



Minutes for the Full Governing Body Meeting

Held on Tuesday 14 July 2020 at 7.00pm

Attendance			
Karen Donald	✓	Helen Vidal	✓
Louise Druce (Headteacher)	✓	Rachael Wheeler	✓
Viv Gery	✓	Simon Williams (Chair)	✓
Stuart Getty	Apologies		
Susie Hayward	✓	In attendance	
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Joanna Lee (SBL)	✓
John Mackintosh	✓	Vicky Swann (Deputy Headteacher)	✓
Vicky Sumner	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting was conducted virtually and began at 6.58pm.

Minutes	
1.	Confirmation of secure environment Governors confirmed a secure environment.
2.	Apologies for Absence Apologies were received and accepted as above.
3.	Declaration of Interest There were no declarations of interest.
4.	To agree minutes of the last meetings <ul style="list-style-type: none"> • 11.6.20 • 25.6.20 <p>The minutes were agreed and would be signed at a later date when the Chair of Governors is next in school due to COVID-19.</p>
5.	Matters arising from previous meetings <ul style="list-style-type: none"> • 11.6.20 • 25.6.20 <p>Governors reviewed the matters agreed. There were no matter outstanding.</p>
6.	Chairs' Actions – Part 2
7.	Business Critical Decisions <p>a) Agree key decisions regarding the SSP during this time to support school leaders and what can be put on hold and an interim recovery plan outline.</p> <p>LD shared the new plans relating to the SSP, to be implemented including an update on a new priority, Diversity and Inclusion. LD shared she would meet with some interested parents to form a working party as well as involving other experts to help shape improvement.</p> <p>VG asked about the contingency plans for September. LD responded that each year group had written a Learning Passport so this can be implemented immediately if the school was not able to return</p>

fully and Google Classroom would continue. Google classroom would also run for those who are clinically vulnerable if they were not able to return to school in September.

KDonald asked if it was possible for the teachers to gauge where the children are at since returning. LD indicated that the teachers were able to form a good picture on those that had returned so far and had been encouraged by where the children were at. LD shared that there would be no formal testing whilst the children were only in two days a week. LD shared the area of most concern related to concentration for extended periods of time. HV indicated that returning to the same class and teacher in September was really positive for the children. KD also added that language development was aided simply by being in the school environment.

SW asked if the staffing position was sustainable for September. LD indicated it was and presented a staffing update sharing that one member of staff was monitoring the situation as she was pregnant. The rest of the staff were expected to return. LD outlined plans in place to aid those staff who had not yet returned to be phased in regarding the number of children and returning.

SH asked if any governors had been in to observe the processes in place. LD indicated there hadn't been but KK who was the staff governor, was in school teaching. KK indicated as a governor she was particularly happy with the processes in place and that the school was doing everything possible that it could.

SW indicated that it might be appropriate for visits to start again potentially in September.

8. **Governing Body Membership**

a) To consider any arrangements for governing board membership.

The Governing Body now included a co-opted vacancy to be discussed in September CWP.

b) Governors should appoint a governor who can step in/lead the Governing Board should the Chair and/or Vice Chair become unavailable.

This item was discussed and SW proposed either or both of the two chairs of the committees.

Governors appointed JM to deputise in this role and SW would contact SG to ask if he also would take on this role.

ACTION: SW to contact SG to seek agreement in willingness to deputise along with JM in event that the Chair and Vice-Chair were unable.

NOTE: Following the meeting SG agreed to deputise alongside JM.

DECISION: Governors agreed the committee chairs deputising in the absence of the Chair and Vice-Chair

9. **Partial Opening of School and Nursery to Pupils**

a) To receive an update on arrangements of the partial opening of the school.

HV shared the positive experience from implementing Forest School for EYFS, many aspects and learning experience will be taken forward into future years. SW praised the school for the positive experiences for the children given the current situation.

SW asked if the children had talked about the coronavirus. LD indicated that the children had picked up on political views and what they had heard on the news. They had understanding on hand washing. KD had indicated some parents had shared their children were anxious, however this wasn't specifically relating to the coronavirus but rather the coronavirus had exacerbated a situation already present. KD shared that some families undertook a short visit to school to build confidence in stepping outside the family home and returning in September.

LD indicated the positive feedback and reflection on the decision of starting slowly, building up and all children matter had been a crucial decision and very positive for the children and our community life.

VG indicated how valuable the attendance of children at school is when the google classroom uptake was only 50%. VS shared that this was particularly lower when children were in more and some classes were taking part much more. LD outlined reasons for this. RW shared that the positive steps taken that was now invaluable in the preparation for September.

b) Remote learning offer

KD indicated that between 22 and 32 children each day attend across four childcare bubbles with Y3 representing the largest number. KD shared that the children were happy and settled. Project time

	<p>has allowed for work to be done to bridge across different year groups.</p> <p>KDonald asked if there was anything from the Y1 to Y6 provision that would be continued. VS indicated that part of the reconnection curriculum, the story projects had particularly engaged the children based around a text. VS indicated reading of the stories wouldn't continue due to publishers' copyright which finishes on Friday. VS also shared that Y1 to Y6 had found google classroom an effective way of submitting work and this might be revisited when examining the homework policy.</p>
10.	<p>Update on Provision of Education</p> <p>a) Number of pupils attending school KD shared that between 80-90% had attended school and that staff had worked with anyone particularly nervous. All the EHCP children were in, except one and it was jointly agreed with the parents that the child wouldn't return.</p> <p>KD shared that of the 53 children not having returned, 18 children were shielding in YR – Y6 and 14 children had not returned in YN of which 2 were shielding. VG asked regarding the YN children not returning, whether there would be any unfilled places in September. LD indicated that there wasn't and response had been positive surrounding admissions for Nursery, just with such young children, parents had decided to keep them at home due to social distancing.</p> <p>HV shared arrangements for the new YR transition to school which had taken place as well as for YN. HV shared that the Discovery Trail had been very successful and might well be continued next year.</p> <p>JM asked about the 14 children in YN who had chosen not to return during this period. KD indicated that it related to nervousness. One family had moved areas and another family were vulnerable. Continued contact with the remaining ten in particular.</p> <p>RJ asked if it was anticipated that the new YN children would attend in September. LD indicated yes as only a few had not attended and these were explained.</p> <p>b) Arrangements for staff attending school LD indicated most staff were in school but also included a day working from home for some due to PPA space availability. VS outlined arrangements for teaching staff, teaching assistants, HLTAs and office staff.</p> <p>c) Priority/EHCP Update KD indicated 34 children were being monitored closely, 27 of whom were attending school and the remainder represented 4 families, all of whom had now visited the school for a short visit.</p> <p>d) COVID-19 Summer Food Fund KD updated governors on the Summer Food Fund following the Food Hampers which had been well received. £90 per pupil for the summer allowing the parent to select a supermarket to receive the money to spend in.</p>
11.	<p>Safeguarding</p> <p>a) To receive an update on safeguarding arrangements, including how contact is being maintained with vulnerable pupils, and any issues arising.</p> <p>b) To receive an update on arrangements/plans for ensuring wellbeing of pupils and any current issues/concerns.</p> <p>KD shared that visits had been made by the Family Support Worker and the HT/DHT when needed. KD praised the work of Heather Owens Leather during lockdown. VG asked if there was a way to say thank you. Governors agreed to send letter to say thank you.</p> <p>KDonald asked regarding safeguarding whether there was anything that could be done over the summer. KD indicated that referrals didn't stop during the summer and contact is made with the DSLs when needed.</p> <p>ACTION: SW to send letter of thanks to Heather Owens Leather with KD to areas of note-able support.</p>

12.	<p>Staffing Arrangements and Wellbeing</p> <p>a) To receive an update on current status of staffing capacity including level of COVID-19 related absences.</p> <p>b) To receive an update on arrangements/plans for supporting staff wellbeing during and after the current emergency conditions.</p> <p>c) To consider staffing arrangements for September – recruitment/resignations.</p> <p>VS indicated that support had been given to those clinically vulnerable and steps taken to aid their return to school in order to aid a smooth return in September.</p> <p>SW asked for thanks to be minuted for the work of staff over the last year and indeed the months since lockdown.</p> <p>RJ expressed importance of thanking staff, rolling that over and ensure it happens at a suitable point and SW agreed to revisit in September.</p>
13.	<p>Additional Classroom Project Update</p> <p>a) Phase 1 – Premises Maintenance and Storage area.</p> <p>JL gave an update on the Phase 1 due to take place this summer.</p> <p>b) Phase 2 – General project update</p> <p>JL indicated that Phase 2 may need to be split into two phases depending on how work progressed and this would be monitored. JL indicated tendering for the work would need to begin in September with a plan for the building work to take place next summer.</p> <p>SW thanked JL for all the work undertaken so far.</p>
14.	<p>Policies to be agreed</p> <ul style="list-style-type: none"> • Anti-bulling <p>KD shared changes made to the current policy.</p> <ul style="list-style-type: none"> • MFL <p>LD outlined the MFL policy</p> <ul style="list-style-type: none"> • School Emergency Plan <p>JL outlined updates made relating mainly to names and details rather than procedures.</p> <p>JM asked if due to the workload, whether policies could be rolled forward if there are other priorities. LD shared that some policies were statutory so would need to be done but some could be rolled over, if non-statutory, if it was particularly needed.</p> <p>KK asked if the changes could continue to be highlighted. LD indicated it depended on the policies as some were model policies from Surrey.</p> <p>Governors formally agreed the above policies.</p>
15.	<p>Formal agreement of SFVS review</p> <p>JM updated governors that this document had been agreed at the Resources Committee in March 2020 and this was due to be ratified at the FGB in March 2020. JM outlined the three actions taken particularly from it.</p> <p>DECISION: Governors ratified the SFVS submitted to Surrey in March 2020.</p>
16.	<p>Summary of key actions</p> <p>LW summarised the key actions.</p>
17.	<p>Date of next meeting</p> <p>The date of the next meeting in September would be confirmed with items for the agenda including Governor Training and Safeguarding.</p> <p>SW thanked all for the work this year on the governing body and to the new governors.</p>

The meeting finished at 8.55pm.

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____