

**THE GOVERNING BODY OF A ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL**

Minutes of a meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School, held virtually via Teams at 6.15 pm on Tuesday, 19 May 2020.

Present

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs S Goodall, Mrs J S Laycock-Smith, Mr J Pickles, Mrs C Scott, Mr A Toft, Mrs H Wells, Mrs L Wood

In Attendance

Amanda Walker (Minute Clerk)  
School Business Manager

Item	Minutes	Action
61. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence. Reverend S Rochell was not present at the start of the meeting.  There were no declarations of interest.	
62. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items to be brought under Any Other Business.	

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63. MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2020	This item to be deferred until the next full meeting when the Chair can sign the previous minutes.	
64. MATTERS ARISING	There were no matters arising.	
65. REPORTS FROM COMMITTEES	There were no reports from committees.	
66. REPRESENTATION	<p><u>Appointment of Co-Opted Governors</u></p> <p>The Head Teacher confirmed that Adele Bunch had been appointed Governor designate pending completion of DBS checks.</p>	
67. FINANCIAL MANAGEMENT AND MONITORING/ BUDGET 2020-2021	<p>The SBM joined the meeting.</p> <p>The SBM informed governors that she had been unable to balance the budget and the school had been allocated a further £29k from the Pupil Growth fund. The details of the budget allocations had all been uploaded to the secure website for governors to see ahead of the meeting.</p> <p>The SBM also informed governors that she had a few areas of concern; one of them being ICT resources. A new projector will be required together with some replacement laptops. The cost of this will be approximately £9k. There would also be general IT costs to cover throughout the year.</p>	

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	<p>The SBM reported to governors that she had been conservative with the estimated income from Breakfast Club and Out of School Club in view of the current Covid 19 situation. Any additional expenditure resulting from Covid 19 can be reclaimed in due course, but when the SBM had checked it is not completely clear exactly what expenses may be claimed for.</p> <p>Staffing costs have been based on the staffing structure from September.</p> <p>Sports premium funding is guaranteed until summer 2020 but there has been no update on funding for the next academic year.</p> <p>The SBM informed governors that the notes on the B3 are comprehensive with additional information being provided for areas of concern.</p> <p><b>Q: Did you make an estimate of projected numbers for Rascals?</b>  <b>A: Yes – the income was based on 50% uptake. Any additional funds will be added to the contingency/IT budget.</b></p> <p>The SBM informed governors that she had looked at additional funding that may have been available for the Breakfast Club, however school didn't meet the criteria.</p> <p>Lottery funding is being investigated as an option for refurbishment of the bungalow. The SBM is preparing a business case based on the wider community being able to utilise the facility.</p> <p>The SVFS had been submitted for audit and the Chair was required to sign.</p> <p>RESOLVED: That the school budget 2020-2021 be approved.</p> <p>The SBM was thanked.</p>	

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	<p>The Head Teacher provided governors with details of the current staff structure. The role of the SBM was discussed and an advert would be placed in the Autumn term.</p> <p>A general discussion took place regarding the current staff structure.</p> <p>RESOLVED: That the Head Teacher continue to move forward with ongoing discussions.</p>	
68. POLICIES	<p>The following policies had been sent to governors for approval:</p> <p>(a) <u>Equality Policy</u></p> <p><b>Q: Have we a wider range of faiths in school?</b>  <b>A: There has been an increase in ethnic minority but not in faiths.</b></p> <p>Reverend Rochell joined the meeting.</p> <p>RESOLVED: That the Equality policy be agreed and adopted.</p> <p>(b) <u>CCTV Policy</u></p> <p>The Head Teacher informed governors that they need to increase the CCTV coverage and bids are currently being considered. The new policy had been written with this increase in mind.</p> <p>RESOLVED: That the CCTV policy be agreed and adopted.</p> <p>(c) <u>Emergency Evacuation Policy</u></p> <p>RESOLVED: That the Emergency Evacuation policy be agreed and adopted.</p>	

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	<p>(d) <u>RSE Policy</u></p> <p>RESOLVED: That the RSE policy be agreed and adopted.</p> <p>(e) <u>First Aid Policy</u></p> <p>RESOLVED: That the First Aid Policy be agreed and adopted.</p> <p>(f) <u>Medicine Policy</u></p> <p>RESOLVED: That the Medicine Policy be agreed and adopted.</p>	
69. SAFEGUARDING	<p>The Head Teacher informed governors that Michelle Hodges from the LA had visited school prior to closure and completed a safeguarding audit. The report had not yet been received.</p> <p>The Head Teacher did not feel that she had been as 'involved' as previous audits.</p> <p><b>Q: What is the cost of the audit?</b> <b>A: £200.</b></p> <p><b>Q: Do we have to use the LA?</b> <b>A: No but a number of schools do use the LA. We can look at an alternative next time.</b></p> <p><b>Q: When will we receive the full report?</b> <b>A: We should have received it before now.</b></p>	
70. THE CORONAVIRUS	Governors were informed that the Chair and Head Teacher had met on 17 May to discuss the way forward.	

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	<p>The Head Teacher informed governors that there had initially been requests for school places from 60 Key Workers but that this had dropped to 40 and there are now 23 accessing the provision. The number of children in school at any one time varies from 1 to 18. Staff are currently working on a rota system and all had 2 weeks holiday for Easter and will have half term. SLT will cover the holidays.</p> <p>Staff are very supportive and helpful.</p> <p>Numbers are expected to increase to 40 over the next few days.</p> <p>Communication with parents has been continuous.</p> <p>Generic home learning packs were sent out initially but following feedback more specific work is being sent including a Maths and English session every day. Oak Academy resources are being used and supplemented with school ideas and suggestions.</p> <p>Some children require more prescriptive tasks while others prefer to be more creative. A wide range of activities are being evidenced.</p> <p>Since the Government announcement that schools should re-open on 1 June the Head Teacher and Deputy Head Teacher had completed Safeguarding and Health &amp; Safety reports. They had met with staff, local head teachers and KLPs.</p> <p>The Head Teacher informed governors that in line with guidance and staff opinion they would not bring children into school on a rota system to avoid too much contact with increased numbers of families.</p> <p>The proposal being suggested to governors would then be fed back to staff and the Head Teacher stressed the importance of staff feeling safe and</p>	

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	<p>comfortable with the proposals. Time would be set aside for staff to prepare as each group of children would return to school on a phased basis.</p> <p>Governors were informed that Calderdale council had recommended that schools remained closed, however guidance had not been received from Kirklees council yet.</p> <p>The Head Teacher suggested that a group of 12 children would return to school on Thursday, 4 June followed by a further group the week after. The order of priority would be Vulnerable children and children of Key Workers then Year 1, Reception and Year 6 up to a maximum of 92 children.</p> <p><b>Q: Do you have many staff who will not be able to return?</b>  <b>A: We don't have any teaching staff shielding but we do have 2 who are vulnerable. We do have some support staff shielding.</b></p> <p><b>Q: Have parents been surveyed to see who would allow their child to return?</b>  <b>A: Yes – a further survey will be sent tomorrow with definite arrangements. We have had responses from about half of the parents surveyed and quite a few do want to return. The follow up communication will include expectations and what the school day will look like.</b></p> <p><b>Q: If numbers are high would you consider a rota?</b>  <b>A: No – a rota system was an issue for staff and not recommended.</b></p> <p>The Head Teacher informed governors that they would have to continue with separate groups for those children who continued to access Breakfast Club and Rascals. PPA time would also have to be considered.</p> <p><b>Q: Will each year group have 12 children?</b>  <b>A: The classrooms can only accommodate 12 children.</b></p>	

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	<p><b>Q: What about the other year groups returning?</b>  <b>A: It is unlikely that they will return before summer.</b></p> <p><b>Q: Are you not preparing for a whole school return?</b>  <b>A: The Key Worker group could get bigger which will mean we will need more room for them and with this in mind we cannot accommodate any more year groups within the school.</b></p> <p><b>Q: In terms of parent responses will we be able to accommodate all those wishing to return?</b>  <b>A: Yes, but we haven't chased up for more responses – the next letter will be more specific.</b></p> <p><b>Q: What if a pupil becomes ill at school?</b>  <b>A: They will have to go home - the expectation will be that they will be kept away if they are unwell.</b></p> <p><b>Q: Will staff be wearing PPE and is the guidance the same across school?</b>  <b>A: No PPE and although the challenges are very different from Reception to Year 6 the actions taken will be the same. Ways of teaching will have to be adapted and there will be lots of hand washing.</b></p> <p><b>Q: Will sanitisers be provided?</b>  <b>A: Hand washing is still considered the best option but we do have mobile sanitisers on order and stationary dispensers for in school. Extra cleaning materials are being delivered for daytime cleaning of taps, door handles etc. Staff will probably do the cleaning in their rooms.</b></p> <p><b>Q: What is the general feeling amongst staff?</b>  <b>A: They have mostly discussed practicalities of classroom layout, cleaning and what they can/can't use.</b></p>	

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	<p><b>Q: What is the rationale behind Calderdale Council's decision?</b>  <b>A: They didn't feel that the '5 tests' had been met.</b></p> <p><b>Q: Have you sent an FAQ to parents?</b>  <b>A: Not yet but we will do.</b></p> <p><b>Q: Longer term – what could the new school year look like?</b>  <b>A: There has been no guidance from the DfE yet.</b></p> <p><b>QUESTION TO LA: When will guidance be received?</b></p> <p><b>Q: Has the KLP been in touch?</b>  <b>A: No not yet.</b></p> <p><b>Q: Has the Diocese been in touch?</b>  <b>A: They have sent factual emails but not guidance or support.</b></p> <p>After further discussion governors voted to decide whether to continue with the proposed planned re opening of school by Wednesday 3 June.</p> <p>RESOLVED: That school start to re-open from Wednesday 3 June 2020.</p> <p>The Head Teacher confirmed that she would communicate with staff and parents and a further meeting of the governing body would be held Wednesday 27 May 2020 to update governors on preparations and parental feedback etc.</p> <p>The Chair informed governors that she is in daily contact with the Head Teacher and if any issues arise, she will contact the governing body if required.</p>	

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	<p>Governors asked that staff be thanked on their behalf and the Chair confirmed that she is sending a letter to staff to thank them for their hard work and support.</p> <p>Reverend Rochell closed the meeting with a prayer.</p>	
<p>71. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p>RESOLVED: (i) That the next meeting of the Governing body be held via Teams on Wednesday, 27 May 2020 – update on re opening.</p> <p>(ii) That meetings for the new academic year be as follows:</p> <p>1 October 2020 at 6.30 pm (Annual Meeting)</p> <p>17 November 2020 (Resources Committee at 6.00 pm followed by Standards Effectiveness Committee at 7.30 pm)</p> <p>1 December 2020 at 6.30 pm (Full Governing Body)</p> <p>28 January 2021 (Resources Committee at 6.00 pm followed by Standards Effectiveness Committee at 7.30 pm)</p> <p>8 February 2021 at 6.30 pm (Full Governing Body)</p> <p>18 March 2021 at 6.30 pm (Full Governing Body)</p> <p>17 May 2021 at 6.30 pm (Full Governing Body)</p> <p>22 June 2021 – (Resources Committee at 6.00 pm followed by Standards Effectiveness Committee at 7.30 pm)</p>	

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	8 July 2021 at 6.30 pm (Full Governing Body)	
72. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	