

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

Minutes of the meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School, held virtually via Teams at 6.15 pm on Monday, 6th July 2020.

Present

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

In Attendance

Amanda Walker (Minute Clerk)

Reverend Rochell opened the meeting with a prayer.

The Chair thanked governors for attending the meeting.

Item	Minutes	Action
78. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.	There were no apologies for absence. Mrs Scott would join the meeting at 7.00 pm. There were no declarations of interest.	
79. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under to be brought under Any Other Business: Mr Toft's resignation – this item to be covered under Representation.	

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<p>80. REPRESENTATION</p>	<p>Governors noted the appointment of Ms Adele Bunch, Co-opted governor, with effect from 1 June 2020.</p> <p>The Head Teacher informed governors that she had spoken with Diane Bray at Clerking Services to seek advice regarding the LA vacancy and the possibility of re-constituting. Clerking Services advised that the LA governor role would need to be retained and that a Co-opted governor could be moved to the vacant LA Governor position.</p> <p>RESOLVED: That Mrs E Bolt to change seats from Co-opted governor to LA Governor.</p> <p>ACTION: GCS to complete any necessary documentation.</p> <p>Mr Toft informed governors that he had recently moved out of the area and as such could no longer continue in his governor role and would be resigning with effect from the date of this meeting. The Chair and governors thanked Mr Toft for being part of the governing body since 2005. All agreed that Mr Toft would be greatly missed. Governors agreed that Mr Toft's specific roles would be filled at the AGM in October.</p> <p>Governors were asked if they wanted to consider reducing the size of the governing body to reduce the number of Co-opted governors from 4 to 5.</p> <p>ACTION: To defer and add to agenda for AGM.</p>	
<p>81. UPDATE FOR GOVERNORS RE CORONAVIRUS</p>	<p>The Head Teacher provided governors with a verbal summary of the wider re-opening of school:</p>	

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	<ul style="list-style-type: none"> • the wider re-opening had been a difficult time, but the Head felt that it had gone well. • It had been difficult managing information, communications, expectations and anxieties. • The number of children in school had changed constantly. 78 children had been present in school today with 8 teachers and 23 support staff. • Guidance had now been received from DfE regarding September and the expectation that all children would return to school. • A new teacher had been appointed and 2 teachers had returned from maternity leave. • Some staff have returned to school for the 1st time since lockdown and have needed time to be inducted back into school. Staff continue to be supported both in school and at home. • SLT are looking at plans for September including start/finish times. The curriculum must be robust and will need to identify where children are before they can move forward. <p>Q: Do you expect all staff to be back in school in September? A: More staff are coming back into school now on a gradual basis.</p> <p>Q: Are there any issues with staff feeling anxious about returning? A: All staff will be back by September and it will become more normal.</p> <p>A Governor requested that her thanks as a parent governor be passed Mr Sykes and Mrs Horner for the weekly phone calls that have been made. The calls have been very much appreciated by both parents and children.</p> <p>Q: Have there been any practices that will continue going forward? A: We are considering the way First Aid is administered through school and we may move away from the school office being the main point for children requiring First Aid. We are also looking at changing the format of the school newsletter and we may continue to hold some meetings online.</p>	

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	<p>Q: Some children have only had 1 or 2 calls from teaching staff – is there a lack of consistency? A: All teaching staff have been given time to make calls since wider re-opening. Mrs Wood has been in regular contact with vulnerable/SEN children and she has had some lengthy phone calls with parents. Not all children have wanted to engage in conversation with teachers.</p> <p>Q: In September will groups of children be sent home if there are any cases? Is there any budget in place for technology to manage how we move forward – could we use more digital tools? A: From survey responses that we have received almost 100% have internet access and in terms of technology our children are quite privileged. We would remain cautious in monetary terms as we are unsure at this point what expenses can be reclaimed. A substantial amount of income will also be lost from Rascals etc. It is difficult to decide what will be needed until we return in September.</p> <p>Q: How will children be integrated back into class in September? A: Children will return initially to their ‘old’ class on the Wednesday. They will move to the new class Thursday afternoon to have a look at it briefly before fully moving into the new year group on the Friday.</p>	
<p>82. MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2020</p>	<p>The Chair left the meeting and Mrs Bolt took over as Vice-Chair.</p> <p>RESOLVED: That the minutes of the meeting held on 11 February 2020 be approved and signed by the Chair as a correct record.</p>	
<p>83. MINUTES OF THE MEETING HELD ON 19 MAY 2020</p>	<p>RESOLVED: That the minutes of the meeting held on 19 May 2020 be approved and signed by the Chair as a correct record.</p>	

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	Mrs Scott joined the meeting.	
84. MINUTES OF THE MEETING HELD 27 MAY 2020	RESOLVED: That the minutes of the meeting held on 27 May 2020 be approved and signed by the Chair as a correct record.	
85. MATTERS ARISING	There were no matters arising not covered by this agenda.	
86. REPORTS FROM COMMITTEES	This agenda item to be deferred to the next meetings of the committees.	
87. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>Governors had been provided with a copy of the Head Teacher's report prior to the meeting.</p> <p>The Head Teacher gave a verbal summary of the highlights of the report:</p> <ul style="list-style-type: none"> • 2 more children have been added to FSM within the last 2 weeks bringing the total to 16. • Mr Sykes has now finished in school and Miss Brooke will finish at the end of term. • Lauren McCann, NQT, will work alongside Mrs Clayton. Her induction is taking place this week. • There are 4 EHCP in school; 1 will leave from Year 6 and 1 will be coming into Reception. Mrs Baker will resume role of SENCO now she has returned from maternity leave. • There have been 8 referrals for neuro developmental pathway with a waiting time of about a year. • SLT have met to consider the SDP for 2020/21. Curriculum development work will continue and science will continue to be developed alongside 	

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	<p>reading. A recovery curriculum will be needed and this will be based on class needs and what children have lost/missed. RSE and Behaviour policy will be ongoing into the year.</p> <ul style="list-style-type: none"> • DELETION – See Minute 95 • External LA contractors have inspected the school regarding fire safety. This was part of scoping work to enable the LA to plan future work. • Staff have completed a range of Health and Safety training during lockdown as required by updated Health & Safety guidance. • The Head Teacher and Mrs Goodall completed the annual asbestos check on 17 April and areas requiring action have now been completed. • The Condition Data report from LA Asset Management had identified Cat 1 areas requiring LA work to be completed but none of this had yet been undertaken. QUESTION FOR LA: When will condition 1 items be completed? 	
<p>88. SAFEGUARDING</p>	<p>CPOMS has been upgraded and Operation Encompass alerts are now received via CPOMS.</p> <p>The Head Teacher’s DSL refresher training is due in September.</p> <p>There have been 4 online safety incidents in spring: 2 Xbox, 1 Facetime and 1 inappropriate search in school. These numbers may increase once more children return to school.</p>	

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<p>89. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>The SBM had provide governors with a financial report.</p> <p>Governors were informed that committee meetings will need to be resumed next term as per the calendar.</p> <p>Q: Has there been any update on the bungalow? A: This was discussed at the last meeting and in view of the current situation there have been no further developments.</p> <p>Q: Will you be able to top the contingency up? A: Any areas that are underspent will be put into contingency.</p>	
<p>90. A STRATEGIC APPROACH TO REDUCING THE IMPACT ON DISADVANTAGED PUPILS</p>	<p>The LA had suggested that this item be considered as part of the agenda.</p> <p>The Head Teacher informed governors that she had been discussing the priorities for Pupil Premium spending for the next year with Mrs Baker. The Education Endowment Foundation would be revisited.</p> <p>Mrs Wells suggested that she looked at the vulnerable pupil report in the new academic year and bring her report to the Standards Committee in November.</p>	
<p>91. GOVERNORS' PROFILE AND BUSINESS INTERESTS</p>	<p>The Head Teacher informed governors that the website should be up to date from September.</p> <p>ACTION: Governor profile updates and Business Interests to be forwarded to Head Teacher as a matter of urgency.</p>	

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<p>92. GOVERNOR TRAINING</p>	<p>Mrs Scott informed governors that she had completed Prepare for OFSTED Training and Governor Visits training.</p> <p>Mrs Cockerill had completed SEND training, Governors Visits training and OFSTED training.</p> <p>Ms Bunch had completed SEND training and Governor visits training.</p> <p>Q: Were there any actions arising from the OFSTED training? A: Governors should question curriculum changes and challenge through governing body meetings.</p> <p>ACTION: Ms Bunch to send OFSTED training slides to Head Teacher.</p> <p>Q: What will be the biggest challenge in the curriculum in September? A: Understanding the individual needs of the children.</p> <p>Q: How will you do that? A: The children will be settled back in gradually – they will start the 1st day back in their old class and move to the new year group by the end of the week. Not all mental health issues will be solved straight away and not all children will have issues. The impact will not be known until the children are well settled.</p>	
<p>93. ANY OTHER BUSINESS</p>	<p>Governors thanked staff, SLT and the Head Teacher for all their hard work and efforts over the last 4 months.</p> <p>ACTION: The Chair to send letter of thanks to staff on behalf of the Governing Body.</p>	

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<p>94. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p>RESOLVED: That the next meetings of the Governing body be held at 6.15pm</p> <p>Meetings for 202/21:</p> <p>Thursday 1 October Tuesday 1 December Monday 8 February Thursday 18 March Monday 17 May Thursday 8 July</p> <p>Resources/Standards Committee: Resources Committee 6-7.15pm Standards Committee 7.30-8.45pm</p> <p>Tuesday 17 November Thursday 28 January Tuesday 22 June</p>	
<p>95. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p>RESOLVED: That Minute 87, bullet point 7, be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	