



Minutes of the Extraordinary Full Governing Body Meeting

Held on Thursday 25 June 2020 at 7.00pm

Attendance			
Karen Donald	✓	Helen Vidal	
Louise Druce (Headteacher)	✓	Rachael Wheeler	✓
Viv Gery	✓	Simon Williams (Chair)	✓
Stuart Getty	Apologies		
Susie Hayward	Absent	In attendance	
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Joanna Lee (SBL)	✓
John Mackintosh	✓	Vicky Swann (Deputy Headteacher)	Arrived 7.09pm
Vicky Sumner	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting will be conducted virtually began at 7.05pm

	Agenda Item
1.	<p>Confirmation of secure environment All confirmed a secure environment which could not be overheard.</p>
2.	<p>Apologies Apologies were received and accepted as above.</p>
3.	<p>Additional Classroom Project [KDonald left 7.05pm]</p> <p>JL presented the background to the current project, resulting from the extra pupil numbers in our locality and the need for a bulge class. This was for the benefit of new governors who were hearing about the project for the first time. Details of the requirements and the operational arrangements surrounding the housing of classes were also shared.</p> <p>[VS arrived 7.09pm].</p> <p>JL shared that one of the challenges presented involved the rehousing of the maintenance space. Quotes had been received and the lowest was from A.J. at a cost of £73,372. There were additional costs due to the location requiring protection of the tree roots. JL indicated that the school were still waiting to receive planning permission but there had been no objections indicated on the planning portal. The only comments related to the travel plan which JL indicated to governors should not be an issue because there was no increase in numbers but rather improving accommodation for existing pupils. JL indicated that the project subject to planning permission was now ready to proceed with the first stage (new premises workspace and storage) this summer, subject to governors' approval.</p> <p>VG asked if the contractor had already been selected. JL indicated that the lowest quote for this stage was from A.J. A.J. are known to the architect. The second lowest was PCP who the school has worked with before but doesn't have complete experience in this area. Governors discussed the tender in more detail and the potential contractor.</p> <p>[KDonald returned 7.18pm]</p> <p>JL indicated the contribution from Surrey to the new classrooms was now known.</p>

VG asked about value for money and asked if there was any alternative location for the maintenance area that could save money. JL indicated that other areas had been explored but this was the only viable option.

DECISION: Governors agreed to spending of up to £85,000 (lowest quote plus contingencies and fees) with appointment of contractor to be made by JL, SW and RJ. £50,000 of that to be moved from the Delegated Budget.

JL asked if governors would consider proceeding with a letter of intent to be issued to the contractor so work could start on 20 July 2020. JL indicated the risk would be if planning permission wasn't received. SW asked JL to find out what the penalty would be if the school didn't receive planning permission. SW indicated concerns regarding signing to a contractor without planning permission. VG indicated the level of risk depended on the amount.

ACTION: JL to investigate how much the liability will be regarding raising a letter of intent without planning permission

DECISION: Delegated party to make the decision surrounding letter of intent.

NOTE: Letter of intent was not needed as planning permission was received on 9.7.20

4. Increase in returning to school provision

LD presented to governors the plan for increasing the provision in the following weeks:

w/b: 29

- Increase Nursery Swans bubbles so that staff ratio is 2:15 instead of 1:8.
- Increase Emergency Child Care provision to 10 per bubble.

w/b: 6.7

- YR Base camp bubbles stay the same but field camps bubbles expand so that both the class bubbles are together with a ratio of 2:15.
- Y1 to Y6 double up their days so 15 per bubble and each child able to attend two days a week.
- Increase Emergency Child Care provision to 15 per bubble.

KDonald asked how classroom layout would be affected and LD indicated that distancing would be reduced but the social benefit for the children along with the government guidance of 15 per class meant it was worth the change.

Discussion took place surrounding the social distancing of the children in and out of school and classroom configuration.

KD shared that regarding attendance, 86.3% are attending, with some classes 100% attendance.

RW asked how staff felt. LD indicated that those doing Forest School had been very positive. No-one has raised any concerns about hygiene and COVID safe procedures.

LD also shared that more office staff would be returning to working in school rather than from home.

VG asked how toilets, corridors, social distancing etc were being implemented. LD indicated that it was possible to scale up existing procedures for 15 children but the only implication was a longer wait for the toilets.

A further discussion took place surrounding the changing landscape nationally and educationally relating to COVID-19.

LD also shared discussion surrounding the emergency childcare bubble returning to class but to preserve the integrity of the bubbles children, they would need to remain in the childcare bubble.

JM summarised the positive steps taken relating to balancing the risks, wellbeing and health. Governors all agreed that it was the right thing to do to increase numbers in the way outlined and LD

highlighted steps taken to mitigate risks to staff. RJ asked if any staff were reluctant to return and LD indicated no-one was reluctant but that some needed re-assurance. Two were taking advice from their doctor. One member of staff, who was pregnant, would monitor the situation and take advice from the midwife before returning in September.

DECISION: Governors agreed to increase in ratios for nursery and combining bubbles for the remaining year groups so that children attended two days a week. Governors also agreed to increasing the Emergency Childcare provision to 10 per bubble.

LD shared that with regards to September planning, this was currently in progress and would be presented to governors at the FGB in July and then governors would meet again, if needed, the last week of the summer holidays.

The meeting finished at 8.24pm.

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: _____