



Minutes of the Extraordinary Full Governing Body Meeting

Held on Wednesday 22 April 2020 at 10.00am

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

The meeting was conducted virtually. The meeting began at 10.00am.

Agenda Item
<p>1. Apologies for Absence Apologies for absence were received and accepted as above.</p>
<p>2. Staffing LD gave a brief update of recruitment taking place in order to be prepared for September with the appointment of Kate Webb, our current SCITT.</p> <p>Due to the current situation relating to COVID-19, LD gave a comprehensive update surrounding the current situation particularly relating to staff requiring to isolate.</p> <p>LD shared that some Extended Services and Nursery staff who are paid for via the community provision not via the delegated budget, have been furloughed. Altogether, expenditure on these staff resulted in £9,300 a month and through the government scheme the school would be able to recoup £7,500.</p> <p>SH asked if the school was topping up the other 20% when the government are paying 80%. LD indicated yes to ensure uniformity across all staff.</p>
<p>3. Child Care Provision and Staff Rota update LD updated all regarding numbers in school over the past few weeks since Child Care Provision began and also the staffing numbers and ratios per child.</p> <p>SW thanked all staff for all they're doing and continue to do.</p>
<p>4. Free School Meals LD gave an update regarding the FSM and the decisions surrounding the provision of hampers rather than implementing the government free school meal vouchers. In addition to the hampers, LD shared that stationary packs had been provided along with the Home Learning Passports and also a book to be used as part of the newly implemented book club in Y3 –Y6.</p> <p>SH asked if the cost for this would come out of the free school meal funding and JL confirmed this was so.</p>
<p>5. Safeguarding and Staying in Contact LD drew attention to Appendix 1 of the newly issued Safeguarding Policy during COVID-19 and outlined the steps taken to keep in touch.</p>

	<p>VG asked if there were any steps being taken regarding online safety and LD shared that some details had been given in the Home Based Learning Guide recently sent out.</p> <p>ACTION: LD to speak with NT and RV about a newsletter article relating to staying safe online and preventative measures.</p> <p>SH asked about the school's obligation regarding safeguarding when the situation at home can't be monitored. KD responded that the responsibility was still there and outlined further the steps the school is taking to do meet this requirement and care for the children.</p> <p>SH asked if there was anything governors should be aware of. KD indicated that the Chair of Governors is aware of any children of particular concern as per the safeguarding policy.</p>
6.	<p>Home Based Learning</p> <p>EYFS HV outlined the ethos and focus of EYFS.</p> <p>SH asked how the curriculum would be shaped upon return and was whether there was any guidance. HV indicated that not at present but it may result in a longer approach to learning being adopted and making the first few years more Early Years based.</p> <p>LD also gave an update on the new Reception children starting September including a makeup of the cohort regarding siblings and nursery children. LD also shared that contact had been made already.</p> <p>Y1-Y6 VS updated governors surrounding the Home Based Learning Passports and the reading project. She also outlined procedures in place for those in school. LD indicated the staff were utilising all the resources available including BBC Bitesize and the Oaks National Academy resources.</p>
7.	<p>Extra Classroom Project JL shared an update on the project indicating there had been a few responses to the recent consultation but one neighbour asked if more trees would be taken down to which HL had indicated no.</p> <p>JL shared that the application for building in green belt had now been signed to be submitted. Surrey had indicated there were the school to continue with the project with the aim still to build the classrooms in the Summer of 2021 if not the whole project. The next step is to get planning permission.</p> <p>JM asked when we would need planning approval by. JL indicated there was still plenty of time as the tender process would aim to begin in September. The only action requiring possible postpone at the moment would be the moving of the sheds in the summer 2020, this could be done at a later time.</p>
8.	<p>Budget Meeting Governors noted the Budget Meeting next week in time for submission on 1 May. It was agreed to the meeting being conducted virtually with the main purpose to sign off budget and look at year end FMRs.</p>
9.	<p>General questions LD invited general questions at this time.</p> <p>VG asked what would happen if Louise goes off sick? LD responded that VS/KD/JL/HV all share communications with all resources in shared access. LD indicated the setup is in place should someone get poorly on the LMT.</p> <p>VG asked if schools would open in the summer to help kids catch up. LD indicated that it's not believed that this will be happening contrary to press reports last week.</p> <p>SH asked if there was anything to do regarding the planned phonics training whilst the school is closed. LD shared that whilst the course is available online, it was important to undertake together as sharing and practising techniques was an important part of the process. LD indicated the booking was still in place but in may need to be postponed.</p> <p>SH asked if the work with the other schools is continuing. LD indicated the government had suspended all</p>

NLE work and the Teaching School had stopped their training.

LD shared that trips for the coming term were being looked at this week in details and an update would be given after this.

ACTION: Trips and residentials to be added to the next informal meeting.

It was agreed to have an informal FGB catch up on a fortnightly basis.

SW thanked all staff for the work undertaken at this unprecedented time.

The meeting finished at 11.30am

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: _____