



**FULL GOVERNING BODY
2019-20**

Minutes			
Date/Time:	20 May 2020 18:30	Location:	Conference call

Governors (Y if in attendance). Ch indicates Chair			
LA nominated	Y	Patrick Neave	PNe
Parent elected	Y	Shraddha Kaul	SKa
	Y	Jennifer Copley	JCr
Acting Head Teacher	Y	Nell Webb	NWe
Staff	Y	Roxanne Matorian-Pour	RMa
Co-opted	Y	Faisal Bachlani	FBa
	Y	James Bick	JBi
	Y	Stephen Hyams (Ch)	SHy
	Y	Anne-Marie Jordan	AJo
	Y	Peter King (from 19.20)	PKi
	Y	Denise Long	DLo
	Y	Larissa Sutton	LSu
		Vacancy	
	Vacancy		

In attendance		
Tim McGough	TMc	Clerk to Governors
Jo Sullivan-Lyons	JSu	School Improvement Partner

1.	Welcome, apologies for absence and declarations of interest	
	SHy welcomed Governors and JSu, who was to speak to items 2, 3 and 4. There were no apologies for absence. There were no declarations of interest in respect of the agenda.	
2.	Interim Head team (IHT) report	
	JSu apologised for the late provision of documents related to the reopening of the school to governors. This was due to the complexity of the risk assessments required at short notice. She noted that the principal focus of work had been on: <ul style="list-style-type: none"> • Strategic direction • Value for money • Raising expectations and • Safeguarding. The school development plan (SDP) needs to be refreshed and written as a 3-year plan. Key objectives will be to improve progress and attainment in reading and maths, and ensuring that the quality of teaching is at least rated as Good.	

	<p>A strategy for communications with parents, staff and pupils was also to be produced to help increase the school role and retention of staff and pupils.</p> <p>JSu acknowledged the contribution made by NWe as challenging matters were being investigated. She noted that NWe was making excellent use of the new supportive arrangement. The IHT members are truly working as a team and are making significant progress even in these challenging circumstances.</p> <p>Question: What is the timeframe for the new SDP?</p> <p>Answer: JSu said the new SDP should be completed by the end of summer term so as to be ready for use from September. It will be a joint enterprise by the Interim Head team, who will decide collectively who will be leading in specific areas. Consultations with staff would take place in the Summer term, with senior leaders making presentations to IHT.</p> <p>Question: When would the SEF be written?</p> <p>Answer: JSu said this would normally be before the SDP, but in this instance the intention is to write it afterwards.</p> <p>Question: How did NWe find it working with three people in the IHT?</p> <p>Answer: NWe said that she could not thank them enough for their support and that there was so much clarity around what they wanted to achieve. There was very good communication and there was always someone at the other end of the phone when needed.</p> <p>Question: The interim report had referred to possible changes to the staffing structure. Would this be explained in greater detail to the FGB?</p> <p>Answer: JSu said updates would be given over time and that the aim was to achieve value for money. There were two main areas:</p> <ul style="list-style-type: none"> • Business/admin staff to have greater ownership of financial issues • Review of how support assistants are employed <p>There would also be a review of Teaching and Learning Responsibilities (TLR) payments and how these responsibilities were aligned with the SDP targets.</p> <p>Question: When would further reports be available?</p> <p>Answer: JSu said an update would certainly be given by the next FGB on 9th July. It was unclear if an update could be given sooner, as the situation would be affected by re-opening of the school on 1st June. Some decisions may need to be made by governors on short notice and remotely as the current situation changes.</p>	
3.	Finances	
	<p>(i) 12-month out-turn – year to 31 March 2020</p> <p>For the year to 31st March 2020, total income of £1,137,817 was exceeded by expenditure of £1,149,518, with an in-year deficit of £11,701. This is before allowing for school trips. Surplus carried forward was £91,113 before allowance for capital, which took the surplus up to £107,018. The in-year deficit was much lower than had been budgeted at the start of the year.</p> <p>(ii) Budget for three years to 31 March 2023</p> <p>The budget had been reviewed in detail by JSu. There are some issues around school trips which are being investigated. There were a large number</p>	

	<p>of small expenditures, of £200-£300, highlighting the need for staff to take responsibility for spending at all levels.</p> <p>The final budget shows a much more favourable position than the draft one, with projected in-year modest surpluses.</p> <p>Question: What are the main changes from the draft budget in March?</p> <p>JSu noted the substantial reduction in staff costs, partly because there was no Head teacher remuneration during the Interim Head team’s tenure. Three teaching assistants had left since the draft budget was prepared, but had not been replaced as the school had been closed due to Covid-19. A replacement NQT has been recruited for September, thus saving on teacher pay in the interim. The team had calculated what the staff requirement should be going forward. A further point was that the school had not been accounting for the fact that it made a profit on school lunches.</p> <p>Question: Is there allowance for a permanent HT next year?</p> <p>Answer: JSu Yes, there was provision for a Head Teacher from 2020/21 onwards.</p> <p>Question: Will it be an objective to reduce usage of agency supply staff going forward?</p> <p>Answer: JSu confirmed that it would be the aim to not use any. The school would use other strategies to cover staff absences.</p> <p>NWe noted that the school had begun to review release time for teachers and how it will tie into the TLRs This will affect the teachers’ time in class.</p> <p>Questions: What does release time mean?</p> <p>NWe. It’s part of teachers’ non-contact time, where they are not in class.</p> <p>JSu. Release time should be at least 10% of contracted hours, but current practice needs reviewing. Senior and middle leaders have been getting release time every week, but it’s more efficient to give them blocked release time in line with SDP responsibilities. It will produce a cost savings through less release time and have a greater impact on teaching.</p> <p>SHy noted that the assumed pupil numbers in the final budget were unchanged from the draft budget (175 in October 2020 and 185 in October 2021). JSu noted the need to increase pupil numbers as soon as possible.</p> <p>Question: Could we itemise how Pupil Premium Grant is being spent?</p> <p>Answer: NWe noted that this information was provided in the PPG strategy report which was recently updated after the PPG review and is now on the website.</p> <p>It was agreed that the FGB formally approved the Budget for the three years to 31 March 2023 and it be submitted to the LA by the 31 May deadline.</p>	SMS
4.	Acting Head Report	
	<p>Summary of Acting Head Teacher’s Report:</p> <p>NWe noted it had been a most challenging time and she had appreciated the support of the Interim Head team. She noted that currently, the school had 10 pupils from key workers, with about 7/8 attending on average per day. There were a further 3 vulnerable children not in school. The school is working with social workers to encourage them to return to school. There were no related safeguarding concerns for them, but she would still like them to come to school.</p>	

	<p>Home learning using Seesaw for Y2-Y6 and Tapestry for R and Y1 has been very well received and there is much better interaction between teaching staff and pupils.</p> <p>NWe noted that, when the school reopened on 1 June, the absolute priority would be to make sure the children were emotionally well, with a structured and supportive environment focusing on mental health, transition to school and social interactions. Once all the pupils return to school and everyone is emotionally well, the focus would be on a recovery curriculum and filling any gaps in learning.</p> <p>With regard to Safeguarding, it was noted that Rachel Roberts and Emily Spencer had completed the Level 2 training and were to do Level 3. This was particularly important due to Covid-19. The school expect an increase to the number of referrals, so it is very important to increase the safeguarding capacity in the school. NWe is Designated Safeguarding Lead (DSL) and Rachel is Deputy.</p> <p>With regard to EHCP plans, the school has worked with families to produce collaborative risk assessments to establish if pupils' needs could best be met at home or at school at the moment. This will be continually reassessed.</p> <p>The school has successfully applied to the Richmond Parish Lands charity for a £500 grant each for 5 vulnerable families. The families were very appreciative.</p> <p>The school had had a positive experience with food vouchers, despite an initial minor delay. 20 families were currently receiving these.</p> <p>On recruitment, the school had lost one class teacher and one Teaching Assistant, but has recruited an NQT to start in September and was recruiting a part-time teacher to complement Sarah Yee who is working part-time after returning from maternity leave. Consideration would then turn to support staff, with an advert going out soon for a September start.</p> <p>Question: Where is the Covid-19 appendix to the Safeguarding policy on the website?</p> <p>Answer: NWe: it is under the school's News section, but she will ensure it is placed under policies next to the Safeguarding policy,</p> <p>Question: Will key staff have break over half term, especially NWe?</p> <p>Answer: JSu Yes, we will ensure NWe has at least a few days off over the half term.</p> <p>JSu added that, in addition to assuring home learning for the children during lockdown, much work had been undertaken in mapping out the curriculum intent so it will be in very good position in September. She acknowledged the great support from staff.</p> <p>Question: The HT report mentions a Safeguarding meeting between school and safeguarding governors. Do you know when the meeting will happen?</p> <p>Answer: NWe and Sophie (interim HT) are working through the latest audit and will advise in due course.</p> <p>School reopening</p> <p>NWe introduced the draft risk assessment and letter to parents/carers, explaining that the latter contained most of the detail of the former and is a good place to start the discussion. The Government will finalise its decision with regard to school opening on 28 May, during half term, so revisions</p>	<p>NWe</p> <p>NWe/ SMc</p>
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might be needed, but in the meantime the letter needed to be issued before half-term.

There was Inset on 1st June which would allow time to plan implementation for opening for Y6 on 2 June, Y1 on 4 June and Reception on 9 June.

The school will be closed on Fridays, except for children of key workers and vulnerable children, so the teachers can have release time to plan home learning tasks.

NWe will write to parents/carers during half-term asking for confirmation if their children were to return to school. If parents choose not to send their child to school, then they would not be able to change their mind and would have to wait until July.

The letter explains how risk is being managed and why we believe it is in the children's best interest to return to school, but ultimately parents have the choice as to whether to send their children back at this time. All children not attending (including from other year groups) will continue with home learning.

Risk will be managed through staggered drop-off and pick-up times in 15-minute intervals. Classes would be in groups (bubbles) of 15 or less, based upon friendships and there would be seven of these 'bubbles', with two adults (at least one first aider) assigned to each bubble for the whole day. Outdoor space will be fully utilised but carefully timetabled.

School is meeting with PFI to discuss cleaning prior to reopening. There would be an uprating of cleaning, which would take place before school, at break and lunch times. All hard contact surfaces would be cleaned. There would be no sharing of stationery or books. Each child will have their own stationary.

There would be a more detailed EYFS Risk Assessment, with any unnecessary furniture being removed.

The classrooms will be paired back. The cloakrooms will not be used. There would be no sending books home or after-school clubs.

One parent will drop off at the playground gate and then back out the same gate following arrows on the ground through a one-way system. Y6 will be the first to return, and will test out system and give time to change if necessary

All children will have packed lunches that will be eaten in their classrooms within their bubbles. The school hall will be closed and off limits to children.

Should a child display COVID 19 symptoms, there will be an isolation room, cleaned intensively after the child has left. Parents of children in the same bubble would be informed and will be asked to isolate until tests results come back confirming whether or not the child has Covid-19.

There will be a lot signage across the school to remind children of hygiene. The signage will be child friendly without making it scary for them. Need to get balance right so children feel safe and secure.

Question: Would SEN pupils have their own bubble?

Answer: NWe said that vulnerable and key workers' children were already attending school and the intention would be to return them to their respective year groups as far as possible. Otherwise an assessment would be made to determine if they were better off at home or at school.

Question: Will need a lot of class space if we have bubbles of 15 pupils. Will smaller bubbles merge if don't have 15 pupils?

Answer:

The guidance was that, as long as there were 15 or less children in a class, the risk of infection was minimised. Ideally, we will still split with 15 or less, but it will depend on how many children return and the number of staff.

Question: If the government decides that other years can return to school, what will be the practice?

Answer: JSu It may be that the school would have to return to business as usual due to staffing and space. It's difficult to know what the next steps are at moment, pending further guidance.

Question: If children from R, Y1 and Y6 do not return to school, are there plans to keep in contact with them?

Answer: NWe Expect that many children will not return to school. Will check in with those families. May need to adapt and ensure there is a balance.

Question: The footpath is very narrow at the main entrance to the school and it would be difficult to maintain social distancing. Some may be inclined to walk in the road to keep a 2m distance. Are there other alternatives?

Answer: JSu Whilst creating the Risk Assessment, the entrance and exits were walked and yes, there may be an issue with social distancing on the footpath. The staggered drop off and pickup times will hopefully help. This will be monitored during the first few days of returning to school and will be adapted if necessary.

Question: Will the parents be encouraged not to come too early to school?

Answer: JSu Yes, will encourage parents to arrive at the correct time. Will monitor closely. The school looked at all the permutations. There will be a one-way path system using a different path. If not working, may get parents to exit via the car park. There would be no bikes or scooters for at least the first week. Will reassess procedures.

Question: Are masks recommended for parents and carers during drop off and pickup?

Answer: JSu Masks are only recommended in congested areas. Masks were not advised for use in school by pupils and staff will not be wearing them. NWe noted there was more risk for children if they are not properly putting on and taking off their mask.

There were no staff self-shielding, nor health-vulnerable staff, thus all staff can come into the school.

The Risk Assessment and letter to parents contained links to government guidance.

There will be no recycling bins in the classrooms. Bins will be emptied regularly during the day by the PFI cleaning team.

Details of which teacher and pupils will be in each bubble will not be shared with parents prior to reopening because we do not want parents' decision to be based on which adults and children are within the groups.

The school intend to create a video for Y1 and R on Tapestry on how the return to school will work and to provide an opportunity to discuss with their children prior to returning to school.

	<p>There is an isolation room for children with symptoms of Covid-19. Parents will pick up their child from there. The room will then be deep cleaned.</p> <p>There is PPE available for staff when managing children with symptoms. They will be trained on how to use PPE.</p> <p>No parents are to enter the school. Visitors would only be allowed for essential works and would be asked to use hand sanitiser and maintain social distancing and use their own pen when signing in. They will not be allowed in the classrooms when children are present. This also applies to cleaners.</p> <p>Question: In the risk assessment, during lunch and break the after mitigation, the resulting risk is Low/Medium. Is this correct?</p> <p>Answer: JSu It will be amended to Low risk because children will be eating outside as much as possible or eating in bubbles within the classroom.</p> <p>Question: Do governors need to approve the risk assessment?</p> <p>Answer: JSu Yes. It requires governors' approval to proceed with the reopening of the school on that basis.</p> <p>Question: Given that the catering staff will be preparing the pack lunches, will the school review their risk assessment and ensure it aligns with the school's one?</p> <p>Answer: JSu ISS will do their own risk assessment on how to safely prepare and deliver food. The school will meet with ISS before the school opens.</p> <p>It was agreed that, should governors have any comments on the letter to parents/carers, they should submit these by 10am on Thursday 21 May to SHy, who should collate and forward to NWe and JSu, so the letter could be finalised and issued on Thursday 21 May.</p> <p>It was agreed that governors approved the reopening of school according to the risk assessment.</p>	
5.	Minutes of previous meetings	
	<p>(i) 27th November 2019 – matters arising (carried forward)</p> <p>It was agreed that SHy should address this via email.</p>	SHy
	<p>(ii) 2nd April 2020</p> <p>It was agreed that these minutes be approved and signed.</p>	SHy
6.	Governor planning	
	<p>SHy welcomed NWe as a new governor, by virtue of her becoming Acting Headteacher. He also noted that Sinan Duztas had stood down for personal reasons.</p> <p>RMa had agreed to become Vice-chair of FFC committee and JCr had agreed to become chair of F&R committee. SHy would confirm these changes by email.</p>	SHy

7	AOB		
	It was agreed that the meeting should record the governors' sincere gratitude to all the school staff for their considerable efforts, particularly in keeping in touch and caring daily communications with the children.		
Details of next meeting:			
Date/Time:	9 July 2020 18.30	Location:	School/Conference call

The meeting closed at 20.15

Signed:

Date: