



**MINUTES OF THE GOVERNORS' MEETING
HELD VIA VIDEO LINK
ON THURSDAY 11 JUNE 2020 AT 7.00PM**

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

Apologies: Mr Simon Blackbond

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

ACTIONS

1.	Mr Blackbond and Mr Hughes to complete PREVENT training. Certificates to be sent to Mr Green	Mr Blackbond/ Mr Hughes
2.	Risk Assessment to be sent out to all governors	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. Apology as noted above which was accepted. It was stated that a letter had been delivered to Mrs Bonner-Dunham regarding her position as a governor, following which Mrs Bonner-Dunham made the decision to resign due to ill-health with effect from 4 June 2020. Mrs Willie confirmed that Mrs Bonner-Dunham had been removed as a Director of the Academy Trust. It was noted that Mrs Sam Jarvis who was due to start in post as Staff Governor, is still off work due to ill-health, and should not be contacted in relation to governing body business until she returns to work.

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

2. Minutes of the last meeting held 19 May 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. Mr Green confirmed that the letter of support from the governing body had been sent out to all staff.

3. School Re-opening – 1 June 2020

Mrs Garratt asked how the re-opening of the school had gone. Mr Green reported that it had gone well, with positive feedback received from parents about their children. The children have settled in and teachers report that children are relaxed and are getting on with being in school. Testing the systems in place with low numbers of children in school has gone well. Mr Green met with teachers and Teaching Assistants (TAs) and everyone agreed that, if workable, the rest of the school should be opened. However, no guidance has been received from the government on how this should be done and there is a lot to be considered. Staff feel that places should be offered to all pupils or no other pupils and not prioritise year groups. Dr Kay added that with no government guidance the responsibility lies with the school in bringing back more children. Mr Green confirmed that the school will continue to be open for Reception pupils and those pupils in years 1 and 6. **Mr Eaton asked what the Local Authority (LA) are advising schools to do.** Mr Green stated no guidance had been received from the LA. Mr Green explained that although there is enough space across the site to welcome back all pupils, there may not be enough staff to cover all the bubbles. **Mr Hughes asked what is meant by inviting back all pupils or none.** Mr Green explained that they do not, for example, want to invite Year 3 but not Year 4 as it is believed this will cause parental complaints. It needs to be established how many parents want to send their children back to then establish if there are enough staff. Dr Kay advised that rota systems are difficult because teachers can not work in two bubbles. Mr Green agreed that he would want to avoid a rota system. Mr Green added that the earliest any additional pupils would be able to come back into school would be Monday 22 June. Dr Kay reiterated that the school would try to welcome back as many children as possible within the guidance for the bubble system.

Mrs Garratt asked about the parents' survey. Mr Green clarified that parents need to complete a separate survey for each child within a family. Mr Green expects to know how many children plan to return to school by tomorrow evening. If parents do not want their child to return, the child will not be able to return to school until September.

Mr Eaton asked when children return to school this term, what will be done in terms of the curriculum. Mr Green clarified that the children would not be taught anything new and there would most likely be revision. The main issue will be to deal with their mental health. Dr Kay advised that feedback from a mental health survey completed by secondary school pupils showed that the pupils want school to be normal and they want there to be an element of fun. Therefore, school needs to be as normal as possible. Mr Green said the school day is more relaxed which has helped children. **Mrs Garratt asked how the children are dealing with social distancing.** Mr Green said the children are fine with social distancing, they are also washing their hands and staying in the areas they should. Dr Kay commented that the guidance states that there does not have to be social distancing within the bubbles. The expectation is that the bubbles stay apart.

Mr Hughes highlighted that in having a risk assessment agreed by the governing body, it would make sense for a governor to do a walkabout for health and safety, but governors would also need to see the risk assessment. Mr Green clarified that governors need to review the risk assessment and plan and that he would not move forward without their agreement. **Mr Eaton asked if the risk assessment had been reviewed and adapted once the school had re-opened.** Mr Green confirmed the risk assessment had been reviewed but not adapted. Dr Kay explained that the risk assessment had come from the Multi-Academy Trust (MAT) Headteachers who had worked together in producing the document, which had then been made specific to Southfield. So much work had been done by the MAT Headteachers that everything was captured, which is an advantage of the Heads working together. Mr Green to send the risk assessment out to governors. **Action: Mr Green**

Mr Hughes asked Mr Green how he feels now about the school re-opening, as he had felt uneasy at the last meeting. Mr Green said he feels that the systems and structures in place are doing their job in keeping people as safe as possible.

4. Update on Management of Online Work

Mr Green advised that online work is as previously reported and is going well. If the school is re-opened to all pupils all teachers and support staff will be working in school and, therefore, online work will no longer be provided. Parents will be directed towards BBC Bitesize and Oak National Academy, as Mr Green can not expect staff to plan and teach lessons as well as provide online lessons.

Mr Green commented that since the May half-term the output of work from pupils in school, as well as pupils nationally, has reduced and raised the question of whether this is worth continuing. This was discussed.

Mr Hughes asked if any advice had been provided regarding children's education over the summer break. Mr Green stated this is a contentious issue which unions are currently discussing. Mr Green expressed that teachers have not stopped working and schools had not closed and staff need a rest. This was discussed and it was agreed that staff, children and parents need a break to be ready for September.

Mr Hughes asked if any work had been done in relation to the school not opening in September.

Mr Green said that the Prime Minister has stated schools will open in September, therefore, the school needs to work on the assumption that it will be open in September. Mr Green added that planning beyond 17 July 2020 is unrealistic at present.

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

Mr Green confirmed that vulnerable pupils continue to be contacted once a week with all contact logged. Mr Green stated he would like all vulnerable children to be able to return to school. **Mrs Garratt asked what percentage of vulnerable children returned to school.** Mr Green said from the government's definition only one out of eight vulnerable children had been in school the whole time. The other children are having their needs met in school, however, these children need to be in school more.

Mr Eaton asked about the provision of Free School Meals (FSM) over the summer break. Mr Green advised that funding needed to be available to facilitate this. **Mr Hughes asked if funding is available.** Dr Kay explained there is a national voucher scheme as used in other schools. Although the school had avoided this due to initial problems with the scheme, it is now working well. The voucher scheme could be set up in the school if funding were available.

Mr Green reported that over the course of the lockdown three Multi-Agency Safeguarding Hub (MASH) referrals were made, with all pupils concerned found to be fine.

6. Capital Funding

The Department for Education (DfE) had asked Dr Kay to rework the maintenance bid, which was needed to help maintain the building. This rework has been completed. Dr Kay is also negotiating top-up funding. Once these bids are signed-off the budget will be adjusted accordingly. It was noted that in future the MAT will put forward Condition Improvement Fund (CIF) bids for larger capital projects.

Mrs Garratt asked if this funding needs to be in place for the MAT to move forward. Dr Kay clarified that the MAT is working on a conversion date of 1 September 2020 and hopes to also start the TUPE process for staff. However, due to government departments working with skeleton staffing during the lock down this may likely be pushed back to October.

7. Safeguarding

Mr Green confirmed there were no concerns or issues to bring to governors' attention.

8. Any Other Business

a) Link Governor Roles & Vice Chair

It was noted that Mrs Bonner-Dunham had been Vice Chair of the Governing Body, Special Educational Needs & Disabilities (SEND) Governor, Inclusion Governor and Looked After Children (LAC) Governor. Governors were asked to consider undertaking these roles which would need to be filled at the next meeting in July.

b) Year 6 Transition

Mr Hughes asked about Year 6 transition. Mr Green advised he had been in touch with Magdalen College School (MCS) who are finalising their transition package. Staff from MCS would like to visit the school to talk to Year 6 pupils and this has been agreed. MCS have been asked about the Year 6 pupils who are not in school but have not provided any advice on this to date. Dr Kay clarified that it is the responsibility of the secondary school to contact all pupils.

c) Staffing

Mrs Garratt asked if staffing for next year had been finalised. Mr Green said staffing is currently being finalised and parents will be informed next week of who their child's class teacher will be from September.

d) Drop off/Pick up

Mrs Garratt asked how drop off and pick up is working. Mr Green confirmed it is working well. Instructions are being followed and comments received from parents is that it is well organised and easy to follow.

9. Date of next meeting - Thursday 16 July 2020 7.00pm

It was stated that an extraordinary meeting may need to be called if plans are produced to open the rest of the school, as the decision to re-open further will need to be ratified by the governing body. **Mr Hughes asked if the risk assessment would be the same if the rest of the school opened.** Dr Kay said yes, as the principles of the risk assessment will be the same, as the bubbles will be the same. Mr Hughes expressed that the key thing is that the school can deal with capacity with rooms, etc. Dr Kay clarified that it is felt the risk assessment which relates to the school is robust. However, any comments from governors would be gratefully received.

There being no further business the meeting closed at 7.50pm.

Signed _____

Dated _____