



**Minutes of a virtual meeting of the Local Governing Board of Croft Church of England Primary School held via TEAMS on Tuesday 19<sup>th</sup> May 2020 commencing at 3.00pm.**

**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:**

- **Head Teacher to add final plan for re-opening to TEAMS**

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

**Comments from the Chair**

The Chair welcomed everyone to the virtual meeting. She informed that the meeting should last approximately one hour and if necessary an additional meeting will be scheduled.

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

**Apologies:** None

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

<b>Minute No.</b>		<b>Action and time scale</b>
LGB 25/20	<b><u>Apologies for absence and to determine whether any absences should be consented to.</u></b> Agreed: No apologies received	All
LGB 26/20	<b><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></b> Agreed: No declarations of interest received	All
LGB 27/20	<b><u>To determine whether any part of the proceedings should be treated as confidential.</u></b> Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public	All
LGB 28/20	<b><u>Notification of urgent other business</u></b> Agreed: No items received	All
LGB 29/20	<b><u>To approve as a correct record the Minutes of the meeting held on 21<sup>st</sup> January 2020</u></b> (circulated via TEAMS prior to the meeting) Agreed: That the minutes of the meeting held on the 21 <sup>st</sup> January 2020 be signed by the Chair as a true and accurate record of the meeting	All

Signed .....

Chair

<p>LGB 30/20</p>	<p><b><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u></b>  Governors discussed progress on the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Head Teacher to confirm start date of Trust SENCO</b> – The Head Teacher informed details are still being worked on for the SENCO - <b>Ongoing</b></li> <li>• <b>Information relating to eligibility for Pupil Premium to be returned to Newsletter as a reminder</b> – The Chair advised work is continuing to identify as many eligible Pupils as possible - <b>Ongoing</b></li> <li>• <b>All Monitoring visit reports to be forwarded to Chair</b> – Any outstanding reports to be uploaded to Chair - <b>Ongoing</b></li> <li>• <b>Clerk to add Safeguarding Audit – update on progress in actions to the next agenda</b> – On agenda. Amendments to Safeguarding Policy should have been received for Covid-19 as an Appendix to the Policy. All Governors should be familiar with the Appendix if not received please contact Chair - <b>Completed</b></li> <li>• <b>Clerk to add policies relating to Behaviour and RSE to the next agenda</b> – deferred - Ongoing</li> <li>• <b>Chair to circulate action plan to address Parental comments at the next meeting</b> – Parental comments available on TEAMS. If Governors have any comments please add to TEAMS – <b>Completed</b></li> <li>• <b>Nursery</b> – The Chair reminded Governors of discussion relating to increase in costs for extra sessions. She advised in line with other Providers current costs will remain unchanged – <b>Completed.</b></li> <li>• <b>Pay Policy</b> – Available on Trust website. The Chair advised this is uniform for all Trust schools</li> </ul> <p><b>Impact of the January meeting</b></p> <ul style="list-style-type: none"> <li>• <b>SEND</b> - Discussion held relating to SEND, EHCP and SENCO ensures high quality provision in school</li> <li>• <b>Policies</b> – discussion of Behaviour Policy ensures all revised policy is working well within the school</li> <li>• <b>Pupil Premium</b> – discussion and agreement of actions ensures all eligible Pupils are receiving/accessing funding</li> </ul>	
<p>LGB 31/20</p>	<p><b><u>Date of next meeting</u></b>  Governors discussed additional short meeting to discuss the proposed budget. Date and time to be agreed</p>	<p><b>All</b></p>

	<b>Agreed: Additional meeting date and time to be confirmed by Chair. Next scheduled meeting Tuesday 14<sup>th</sup> July 2020 at 6.00pm in school</b>	
	<b>PART 'B' – FINANCIAL</b>	
<b>LGB 32/20</b>	<p><b><u>To review latest Budget Monitoring statements– Dec 2019, Jan 2020, Feb 2020, March 2020 Comments/queries only</u></b></p> <p>The Chair advised reports available on TEAMS and invited comments/queries. She highlighted slight saving over the past few months but reminded there may be additional outgoings due to school closure and non-attendance of Pupils at OOSC</p>	
	<b>PART 'C' – SCHOOL IMPROVEMENT</b>	
<b>LGB 33/20</b>	<p><b><u>To review parental comments (from questionnaire) action plan</u></b> (available on TEAMS prior to the meeting)</p> <p>The Chair sought Governors view on responses to comments. Governors confirmed responses accepted.</p>	
<b>LGB 34/20</b>	<p><b><u>Report of the Head Teacher</u></b></p> <p>The Head teacher informed report available on TEAMS covering period 23<sup>rd</sup> March to present and led Governors through the report. He highlighted the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Pupil Summary</b> – numbers and percentages as detailed on the report.</li> </ul> <p>The Head Teacher provided the following information in response to questions detailed on the report:</p> <ul style="list-style-type: none"> <li>• <b>Covid 19 Report including provision for Vulnerable pupils, EHCP and Key Worker children</b> – The Head Teacher highlighted additional children have been identified to those eligible in the Government categories. Governors queried if there were cases of non-attendance from the identified vulnerable group. The Head Teacher confirmed some cases of non-attendance and informed to ensure safeguarding contact has been maintained and the reasons for non-attendance investigated. Full details of contact available on the report</li> <li>• <b>E Vouchers</b> – issued every two weeks during term time and the Easter and May half term breaks</li> <li>• <b>Policies procedures and guidance affected by Covid-19.</b> The Head Teacher informed there have been weekly meetings/regular communication with Staff. All policies, procedures and guidance affected by Covid-19 have been updated. He highlighted the</li> </ul>	

	<p>positive communication from the Trust and regular meetings of Chair and Head. He confirmed rota in place to ensure designated Safeguarding Officer or Deputy on site at all time</p> <p><b>Q) Have there been any new safeguarding incidents?</b></p> <p><b>A) Yes staff have communicated these through CEPOMS</b></p> <ul style="list-style-type: none"> <li>• <b>Review of learning platforms to ensure meet current GDPR regulations</b> – The Head Teacher confirmed platforms have been reviewed. Zoom is currently being used.</li> <li>• <b>Well- being of staff and pupils</b> – The Head Teacher drew attention to the section on the report of any other staff welfare points Governors should be aware of. He highlighted all staff able to attend school will need to be in school when the school re-opens and highlighted the challenge if this does not happen as cover will be needed. He commended the staff for their work and support during this difficult time</li> </ul> <p>The Head Teacher led Governors through the section relating to ‘any other activity Governors should be aware of’ relating to surveys and requests for Parents to notify if children will be attending school with deadline dates</p> <ul style="list-style-type: none"> <li>• <b>Discussion re preparation for school re-opening</b> – The Head Teacher updated Governors on the proposed actions for safe return to school and highlighted the Plan when finalised will be available on TEAMS:             <ul style="list-style-type: none"> <li>➤ <b>Proposed numbers</b> – all Parents have been surveyed early as to whether child will be attending and provisional numbers have been identified. This has enabled the opportunity to look at key concerns of Parents early. The final set of FAQs with response of Yes/No has deadline of tomorrow and the final opportunity to inform of child attending will be Friday for return after half term. Parents will then need to inform school of attendance a week at a time for return the week after. He reminded Governors that the school has remained open throughout the lockdown and has worked successfully. Additional H&amp;S steps have been discussed. Governors</li> </ul> </li> </ul>	
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	<p>raised the following queries:</p> <p><b>Q) What do you anticipate the numbers will be on re-opening?</b></p> <p><b>A) From email responses possibly 5-8 per group</b></p> <p><b>Q) Will this be manageable for staff?</b></p> <p><b>A) Numbers in excess of 10 would be challenging especially with social distancing</b></p> <p><b>Q) Do you think Parents need re-assuring of areas causing concern and risks?</b></p> <p><b>A) When the re-opening plan is circulated the number of measures in place will be seen. Children will have no contact apart from the group bubbles. Groups will not meet up. There are a number of measures to lower risk which will be re-assuring. It is difficult to share at the moment as guidance is still being received.</b></p> <p>He advised numbers will be known by Friday and sought Governor views on the impression of school and if more could be done to reassure. JP informed a number of parents have concerns and are following headlines but expressed the opinion the school is maintaining all safety recommendations and is looking safe. Parents could possibly be reassured with the situation relating to fines for non-attendance The Head Teacher highlighted the need to know Parents decision now for return after half term as planning is required. He informed the Trust have issued correspondence re-assuring Parents on the re-opening. Staff are confident to open especially with current numbers. The Head Teacher informed more guidance is imminently expected relating to staggered entry, movement at all times. He commented that children will be having fun and spending time outside even with the proposed measures. He highlighted the document 'Planning for re-opening of schools V1.0' and due to the size led Governors through the summary and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Staggered start to day</li> <li>• One-way entry system with no stopping. Older children will enter on their own. Younger children will be handed to staff. There will be lots of staff at this point. Consideration is being given to reviewing school day times for TA's and OOSC staff.</li> <li>• OOSC – entry will be from 8.00am and children will go straight to class. The end of the day will possibly be 2.00 or 3.00 pm with a staggered collection. Any children attending OOSC from group bubbles will go into the Hall as this is the only place for social distancing for all activities and food. Another suggestion was to have all OOSC together all the time thus mixing year groups in the Hall. In the morning when Children enter their area for the day</li> </ul>	
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	<p>there will be one teacher and one TA. Activities will be outside as much as possible in different areas with no group mixing. Children will be issued with their own pencil case only for their use.</p> <ul style="list-style-type: none"> <li>• High use areas will be disinfected/cleaned regularly</li> <li>• Lunch – Dinners will be collected and consumed in classroom. Cleaning will take place between groups.</li> <li>• Break time – This will be timetabled/staggered with no contact with other groups</li> <li>• Toilet – This will be one in/one out. Children will be required to stand on a spot while waiting and there will be notification that the toilet is engaged</li> <li>• Drinking water – Individual bottles have been purchased for during day and will only be used by the allocated Child</li> <li>• Hand Washing – There will be one group in at a time. Promotion of drying of hands will be increased</li> <li>• EY’s lunch will be in the Hall and will be spread out</li> <li>• Cleaning – There will be additional cleaning. The end time of 2.00pm will allow for additional cleaning by staff/contractors. He highlighted that on re-opening staff will be unable to maintain the response time for home learning currently achieved. It is possibly that any staff not in school could maintain contact</li> <li>• There will be minimum contact between groups</li> </ul> <p>I</p> <p>The Head Teacher informed that if numbers increase with the suggested return of the remainder of year groups this could be more challenging. He expressed the opinion that the plan will work for current proposed numbers. He highlighted the challenge if staff or pupil become ill and informed of the process for a whole group and possible closure.</p> <ul style="list-style-type: none"> <li>• PPE – This will only be used in EY for intimate care. If a Child or Member of staff shows symptoms they will be isolated immediately. They will leave the premises. If collected staff dealing with the collection will wear mask. He highlighted Parental views differ on the wearing of masks</li> </ul> <p>The Head Teacher informed Plans across the Trust proposed to the CEO differ. Some schools have put staff on rotas with phased returns. Guidance now suggests that children should stay with the same staff. He commented that any decision should be made based on what will work for individual schools. Final decisions have not yet been made but staff are confident and highlighted they have been doing this</p>	
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	<p>during school closure. The Chair highlighted the need to review any plan for July. Governors discussed the need for time for individual’s confidence to return. The Chair invited comments/queries on the proposed plans. The Parent Governor thanked the Head Teacher for his good communication and work during the lockdown.</p> <p><b>Q) How are staff?</b> <b>A) They are positive, confident and adhering to guidance. Children will be kept apart as much as is possible, EY will be challenging.</b></p> <p>The Chair on behalf of the GB thanked the Head Teacher and staff for outstanding organisation, teaching, care and support for the school and pupils during the crisis. The Head Teacher thanked the Chair and Governors for their support <b>Agreed: Head Teacher to add final plan for re-opening to TEAMS</b></p>	Head Teacher
LGB 35/20	<p><b><u>To review Safeguarding</u></b> -</p> <ul style="list-style-type: none"> <li>• School closure response</li> </ul> <p><b>Agreed: Deferred</b></p>	All
	<b>PART ‘D’ – HEALTH &amp; SAFETY</b>	
LGB 36/20	<p><b><u>To review Health and Safety</u></b></p> <p><b>Agreed: Deferred</b></p>	All
	<b>PART ‘E’ – OTHER BUSINESS</b>	
LGB 37/20	<p><b><u>To deal with any matters agreed for consideration</u></b></p> <p><b>Agreed: No items received</b></p>	All
	<b>PART ‘F’ – PERSONNEL</b>	
LGB 38/20	<p><b><u>To review staffing</u></b></p> <ul style="list-style-type: none"> <li>• HT Interim Performance Management Review</li> </ul> <p><b>Agreed: Deferred</b></p>	All
LGB 39/20	<p><b><u>Impact of the meeting</u></b></p> <p><b>Agreed: All to consider and bring to next meeting</b></p>	All

**Meeting closed at 16.15pm**