



Minutes of a virtual meeting of the Local Governing Board of Croft Church of England Primary School held via TEAMS on Tuesday 16th June 2020 commencing at 4.00pm.

Be happy: aspire, believe, achieve

Core Functions of GB:

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

Actions list: No actions recorded

Opening Prayer – The Vice Chair opened the meeting with a prayer

Comments from the Chair

The Chair welcomed everyone to the virtual meeting.

Present: A Russell (ARu) (Chair), J Clarke (JCl) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkarn (DBI), N Bleasby (NBl), N Potts (NPo), J Preston (JPr)

Apologies: None

In Attendance: V. Brown (LA Clerking Service),

| Minute No. | | Action and time scale |
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| LGB 40/20 | <u>Apologies for absence and to determine whether any absences should be consented to.</u> Agreed: No apologies received | All |
| LGB 41/20 | <u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u> Agreed: No declarations of interest received | All |
| LGB 42/20 | <u>To determine whether any part of the proceedings should be treated as confidential.</u> Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public | All |
| LGB 43/20 | <u>Notification of urgent other business</u> <ul style="list-style-type: none"> • Trust structure and appointment to LGB Agreed: Item accepted | All |
| LGB 44/20 | <u>To approve as a correct record the Minutes of the meeting held on 19th May 2020</u> (circulated via TEAMS prior to the meeting) Agreed: That the minutes of the meeting held on the 19 th May 2020 be signed by the Chair as a true and accurate record of the meeting | All |
| LGB 45/20 | <u>To consider matters arising from the minutes and for which there is no separate agenda item.</u> | |

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| | <p>Governors discussed progress on the following:</p> <ul style="list-style-type: none"> • Clerk to add Safeguarding Audit – update on progress in actions to the next agenda – Ongoing • Clerk to add policies relating to Behaviour and RSE to the next agenda – policies to be circulated prior to the next meeting - Ongoing • Chair to circulate action plan to address Parental comments at the next meeting – Parental comments available on TEAMS no comments from Governors received – Completed <p>Impact of the May meeting – Governors suggested the following impact from the previous meeting:</p> <ul style="list-style-type: none"> • Discussion relating to risk assessment for Pupils returning to school ensures Pupils return to school safely and as soon as possible • Discussion relating to measures in place for contact ensures monitoring of engagement with home learning and vulnerable Pupils | |
| LGB 46/20 | <p><u>Date of next meeting</u> Agreed: Next scheduled meeting Tuesday 14th July 2020 at 6.00pm in school</p> | All |
| | PART ‘B’ – FINANCIAL | |
| LGB 47/20 | <p><u>To review latest Budget Monitoring statement April 2020</u> (available on TEAMS prior to the meeting) The Chair confirmed Governors read/receipt. She highlighted the positive figures for the end of year and informed there may be additional expenditure due to the pandemic. Agreed: That the Budget monitoring statement be received</p> | |
| LGB 48/20 | <p><u>Start Budget 2020 – 2021</u> The Chair informed that the Budget is still to be finalised. She made Governors aware of expected numbers for Reception and Nursery in the new academic year. She highlighted that Census numbers in October will affect the budget for the next year; this could influence staffing in future years. She informed when finalised the Budget will be added to TEAMS for Governor comments. Governors discussed promotion of the school and submitted suggestions.</p> | |
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| | PART 'C' – SCHOOL IMPROVEMENT | |
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| <p>LGB 49/20</p> | <p><u>Report of the Head Teacher</u></p> <ul style="list-style-type: none"> • Re-opening of school to N, R, Y1 and Y6 – The Chair invited the Head Teacher to update Governors on the re-opening of the school and share any issues. The Head Teacher informed meeting held with Trustees prior to wider opening. He commended the Trust for their clear communication and response to queries. He made Governors aware of the consideration given to an OOSC bubble, following advice from the Trust Parents were requested to make a choice between Year group class and OOSC. Pupils returned to school on Thursday, communication has been now circulated detailing availability for next week. He highlighted that numbers are close to capacity and informed that the Government directive for all Pupils to return by the end of term has now been removed. Additional guidance has been received stating that if schools have capacity additional Pupils can be taken. He highlighted that the school is close to capacity and nothing further can be actioned until the 2M rule is reviewed. He reminded Governors that the school has managed to provide provision for key worker Pupils throughout the crisis with OOSC provision . The school is now open to Nursery, Year 1 and Y6 keyworkers and priority groups but some have chosen not to return. 45% of children are in school, the national figure is 25%. Liaison is taking place with the Trust CEO in relation to alternative options for Pupils on the waiting list. He highlighted Staffing is at maximum and due to the maximum number of 15 in a bubble admissions cannot be increased. Investigation is also under way as to how the school can connect more with the Pupils learning from home. Staff are currently investigating ways for home Pupils to receive additional interaction possibly by quizzes and debates. He highlighted that two Collective Worship meetings have been held in the Head Teachers office and informed that the school has been asked to become a pilot for a Trust wide policy relating to live streaming/remote learning. <p>Q) Is it the 2m rule or 15 to a bubble which is making staffing challenging?</p> | |

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| | <p>A) The 2m marker is important as it alerts to distance. The rules on the Risk Assessment are set to 2m's but it is challenging to fully administer this rule. If the rule was reviewed to 1m we may be able to open up to more children but not dramatically. Early Years is huge but the children interact and move differently to children in Y6. To move forward both numbers would need to change as once children are in a bubble continuous provision has to be maintained.</p> <p>The Head Teacher led Governors through considerations and issues for OOSC and any additional cost implications. He highlighted that fruit is being purchased for all children as the Early Years and Y1 supply through the Government initiative has been suspended. He made Governors aware of funding available from the Government for Covid-19 related expenditure.</p> <p>Q) Are staff happy with how things are going?</p> <p>A) Yes it is really busy. Everything is coming through the Office which is placing pressure on the School Administrator. Teaching and support staff are happy. Pupils are happy to be back in school and interacting from a distance with other groups. Parents are positive. Concerns are with children out of school we need to think differently how we interact with home learners, Staff are trialling some technology.</p> <p>The Head Teacher drew attention to the virtual Sports Day next week which will allow children to interact from home and school. He expressed awareness that children are desperate to be back to school. He advised no plans have been finalised for Summer as announcement is expected from the Government. He expressed concern at requesting staff to work through the summer break and informed of LA request for information relating to space in buildings over the summer.</p> <p>The Vice Chair drew attention to possible issues with streaming/online materials relating to technology available, work commitments and requested that a balance is taken into consideration when completing any trials. She commented that any learning has to be flexible and fit in with everyday commitments. The Head Teacher confirmed technology is also an issue in school. An additional 20 iPads are required. He highlighted that See-Saw is positive and led Governors through issues identified</p> <p>Return September – Governors discussed the wider return to school in September.</p> | |
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| | <p>The Head Teacher informed this could be phased and Parent views may be sought. Governors discussed the use of community venue.</p> <p>Q) Are all year groups retuning in September? A) No firm decision has been made to date eventually all will return</p> <p>Governors queried the use of rotas. The Chair highlighted rotation cannot be used as it increases the risk to Pupils. She informed if symptoms are detected adults need to leave the building as soon as possible followed by a test, If negative Staff can return. If positive the school needs to contact HSE/Trust. A rota system would increase the risk of infection. Governors queried if they could provide any assistance to staff. The Head Teacher suggested that as part of the Link Governor role Governors could contact Staff to check well-being and if they can help in any way.</p> <p>Q) What proportion of children are engaging with home learning? A) Details of non-engagement or reasons for concern of Pupils has been requested from staff. Once identified these Pupils will then be targeted for support. Currently the focus is on Pupils returning to school. Staff are kept very busy with lunchtimes, staggered entry, cleaning, home learning and contact. We are at the pilot stage this week. On Thursday a Risk Assessment review will be completed with the Chair</p> <p>The Chair on behalf of the GB thanked the Head Teacher and Staff for the brilliant job they are doing in these difficult times. She sought the views of the Staff Governor. The Staff Governor informed she is enjoying being back in school and becoming familiar with the new procedures. She is considering/trialling different ways of engaging with home learners. The Head Teacher confirmed all staff are considering new ways to work and highlighted the video report produced this year. He informed staff feedback has been positive and led Governors through the format of the video. The Chair sought Governors views on fund raising to access additional IT equipment.</p> <p>Q) Have you had to activate the procedure symptoms in school? A) Two staff felt ill but the tests proved negative Agreed: Thanks to the Head Teacher for his update</p> | |
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| LGB 50/20 | <u>To review Safeguarding</u> Agreed: No issues since the last meeting | |
| | PART 'D' – HEALTH & SAFETY | |
| LGB 51/20 | <u>To review Health and Safety</u> <ul style="list-style-type: none"> • Risk Assessment for Covid 19 - any revision • 5 Year Electrical check • Tree Survey • Grounds maintenance Agreed: Deferred | All |
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| | PART 'E' – OTHER BUSINESS | |
| LGB 52/20 | <u>To deal with any matters agreed for consideration.</u> <ul style="list-style-type: none"> • Trust structure and appointment for LGB – The Clerk informed available on TEAMS in draft format for comments/queries | All |
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| | PART 'F' – PERSONNEL | |
| LGB 53/20 | <u>To review staffing</u> <ul style="list-style-type: none"> • Appointment of ATA Class 2 • Appointment of SENCo Agreed: Deferred | All |
| LGB 54/20 | <u>Impact of the meeting</u> Agreed: All to consider and bring suggestions to the next meeting | All |
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Meeting closed at 5.00pm