if it is felt it is not safe to do so. Mr Green added that Dr Kay's view and the MAT's view is that the school should re-open on 1 June. Mr Eaton raised the issue of having space for the children to ensure social distancing. Mr Green confirmed there is enough space across the site, even if numbers increase and additional year groups are allowed to come into school.

Mrs Garratt asked how teachers feel about the school re-opening. Mr Green said on the most part teachers are happy to return to school, although some staff are reluctant. Two members of staff have stated they are not coming back. One is a teacher and advice has been taken from HR. HR have clarified that nothing can be done if a member of staff does not feel it is safe to return to school. Mr Green stated that all teachers who need to be in school on 1 June will be in on 1 June.

Mr Hughes expressed that he felt that the quality of education will not be as good for those pupils who choose to remain at home. Mr Hughes highlighted there are also issues relating to transition for Year 6 pupils. Mrs Garratt said she felt giving parents the option is the best way forward because parents cannot be forced to send their children back to school. Mrs Garratt believes some parents will wait to see how things go. Mr Green explained that opening the school is not straight forward, but they do have the space to social distance. Although it is acknowledged in the government's guidance that younger children will not social distance, it is about limiting their contact with other groups of children.

Mr Blackbond asked if all families could be surveyed to establish the numbers who may return to school eventually. Mr Green said parents could be surveyed but believes it is too early to ask parents and that parents could be surveyed once further government announcements have been made.

Mr Blackbond asked where the school and governors would stand if a child contracted Covid-19 at school. Mr Green clarified that if a pupil shows symptoms they should not come into school. If a pupil shows symptoms while in school they will be sent home and would be required to be tested. If the test were positive the family would have to self-isolate for 14 days. It was added there is government advice on the possible scenarios. **Mr Blackbond asked if a case were reported would the school and governors be exposed.** Mr Green said that transition of the virus is increased with schools opening. There will most likely be cases in schools across the country and the legal responsibility will be with the DfE who have stated it is safe to re-open schools. **Mrs Garratt asked if testing pupils before they come into school is an option.** Mr Green said this is not an option.

Mr Hughes asked what the criteria would be that the school would not open and if the governors should be framing a policy on this. Mr Green said he would value feedback from the governing body because schools shut due to the peak in cases, therefore, where do the government morally stand with schools re-opening. Mr Eaton raised the issue of the 'R' Rate increasing and this was discussed. Governors discussed the criteria by which the school would open to ensure the safety of staff and pupils.

Mr Hughes stated that if Personal Protective Equipment (PPE) is part of the strategy, this needs to have been received. Mr Green confirmed that PPE is on order and due to be received. Staff will be provided with PPE even though the government guidance states it is not required to be worn in school. **Mrs Weaver asked about PPE only being worn if a pupil shows symptoms.** Mr Green clarified that the government's guidance is clear that staff should not have to use PPE unless it would normally be used, if for example a child was projectile vomiting, or if a pupil is showing symptoms of the virus. Mrs Weaver said she felt this was unclear in the letter from Dr Kay. Mr Green added that teaching with PPE on is not possible.

Mr Blackbond asked if using technology such as Microsoft Teams to deliver lessons had been considered. Mr Green said that staff had not been trained to use this technology and added that research shows that children do not gain anything using this technology compared to having work sent to them. Mr Green has also noticed that where video meets have been held for years 5 and 6 pupils, their concentration period is limited.

Mr Blackbond asked what would happen if a decision made by the governing body went against the MAT. Mr Green clarified the school is not part of the MAT yet so the governing body effectively runs the school. The decision of the MAT schools will be made by the MAT directors of which Dr Kay is one. Dr Kay's view is that schools open on 1 June. However, the government may decide on 28 May that schools should not re-open. **Mrs Garratt asked if it is known what the other directors in the MAT want to do.** Mr Green confirmed they are going to open the MAT schools.

Mr Blackbond asked if notice has to be given whether the school is to re-open or remain closed. Mr Green said as much notice as possible should be given to parents. However, the school will remain open for vulnerable pupils and pupils of key workers. Mr Green stated that whatever criteria the governors decide, this will have to be clearly communicated that if the criteria is not met the school will not be welcoming pupils back.

Parent governors were asked how they feel about the school re-opening and they shared their views on sending their own children back into school should the school re-open on 1 June. Governors discussed the level of risk, increased transition rates and if there is enough information to give them confidence in their child returning to school. **Mr Hughes asked if there is an educational advantage to sending children back to school.** Mr Green said yes, it will be an advantage for those pupils who will be working with the teachers.

Mr Eaton asked about the trade unions. Mr Green advised that the teaching unions want reassurances that the plans the DfE have put together will be safe for their members. Unions want schools to be open as soon as possible with safe working conditions. If the government produces data which shows it is safe to open, the unions will agree to schools opening on 1 June.

Mr Eaton expressed that a criteria needs to be in place for the school to be a safe environment and needs to be in line with the unions and the DfE. Mr Green said his view is to trust advice from the DfE and the government. Mr Green added he has a duty as Headteacher to the school and community. Mr Eaton stated that he felt the plan for re-opening is very detailed but it will not be known if it works until pupils are back in school.

Governors discussed the National Association of Head Teachers (NAHT) making decisions in conjunction with other teaching unions and whether the school would be challenged if the decision made was not to re-open if unions feel it is safe. Mr Green expressed that the school would have to build a strong case if it were to go against organisations such as the NAHT and suggested that governors wait to see what happens in the next ten days. Mr Hughes suggested that one criteria could be having reassurance from professional bodies before re-opening. Mr Green commented that all educational trade unions are in agreement that if not safe to open schools will not open.

Mrs Weaver asked if 15 June 2020 is a statutory date for all primary school children to return to school. Mr Green said no, explaining that the government want all primary school children to have a month at school before the summer break.

Mrs Garratt asked if all governors were in agreement that the decision to re-open the school will be made following union advice on welcoming children back on 1 June 2020. All governors were in agreement with this proposal.

Mr Hughes asked when governors would have to make a decision. Mr Green confirmed this would be on 28 May following the government's announcement on whether schools will re-open on 1 June. **Mr Hughes asked if Mr Green would inform Mrs Garratt in order for Mrs Garratt to inform governors.** Mr Green said yes, but added he would keep governors up to date as information is received.

8. Any Other Business

a) Support for Staff

Mr Eaton asked if there is anything governors can do to help support Mr Green and the staff. Mr Green clarified he has the support of the Warriner Headteacher's who he meets with twice a week. Dr Kay is also always available. Mr Green has had to make it clear to staff that he is not able to respond to them as quickly as he previously could. **Mrs Garratt asked if there are any jobs that he can delegate.** Mr Green said there is nothing he could delegate and that he feels he is managing his workload well. Mr Green suggested that another message of support to the staff from the governing body would be beneficial. Mrs Garratt agreed to produce another message for staff.

Action: Mrs Garratt

b) Staff Vacancy

Mrs Garratt asked about the Year 2 Head position which had been advertised. Mr Green confirmed this is the same position previously advertised but moved to another part of the school. No applications had been received and the position is being discussed with Dr Kay and Mrs Lovett, School Improvement Partner.

Governors were informed that a staffing structure for the next academic year is not yet in place. However, Mr Green is not concerned about staffing at the moment, with no indications of staff resignations. Mr Gower was covering for Mrs Jarvis and he is able to work full-time from September 2020. **Mrs Weaver asked if Mrs Jarvis is not in post.** Mr Green confirmed Mrs Jarvis is signed-off sick at the moment and he is dealing with some of her work. **Mrs Garratt asked if there is a policy which covers staff absence and returning to work.** Mr Green confirmed that staff can be signed-off for as long as necessary and can be signed off on three months' full pay, then 3 months' half pay. Absence is reviewed at six months. Mr Green confirmed he is in contact with Mrs Jarvis who is getting better and it is hoped she will return in September. **Mrs Garratt asked if there are any other concerns relating to staffing.** Mr Green said not that he is aware of.

Mr Green advised that he had dealt with an email from a parent complaining that wraparound care was not being provided. Mr Green can fully respond once the government have issued guidance on wraparound care.

9. Future Meeting Dates

Thursday 11 June 7.00pm

Thursday 16 July 7.00pm

There being no further business the meeting closed at 8.45pm.

Signed _____

Dated _____