



FULL GOVERNORS' MEETING: THURSDAY 12th November 2020 7 pm via ZOOM

Attendees: S Briggs, N Read, K Slater, F Moore, J Thompson, H Hogg, D Holt, A Vintner, C Hetherington, J Harrison, R Grover

Clerk: Mrs R Brooks

<p>1. <u>Apologies and Declarations of Pecuniary Interest</u></p> <p>1.1 There were no apologies or declarations.</p>	
<p>2. <u>Minutes of the meeting held on 24th September 2020 and Matters Arising</u></p> <p>2.1 Minutes of the meeting held of 1/6/2020 were approved with amendments in 5.3 noted below.</p> <p>(5.3a) CH sought clarification on an inaccurate phrase used within a question about lockdown teaching provision. It was agreed that the phrase be withdrawn from the record as it was a generalised phrase unrelated to our School's provision from 1st June. Further discussion evolved around live teaching sessions. Although SB does not anticipate the need to plan for a lockdown situation like the experience from March to July it was clarified that live teaching would not be ruled out, acknowledging that our IT capability and reach is limited.</p> <p>2.2 (3.3) RB explained the DCC audit requirement to record if governors were not present for an entire meeting by noting part-time in the list of attendees and recording at the point in the minutes where a governor joins or leaves the meeting. Governors were happy to continue with this method since it was as recommended by DCC Governor Support.</p> <p>2.3 (5.3b) Blended learning is recognised as being more suited to Key Stage 2. SB mentioned that as JC is currently isolating we are trialling "staff home > school" short live teaching sessions for one bubble using Microsoft Teams and plan to use Zoom for a "school > pupil home" session in order to include an isolating pupil from a different bubble, in their class activities.</p> <p>2.4 (11.5) SB reported on her investigations into the National Tutoring programme which is aimed to provide 15 hour blocks to 1 - 3 pupils at a cost of £183.00. As we do not have staff available to work additional hours this course of action is of interest. SB proposes using catch up funding for the introduction of intervention programmes at a time when their benefit would be optimised.</p> <p>2.5 (12.8) HH confirmed receipt of the revised Child Protection and Safeguarding policy.</p> <p>2.6 (12.9) RB confirmed that at least one policy with revisions had been forwarded to governors with changes highlighted.</p> <p>2.7 (12.10) RB believed that the Governor Responsibilities document had been forwarded to governors.</p> <p>2.8 (12.12) RB to check which governors have not responded with their Pecuniary Interest and Skills Matrix forms.</p> <p>2.9 (12.14) All governors present indicated that they had read the Keeping Children Safe in Education document.</p> <p>2.10 (14.1) As a combined staff and governor virtual meeting would be hard to schedule the Risk Assessment had been audited and reviewed during a staff meeting and the revised document forwarded to RG for monitoring.</p> <p>2.11 (14.2) RB reported that governors had experienced difficulties accessing SIMS to set their own password and issues with the outlook application. RB proposed one further attempt before seeking guidance from LEAD IT.</p>	<p align="center">RB</p> <p align="center">RB</p> <p align="center">RB</p>
<p>3. <u>Correspondence</u></p> <p>No correspondence except COVID bulletins, to be discussed under appropriate item.</p>	



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<p>4. <u>School Improvement Plan (SIP) 2020/21</u></p> <p>4.1 School Improvement Plans SB briefly addressed the content of the commenting that being COVID secure was prioritised on a daily, weekly and termly basis. JT- are high achievers needs were being considered? SB referred to the SIP focusing on Catch up and greater depth. Governors agreed that the plans seemed logical and sensible.</p> <p>4.2 Performance Management Targets (anonymous) SB expanded on the target for teacher A reporting that our PE programme was all outdoor focusing on circuit training, orienteering, 1 mile runs 2-3 times a week and that the introduction of pupils wearing PE kit to school on their designated PE days was efficient and working well. RG - What happens with pupil progress targets if significant pupils are isolating for long periods? SB commented that this would be circumstantial and dependant upon which bubbles 'burst'. It was agreed that SB reported regularly on any bubbles affected there would be no surprises. FM - what is proposed for SATS? SB reported current advice is that they will go ahead as normal. The targets set for KS1 and 2 are not unattainable and these and progress would be monitored throughout the year then used to plan further interventions. RG - commented that Staff need to feel reassured that SB and Governors will be reasonable about targets.</p>	
<p>5. <u>Governor Feedback</u></p> <p>NR reported on Pupil Premium (PP) Intervention. Presently due to COVID and the revised use of the school facilities the risk assessment does not allow TA's to be in prolonged contact with pupils or for intervention to take place outside of the classroom. TA's are continuing to deliver targeted assistance as required within the classroom environment. SB proposes to introduce more intensive blocks of intervention when it is safe to do so. Seventeen more TA hours had been provided for Year 3/4 and 5/6 in order to prevent TA's mixing in other bubbles. SB reported that we now have 13 children entitled to Pupil Premium. RG - Are TA's using PPE for close proximity work? SB explained that although face masks and visors had been provided staff have been reluctant to wear them as they feel that Primary pupils benefit from seeing facial expressions and, for example, observing the mouth during phonics lessons. All teachers are monitoring PP progress.</p>	
<p>6. <u>SEN</u></p> <p>SEN provision is provided in the same way as for Pupil Premium with intervention and precise planning in place.</p>	
<p>7. <u>Safeguarding</u></p> <p>7.1 COVID-19 SB reported that the Risk Assessment had been revised and updated the previous week. Two lunchtime staff had been isolating with COVID. Public Health England (PHE) had been contacted and the risk to others had been assessed as zero. One teacher was currently isolating due to a family member testing positive. Cover is being provided by a recently retired TA working alongside the class TA, SB and the isolating teacher via Teams. NR - What would happen if the school were 3 staff down? SB explained that it would rather depend upon which staff roles were affected. We currently have two staff in each bubble with a lunchtime worker assigned to them. There is no mixing between bubbles except for herself. In summary a scenario where 3 teachers were off would be very tricky to manage, 3 TA's or lunchtime staff off would be manageable. SB explained that if a teacher was COVID positive their bubble would close. If a teacher is required to isolate by track and trace SB can cover. We can cope with most scenarios, only an extreme scenario would close the school as a whole. NR - Are PHE quick to respond? SB had found PHE to be rigorous and decisive once contact had been made.</p>	



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7.2	S175 Safeguarding Audit The audit needs updating in time for the next meeting.	SB/HH
8.	<u>Health and Safety</u> No further issues to report.	
9.	<u>Staffing</u>	
9.1	SB reported that as lunchtime staff seem to be more prone to receiving track and trace notifications we have employed a new relief employee and a retired member of staff has returned to give us more flexibility. They will attend our first aid inset training on Monday 16 th November.	
10.	<u>Finance</u>	
10.1	The new playground equipment approved at the last meeting will begin to be installed on 18 th November and completed a week later, weather permitting.	
10.2	JH alerted governors to the Healthy Pupil Capital fund to support equipment and schemes supporting health and wellbeing with grants of £500-20,000. Information about the scheme to be reviewed on Perspective.Lite by SB.	SB
10.3	RG - Are the school tracking additional costs due to COVID? SB had not considered this. RG recommended monitoring financial losses and expenditure so that if we face a deficit we can claim costs. It was agreed that our additional costs may be more than we anticipate when staffing, PPE, additional cleaning and equipment were considered, thus we shall produce an account of Covid related costs as catch up funding will not impact our budget as much if our COVID costs are high.	RB/VL
11.	<u>Policies - bulk approval</u>	
11.1	Confidential Reporting (Whistleblowing) NR was appointed as the Governor with specific responsibility for any Confidential Reporting action.	
11.2	Single Equality	
11.3	Lockdown It was agreed to re-name this policy Emergency School Lockdown.	RB
11.4	Relationships and Sex Education RG - Are there plans to catch up with RSE and PSHCE missed from March to July 2020? SB said this is being addressed through block teaching. Chellaston Academy had been advised that our 2020 Year 6 leavers had missed their RSE block teaching and had agreed to deliver this area. PSHCE is prioritised in the curriculum plan. SB will now write to parents regarding the new RSE policy and how it will be taught. Any requests for pupil withdrawal from this area of the curriculum will be handled sensitively with additional guidance to parents with concerns.	SB
11.5	Remote Learning The above policies were approved by governors with minor grammatical and typographical errors corrected as discussed.	RB



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12.	<u>Academy Sub Committee Report</u>	
	Nothing to report.	
13.	<u>Any other business</u>	
13.1	KS was pleased to announce that the Church was anticipating the completion of renovations by the end of November. At this point it was uncertain whether the space would be open for Christmas end of term service.	
13.2	JT expressed her gratitude to all the staff for their fantastic work.	
13.3	HH asked if there was any progress with regard to her governor status transferring to LA. RB to follow up.	RB
13.4	NR asked SB to outline the Christmas plans. SB explained that we plan to do everything that we normally do including parents by recording events to appear on the website. Merlin class will produce a Nativity Frieze, Dart will perform an Xmas play. Our festive afternoon will be performed by Trent and Griffon. Additionally each class will watch a Christmas film on which their literacy work will be based over December, decorate their own Christmas tree, make their own decorations, wear Christmas jumpers and enjoy a Christmas party with a video message from Santa. We also hope to participate in the village Winter Wonderland window display event. however this will be delivered to parents via the website.	
13.5	The next meeting is set for <u>Thursday 21st January, 7.00 pm via Zoom.</u>	

Interrogation/critical evaluation by Governors is highlighted in red

SUMMARY OF ACTIONS			
Action	Minute No	When by / Status	Whom
Amend September minutes 5.3	2.1 (5.3a)	asap	RB
Check on Pec. Interest and GSM returns to contact outstanding governors	2.8	asap	RB
Further attempt to resolve issues with access to governor emails	2.11	asap	RB
S175 Safeguarding Audit to be completed	7.2	Before next meeting	SB/HH
Look P.Lite for Healthy Pupil Capital Fund memo	10.2		SB
Prepare account of Covid related expenditure	10.3	ongoing	RB/VL
Rename Lockdown policy (not to appear on website)	11.3		VL
Consultation with parents regarding RSE policy	11.4		SB
Correct typing errors in all policies	11		RB
Check on HH Governor status / Foundation governor	13.3		RB

Date and Time of Next Meeting: - 7 pm Thursday 24th September 2020 via Zoom.