

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF MEETING OF FULL GOVERNING BODY
HELD ON WEDNESDAY 15TH JULY 2020 at 6:00 pm (via Zoom)

Small school, big heart, aiming higher together

*Our vision is to “value everyone” to enable them to develop curiosity, ignite a love of learning, discover talents and reach their full potential in a caring and secure environment.
This vision is rooted in our Christian values of **respect, compassion, friendship and perseverance** that are at the heart of our school.*

*1 Peter 3.8: ‘...be like-minded, be sympathetic, love one another, be compassionate and humble.’
Proverbs 22:6: ‘Start children off in the way they should go, and even when they are old they will not turn from it.’*

Core Functions of a Governing Body:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

PRESENT: Prof H Hall (Chair), Mrs H Pye (Headteacher), Mrs D Craig, Mrs V Gale, Mr G Redfern, Mrs J Fineran

IN ATTENDANCE: Christine Knights (Clerk)

Minute No. _____

Gov 1 Prayer

The meeting opened with the School Prayer.

**Gov 2 Apologies for absence, consents and declarations of interest.
Reminders regarding confidentiality, gifts and hospitality.**

Apologies for absence from Mrs H Morris, Mrs T Comfort and Mr M Graham were accepted.

There were no declarations of gifts or hospitality.

The Chair reminded Governors of the need to respect confidentiality.

Gov 3 Approve minutes for signature

The minutes of the meeting held on 17th June 2020, were approved with no amendments.

The minutes would be signed electronically and filed in school.

Gov 4 Matters arising from the minutes

There were no matters arising.

It was confirmed that the current meeting was quorate.

Gov 5 Chair's opening remarks

None. The focus of the meeting would be on urgent business.

Gov 6 Headteacher news updates

To be covered under Gov 10.

Gov 7 Order of business

Agreed

Gov 8 Election of Chair

Governing Body's Standing Orders stipulate that the Chair of Governors should be elected each year. Professor Howard Hall was re-elected unanimously.

Gov 9 Election of Vice Chair

Governing Body's Standing Orders stipulate that Vice Chair of Governors should also be elected each year. Mrs T Comfort was re-elected unanimously.

Gov 10 Headteacher's Report

Plans for return to school in September

a) The Headteacher had circulated the Return to School Guide to Governors and the school's risk assessment. She stated that the school was in a good position because there was already a good routine with the children at school. In September the children would be split into 2 bubbles allowing the adults to move between classes within these bubbles, following the very clear guidance which had been issued. If a member of staff falls ill, others within that bubble will be able to provide cover. If anyone is tested and found to have COVID, then just that one bubble will need to isolate. This is in line with the school's risk assessment. The Headteacher emphasised that the aim was to have a plan that could be maintained for the full academic year if necessary.

b) The Chair of Governors asked whether sufficient time had been allowed for lunchtime. The Headteacher explained that children in Reception, Years 1, 2 and 3 would start the lunch break at noon and have lunch immediately then, with the expectation that this would take about 30 minutes and would be followed by playtime for these children. Years 4, 5 and 6 would have playtime from 12:15 and then lunch at around 12:40 pm. The lunchbreak would finish at 1:15 pm, giving the younger children a total of 75 minutes and the older children 60 minutes.

c) Governors asked the Headteacher to outline the staffing arrangements at lunchtime. Mrs Wagstaff had not been replaced, otherwise staffing will be the same, with the addition of help from volunteers, including a trained TA who is volunteering in order to build up her experience.

d) Governors asked about the cleaning arrangements in the hall. The Headteacher explained that TreeTops would be using all of the hall before and after school, and tables would be wiped down after use in the morning, lunchtime and after school. Staff would use the end of the hall for breaks during the day. Tables used by the staff would be wiped down after use. The floor in the hall would be cleaned at lunchtime. The toilets assigned to TreeTops would be cleaned after their use before being allocated to other children during the school day.

Staffing

e) One teacher and two TAs had been appointed. The Headteacher provided details on the new staff and noted how pleased she was to have been able to make these appointments.

Financial position

f) The Headteacher stated that the current position for September was that there would be 84 children on roll. It is possible that this will reduce to 83.

g) School had been informed that there would be no funding available for school premises and it was noted that multi-academy trusts had been awarded all except around 10% of the premises funding.

h) Governors asked whether there were any possibilities for additional funding for the school through the tutoring programme which had been announced by Government. The Chair noted that it would be useful to identify the children who will require additional tutoring and put forward an application for this funding, as 75% of costs of the tutoring would be covered. Mrs Fineran commented that it is already known which children will need extra support. It was not known however whether the school's own staff could provide the additional tutoring through this initiative. The children would need to know the staff working with them. The Headteacher explained that there is not very much detail known about this source of potential funding yet, including whether it can be used for staff already working in the school and whether the 25% contribution could be a contribution-in-kind from salaries. She noted that Mrs Bird would be working with small groups and one-to-one, to work on assessments and also to provide additional support, possibly including for children working towards Greater Depth. The Headteacher also emphasised that there would be additional support available because of there being a TA in every classroom.

i) Governors discussed the financial position for the next academic year, as presented in the budget documents presented in the June meetings. The Headteacher noted that the recruitment had been in line with the budget as

agreed. The budget would be reviewed in December 2020, to establish whether an application to run a deficit was needed. In January 2021 the Governing Body would consider the budget in the light of census data and reception numbers for 2021.

j) A Governor asked for clarification of the possibility of claiming “exceptional costs” incurred due to the COVID pandemic. The Headteacher had discussed this with County, but none of the categories applied to the school. The government website provides more information: increased premises costs; FSM costs incurred before the introduction of the voucher scheme; additional cleaning in the case of COVID infection. The Headteacher explained that Hub Schools had access to additional funding, for example for cleaning and for staying open in the holidays, but Sutton on the Forest Primary was not a Hub School, even though it had stayed open in the holidays. County has reimbursed some catering costs, but otherwise there have been no savings.

Pupil Data

k) The Headteacher reported that no pupil data was available this year. Stats and Phonics Screening would be going ahead as usual in academic year 2020-21. The Phonics Screening for current Year 1 children will take place in the Autumn term (ie when they are at the beginning of Year 2).

l) A Governor asked about the approach to be used in assessment, and about views on “Baseline” which was trialled last year. Mrs Fineran explained that although the “Baseline” trial had been useful, it did not cover the full range of areas to be looked at for Early Years. The approach to assessment will be as in previous years.

OFSTED

m) The Headteacher reported that OFSTED had announced plans to visit schools in the Autumn term to see how schools have coped in the pandemic and in particular with blended learning. The schools visited will not be rated and the aim is for a “supportive dialogue” to take place. Full inspections will restart in January 2021.

n) The Chair noted that the National Governance Association (NGA) had recommended that Governors should now identify their priorities for 2020-21.

o) The NGA had also recommended that Governors should ensure the school has a plan for local lockdown, and that it is clear how continuity in education would be provided in such circumstances. The Headteacher commented that Chrome Books had been loaned to children where access to devices was not possible (this being, largely because of parents working from home and other children also being engaged in online learning). This would be possible again if there is a local lockdown. It was also emphasised that paper documents could be provided if needed.

p) The Headteacher explained that Google Classroom would continue to be used for setting homework. It had been useful for scheduling in particular. In September the school would become a full “Google School”; there would be new staff laptops and iPads, and there would be training for the staff. The Chair of Governors suggested a parent questionnaire could be used to find out how parents have found using Google Classroom, and also proposed that some training would be useful for parents too.

Gov 11 Staff and pupil health and wellbeing

a) HT reported that the children are well and content, but ready for the summer holidays, particularly the children of key workers who have been together at school in their bubble since March.

b) HT noted that staff are well but tired, and ready for the summer holidays, particularly as the school had been open since March.

c) Looking ahead to September, the Headteacher commented that the children will feel better being back in their year groups. In the recent cluster meeting, Headteachers had agreed that it would be good to get back to teaching in the more normal routine, and that it would not have been possible to sustain the current situation for much longer.

Gov 12 Safeguarding

a) The Headteacher reported that there will always be a Safeguarding lead on site under arrangements for September 2020 onwards, because she and Mrs Ovenden are allocated to different bubbles.

b) The Safeguarding Annual Report will be presented to Governors in September.

c) There are no current Safeguarding issues.

Gov 13 Premises

a) Zigzags outside school. A letter had been sent to the Parish Council. The next step, when the Parish Council have responded, will be to contact Highways and HDC Planning.

b) The Headteacher reported that the school electrics work was to be carried out fully, at a total cost of between £10k-£15k under NYCC “scheduled works”. The school will be charged £2k. The Chair asked for a detailed inventory to be forwarded to Mr Redfern for verification that everything has been included.

c) Mr Redfern is to be put in touch with a security specialist to take forward all, including the fire alarm, security alarm, fob for the rear door etc.

- d) The Headteacher has spoken to the neighbour about parking on the school driveway, offering alternative suggestions.
- e) The Headteacher will ask Mrs Berthinussen to follow up on outstanding items to be resolved from the surveyor's report.

Gov 14 H&S

The Headteacher reported that the Fire Safety Inspection had been postponed until September. Legionella checks had been completed.

Gov 15 Policies for approval

There were no policies for approval.

Gov 16 Proposed dates for 2020-21

The proposed dates were agreed, with a revised start time of 7pm on the basis that meetings would continue to be held via Zoom for the foreseeable future.

Gov 17 Correspondence

There had been no correspondence.

Gov 18 Any Other Business previously notified to the Clerk

Veritau Compliance Report

- a) The Chair introduced the item, explaining that a meeting had been held with Veritau in October 2019, however the report had only been received in July 2020. Governors queried the value being added by Veritau, given the example of this delay.
- b) The questionnaire had not been completed by the school, because the information in the Veritau report was needed before this could be done.
- c) Mrs Berthunissen and the Headteacher, as the staff responsible for GDPR, now needed to take forward the recommended actions: policies need to be downloaded, adapted with the school name/logo etc, and made available, including to Governors and visitors.
- c) The compliance questionnaire would be added to the September agenda and an annual reviewed of compliance carried out.

Gov 19 Date of the next meeting

The Chair of Governors closed the meeting. He thanked the Headteacher and staff for their excellent work in re-opening the school fully, one of the few in the nation to do so. This had been enormously appreciated by Governors and parents.

The Headteacher thanked the Governors for their support, and agreed that the staff had been superb.

Date of next meeting: Wednesday 23rd September 7pm via Zoom

Meeting closed at 7:20 pm.

Signed:
Chair of Governors

Date: