

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held remotely on 08.06.20 at 4.30p.m.

Present

Mrs Claire Coulson	CC	p	Dr Margaret Penston	MP	p
Mr Laurence Evans	LE	aa	Rev Marguerite Roberts	MR	p
Dr Peter Foreman	PF	p	Rev Keith Tarring	KT	p
Prof Tim Lewens – Vice Chair	TL	p	Mrs Helen Thorpe	HTh	p
Mrs Catherine Martin	CM	p	Mrs Anne Ugur	AU	p
Mrs Caroline Parsons	CP	p			

p – present, aa – apologies accepted, na – apologies not received/accepted.

In attendance

Mrs Wendy Guest – Clerk	WG
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Abbreviations used.

FGB: Full Governing Body, **LA:** Local Authority, **OFSTED:** Office for Standards in Education, **YOP:** Yearly Operational Plan. **SFA:** School Financial Adviser, **SFVS:** Schools Financial Value Standard. **SIAMS:** Statutory Inspection of Anglican and Methodist Schools.

Documents issued for the FGB meeting.

Agenda, Draft FGB Minutes 06.05.20, Draft EFGB Minutes 22.05.20, Covid-19 Risk Assessment for Wider Reopening, Covid-19 Behaviour Policy, Covid-19 Home School Agreement Parents, Covid-19 Home School Agreement Staff, Covid-19 Emergency Evacuation and Invacuation Procedures, Covid-19 Asthma Policy, Covid-19 First Aid Policy, Covid-19 Medicine Policy, Covid-19 Health and Safety Policy, Covid-19 COSHH Risk Assessment, Covid-19 Safeguarding and Child Protection Policy, Covid-19 Complaints Policy and Procedure, Correspondence re: Village Hall, Photos

	The meeting started at 4.35pm	Action
1	WELCOME REFLECTION – Rev Keith Tarring	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence LE – apologies for absence were received. Consent for absence was agreed.</p> <p>2.2. Quorum. The quorum for the meeting on 08.06.20 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies.</p> <ul style="list-style-type: none"> • There continue to be 3 Foundation Governor vacancies. • Governors were informed that there will be a LA Governor vacancy with effect from 5th October 2020 as MP has decided not to seek re-election. The Chair thanked MP for her many years' service which showing incredible dedication to Barton School. • The terms of office for AU and CM are due to expire at the end of August and end of September. Governors were informed that the Diocese is trying to extend these terms for another year, so that AU and CM can help manage the transition to a new Headteacher, monitor the impact of coronavirus, and create stability through succession planning. 	

<p>3</p>	<p>DECLARATION OF INTEREST</p> <p>MP declared an interest in item 11 "Correspondence from the Village Hall". There were no other declarations of interest.</p>	
<p>4</p>	<p>MINUTES OF THE PREVIOUS MEETINGS – 6th May 2020 and 22nd May 2020</p> <p>Governors approved these minutes as true and accurate. The minutes will be uploaded to the school website as public record.</p>	<p>WG</p>
<p>5</p>	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 06.05.20 and 22.05.20 The Committees Action List 2019-20 (version 6) was available on Governor Zone. Governors were advised that all other FGB actions have either been completed or are outstanding due to Covid-19.</p> <p>5.2. Matters arising following the meeting on 06.05.20 There were no matters arising that are not covered in this meeting.</p> <p>Q: Do we have a clearer idea of the number of pupils in September 2020? We are anticipating a total of 103 pupils. There are 14 YR pupils confirmed.</p> <p>5.3. Matters arising following the meeting on 22.05.20 There were no matters arising that are not covered in this meeting.</p> <p>Q: Will pupils be having their temperature taken at school? The government is not suggesting that schools take pupils' temperature on arrival, but we have forehead temperature strips in case a child has suspected symptoms whilst in school.</p>	
<p>6</p>	<p>COVID-19 UPDATES</p> <p>6.1. Partial school re-opening Governors were advised that the first week of the wider school re-opening has gone well. There was a high uptake of YR pupils wanting to return (13 out of 19), and they have started back gently with 3 half days, building up to full-time this week (with the exception of Wednesday afternoons when school will only be open for keyworker/vulnerable families to allow for staff PPA time).</p> <p>The pupils have settled back in exceptionally well, and are keeping to the guidelines in terms of not sharing equipment and maintaining their distance from adults. They have their lunch spaced out in the classroom, but otherwise are playing together naturally, and all seem very happy to be back. The Reception staff team is also comfortable with the arrangements and how the children have adapted to their new routines.</p> <p>There are 11 YR pupils in the Robin Classroom bubble, and 2 YR pupils and the Y1 keyworker/vulnerable pupils in Kingfisher Classroom bubble. Accommodating pupils in this way has meant that school has been able to offer places to a few Y1 families who originally wanted their children to return to school. All YR and Y1 pupils who wanted to return have now been accommodated.</p> <p>Unfortunately, there is still not enough capacity to accommodate Y6 pupils, though some Y6 Key worker or vulnerable pupils who have returned to school.</p> <p>Q: The plan to have small groups and increase their size seems to be working? Yes, we feel that the planning has gone well. Staff made a number of videos to show the arrangements for dropping off in the morning, and how the classrooms would look, which has helped parents to prepare their children. All families have signed the new Home School Agreement, which has been based on the Covid-19 amendments in the Behaviour Policy to ensure that everyone is clear about the new expectations. There are a few spaces in the Owl Classroom bubble which could be opened up to Y6 pupils and</p>	

staff will review how those spaces can be offered to ensure that pupil needs can best be met

Q: Have there been any difficulties so far? We had to close Swallow Classroom bubble last week as one child developed a cough whilst in school. As discussed at our last FGB, we erred on side of caution, sending all children home while the child concerned went for a test. Their sibling, who is in a different bubble, was also sent home.

Q: How has staffing worked out, as there were previously some concerns around capacity? All bubbles have one teacher and one TA present at all times, so that duties like midday supervision can take place and staff can have breaks. The staff team stays the same for each bubble as there is no flexibility to swap staff between bubbles. Some bubbles have a jobshare system in place, where staff work part-time. We have one TA absence but we are looking at alternative arrangements to manage the absence whilst supporting the staff member concerned. One member of staff is unable to come into school, and one other is working on Zoom interventions in isolation at school.

Q: In the briefings from county, there is increased recognition that children and some staff are experiencing anxiety similar to PTSD. Yes, a number of resources have been highlighted to help with the ongoing situation as well as the transition back to school. We will be following this up and signposting families and staff accordingly.

Q: Are we providing curriculum teaching for the pupils in school or is the focus mainly on wellbeing? The older pupils have enjoyed getting back into their learning routine, but there is lots of elasticity in the day, and staff are able to respond to any issues at any time. Often conversations about pupils' experiences come up naturally at breaktimes. Some pupils who have previously been quite anxious in a class of 30, are now much more relaxed, and are getting more 1:1 teacher time, which is having a very positive effect. For the YR children, the first day was spent focusing on PSHE, talking about their experiences during lockdown, and taking things at a slow, gentle pace, but now they are wanting to do their normal playing and learning, including Phonics and Maths. The pupils have footprints which they sit on to distance themselves while on the carpet. They are also relishing being back in a routine and seeing friends.

Q: Y6 will have a big jump from being at home or in a small bubble class to adapting to secondary school. Are there any measures being put in place to help with this transition? CVC are producing a learning pack for pupils to complete, and they are also providing a virtual tour of school and virtual assembly to try and cover the points that would have been included during the transition days.

Q: How is home learning going for the Y6 children who cannot come into school? Are they doing the work that is being set? There is a varied amount of work being uploaded to Tapestry each week. Secondary schools will take into consideration that the lockdown will have had a significant impact on pupils' academic learning, as well as on their confidence. CVC has sent a link to a Maths learning website to set transition work for Y6 pupils. St Bedes has also sent a transition pack for the pupils who are going there. The churches have created "Moving on" packs, and have also produced a video, which talks about issues such as moving to an unfamiliar setting, and making new friends. Plans are also being considered for an end of term celebration to ensure Y6 have an event to mark leaving Barton, and that they can be awarded their dictionaries and leavers' hoodies as well as have a chance to say goodbye to staff and friends. It is important to acknowledge this transition even though many pupils may already feel that they have left Barton.

Q: How are Y6 parents reacting to the fact that we are not able to extend the wider opening to their children? We have not had any negative responses expressed directly to us at school.

Q: Is it possible to assess whether vulnerable children are disproportionately affected by the lockdown? We are able to gauge the amount and quality of work by the response from Tapestry, but it is more difficult to provide support when pupils are not back in school.

Q: Would you be able to provide learning resources over the summer or the longer-term to bridge this gap. The LA have no plans for schools to make formal provision over the summer, but we will send out our usual summer pack to Y5 pupils to prepare them for Y6, and we could signpost parents to external online learning resources such as BBC Bitesize, Times Tables Rock Stars which will be available over the summer.

Q: Are we expecting another government review which may change the school landscape again? We are anticipating that there will be a government review after 3 weeks of wider opening, but there has been no official announcement. The government is currently recommending that all primary school pupils should return before the summer holidays, but it will be difficult to see how we will have the capacity to manage this.

Parent governors agreed that their children were managing reasonably well work-wise at home although motivation was sometimes an issue. Governors' main concern was the lack of social interaction with other children. However, parent governors praised the efforts of school to continue their inclusive approach by holding regular class Zooms, and welcomed the positive feedback and support that they have been receiving from staff.

6.2. Covid-19 risk assessment

Governors were advised that the risk assessment would be a working document, which would need continual updating.

Governors were informed that there had been two recent changes to the assessment:

- **Lunches:** these are now being delivered on trays to classrooms and pupils sit at their tables to eat. (This avoids the need to queue up to collect food).
- **Pupils displaying possible covid-19 symptoms:** this was discussed in detail at the H&S meeting this morning. Following the case last week, the affected pupil's bubble was closed while the test results were awaited. However, Public Health England and government advice is to keep the bubble open, and just to send the affected pupil and any siblings home. Bubbles should only be closed once a positive test has been received.

Q: If the bubble is to be kept open, will parents be informed that there is a possible case which is being tested? Yes, we will continue to be transparent at all times so that the decision to send their children into school is up to parents.

Q: Are parents aware that they should keep their children at home if they are not 100% well? We have advised this already, but there is obviously a need to communicate this message even more strongly to parents and to explain the impact on school as a whole.

Q: Parents have the choice not to send their children in, but staff presumably need to continue to come into work. Are staff on board with keeping the bubble open given the possibility of exposure? There has not yet been the opportunity to discuss this fully in a staff meeting. It would be understandable if there were concerns, and the aim would be to discuss with and reassure staff as much as possible. If the bubble were kept open, this approach would be in line with the track and trace policy where action is not taken until a member of the public tests positive. With the case last week, staff coped extremely well, and followed all necessary precautions. As the school opens more widely, staff may well need to be prepared to deal with these incidents more often.

Q: If staff choose not to come in, what would happen? Technically, if they choose not to come in, it would be unpaid leave, but we would not consider this a disciplinary issue. If we were not able to cover the bubble with remaining bubble staff, we might have to consider bringing in supply staff or closing the bubble.

Q: If a member of staff is off on sick leave would they be paid? Yes, the difference is if a staff member can't come in (because they are ill) or won't come in (because they are not prepared to). We are trying to make the school environment as safe as possible for everyone. Staff are aware of the measures that we are taking, and know that they also have responsibility to implement these measures, communicate the new routines to the pupils and adapt their own working accordingly. A risk assessment was carried out for all staff members before reopening to ensure that it was safe for them to come in, or to identify that they needed to work from home.

Governors agreed that if government guidelines allow bubbles to stay open while a test is being carried out, and that bubbles are only closed after a positive test result has been received, that school should also follow this advice.

TL left at 5.30pm

Q: If pupils are doing PE, will they be changing clothes, and if so, what precautions are being taken? Pupils will not be changing, but are being advised to wear clothes that are suitable for spending time outdoors (e.g. trainers). When PE equipment is used, it is quarantined and cleaned thoroughly afterwards. Teachers have been given a variety of physical activities which maintain a 2m distance between pupils. A coach from Premier Sports is also coming in to school. This will be the same person each week. They will only take sessions outside, and they have been made aware of our expectations in the amended Behaviour Policy. Premier Sports have their own Covid-19 Risk Assessment and all coaches have completed online Covid-19 training. South Cambs Sports Partnership have also sent out challenges which pupils can complete at home as well as at school.

6.3. Amendments to policies

A number of policies have been amended to reflect additional measures required as a result of Covid-19. The amendments are based on model DfE guidelines but have been personalised for Barton. The following amended policies were available on Governor Zone:

- **Behaviour Policy**
- **Home School Agreement**
- **Emergency Evacuation and Invacuation Procedures**
- **Asthma Policy**
- **First Aid Policy**
- **Medicine Policy**
- **Health & Safety Policy**
- **COSHH Risk Assessment**
- **Safeguarding Policy**
- **Complaints Policy**

Governors approved the amendments to these 10 policies. The policies will be updated on the school website following this meeting.

Q: In the Behaviour policy it states that only 3 members of staff are able to use the staffroom at any one time? How is this working in practice? Breaktimes and lunchtimes are staggered, so staff are able to get drinks at different times during the day. As the weather has been good, staff are taking the opportunity to meet outside while supervising the pupils at lunchtimes.

6.4. Contingency planning arrangements

Arrangements for Teacher and TA absences has been discussed under item 6.1. Where possible, cover will be provided by existing staff within the affected bubble.

6.5. Chair's action

WG

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	<p>Governors were advised that this agenda item was suggested by the School Governance Team. The purpose is to allow governors to authorise the Chair to take urgent decisions without reference to FGB.</p> <p>The Chair advised that this would only apply in exceptional circumstances. There has not been a need for this so far, as Governors have been available at short notice during the lockdown period to meet remotely. The Chair confirmed that she would prefer to take decisions in consultation with the FGB, but that if this was not possible and had to take action, she would inform governors immediately afterwards.</p> <p><i>KT left at 5.40pm.</i></p> <p>Q: Should this action be time-limited and revisited in September? Yes, it would be sensible to include the first weeks of the Autumn Term in case there are any issues that arise from re-opening school after the holidays.</p> <p>Governors agreed that: “During the exceptional circumstances due to Covid-19, the governing body gives the Chair leave to take decisions without consultation, if it is not reasonably practicable to call an FGB. The Chair will inform the FGB immediately that such action has been taken. This provision will be in place until 30th September 2020”.</p> <p>6.6. Homelearning Governors were advised that homelearning continues to be a success for the majority of pupils. Although staff now have less time to spend with pupils at home, weekly Zoom meetings are still taking place for each class, and the Zoom interventions that have been set up for pupils who need additional support are continuing.</p> <p>Teachers are doing the same planning for pupils in school as for those at home, and are trying to include options that are appropriate for each setting. Teachers are also liaising with their colleagues where there is a crossover between the bubble year groups that they teach. This seems to be working well, but the Headteacher is continuing to monitor the situation carefully to ensure it is sustainable.</p>	
<p>7</p>	<p>WELLBEING</p> <p>7.1. Staff As highlighted under item 6.6, the Headteacher is monitoring the workload for staff and ensuring that planning for learning in two different settings continues to be sustainable.</p> <p>7.2. Pupils and families</p> <ul style="list-style-type: none"> • There has been a focus on PSHE for those pupils returning to school with a gradual reintroduction to the curriculum. A significant number of vulnerable pupils are now back in school, but support is being given to those unable to return. • Resources from the LA to support families during lockdown are being circulated as appropriate. • Teachers are continuing to monitor families who do not submit much work on Tapestry to ensure that contact is maintained, and that support/guidance is given as required. 	
<p>8</p>	<p>STAFFING UPDATE</p> <p>8.1. Interim Headteacher Governors were advised that Mrs Julie Martin has been into school during half-term to meet with the Headteacher and Office Manager. Although she is still working at her current school, she is very keen to get as involved as much as she can to ensure a smooth transition for September. She will be coming in to school to attend a staff meeting and to meet with TAs remotely. Discussions are taking place about the possibility of releasing her some time from her current post to facilitate a smooth transition.</p>	

	<p>CC requested that governors consider if she might be able to finish two weeks before the official end of term, as she has been working for five days instead of her contracted four days since lockdown and has worked throughout the holidays. This additional time would allow her to isolate for 14 days so that she could see her vulnerable family as soon as the holidays begin. CC confirmed that she would continue to be available at the end of the phone for advice and support to members of staff.</p> <ul style="list-style-type: none"> • Governors agreed to this request, acknowledging the significant workload and pressure that has been placed on the Headteacher during the Covid-19 outbreak. • Governors accepted that if there were a financial impact in terms of paying for 2 Headteachers for a short period of time, these were exceptional circumstances and that the benefits would outweigh the costs and help to provide a smooth transition for the whole school community. • Governors agreed that a conversation should start with Mrs Julie Martin and her current school to agree transition arrangements. <p>8.2. Lower KS2 Teacher Governors were advised that Miss Megan Blee has been appointed as Class Teacher for 4 days per week, starting in September. She will job-share with the current teacher who will teach the class for 1 day, and will cover PPA time across all classes.</p> <p>8.3. Senior Teacher Governors were advised that it has been possible to extend the contract for the Senior Teacher for another term. Governors agreed that it would be extremely valuable to provide support to the Interim Headteacher by continuing to lead on curriculum and assessment. Governors thanked the Senior Teacher for her dedication and commitment, particularly since the lockdown, and agreed to review her contract in the Autumn Term.</p> <p>8.4. Teaching Assistant Mrs Su Tarring has been appointed as TA to replace the TA who will be undertaking her SCITT course. Mrs Tarring will be working across 3 different classes, providing 1:1 support, general classroom support and EYFS support</p>	
<p>9</p>	<p>CORRESPONDENCE</p> <p>MP declared her interest in this item as a member of the Village Hall Committee.</p> <p>Governors were advised that the Headteacher has received a letter from the Chair of the Barton Village Institute, notifying school that the Institute would like to create a larger store area at the back of the Village Hall. The storage area would allow for a cupboard which could be used by the community, and would benefit Stepping Stones, the wraparound care provision used by Barton School parents. The intention would be to do the work during the school holidays.</p> <p>From plans held by school, it would appear that the land upon which the Village Hall wishes to extend belongs to the Local Authority.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> • that CP access a copy of the Land Registry title deeds to confirm ownership of the land. • that the Chair of Governors will then write to the Village Institute to advise that although governors support the construction in principle, they do not have the authority to approve building on the land. 	<p>CP CM</p>
<p>10</p>	<p>SAFEGUARDING</p> <p>The Headteacher made the following points:</p> <ul style="list-style-type: none"> • Safeguarding measures continue to be put in place for Zoom meetings conducted with pupils learning from home. 	

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	<ul style="list-style-type: none"> The SCR has been updated with new staff details. Staff continue to be on the alert for any child protection issues, particularly for pupils not attending school. Fortunately, there have been no major safeguarding issues during lockdown. 	
11	<p>COMMUNICATION TO PARENTS</p> <p>Governors agreed the following:</p> <ul style="list-style-type: none"> Governor newsletter: a newsletter will be sent out to parents before the end of term once we have more certainty surrounding arrangements for schooling in September. The Headteacher will continue to communicate updates from the LA to parents on a regular basis. Pupil and parent questionnaires: these will be deferred to the Autumn Term, as it would be difficult to collate responses successfully in the current circumstances. 	<p>Next FGB</p> <p>CC</p> <p>Interim Headteacher</p>
12	<p>OTHER BUSINESS</p> <p>12.1 Risk Assessment: Q: What will happen on census day? The census this term has been cancelled, but it is the October census which is critical in advising pupil numbers and determining funding. No information has been received about this as yet, but all schools will be similarly affected.</p> <p>12.2 Committee Meetings</p> <p>12.2.1 Resources Committee Meeting: 24th June 2020. The Clerk will liaise with governors, the Headteacher and the Office Manager to determine a suitable time.</p> <p>12.2.2 Standards Committee Meeting: 17th June 2020. Governors discussed whether this meeting should go ahead given the lack of available data since the lockdown was imposed. End of year reports are being sent to parents which will summarise their children's progress and attainment up to 20th March. It is difficult to anticipate the strategies that will be appropriate for helping pupils until it is clearer how their performance has been affected by the lockdown, and how school will be functioning in September.</p> <p><u>Governors therefore agreed to cancel the Standards Committee Meeting for this term.</u></p> <p>Q: Will it be feasible to have assessments as soon as school opens normally? Yes, teachers will need to benchmark all pupils again, as they will have had very different experiences during lockdown. This is likely to take place during the first couple of weeks.</p> <p>Q: Would it be possible to have a summer reading book competition or a Maths initiative to keep children engaged over the holidays? This is certainly something which we will give some thought to over the next few weeks.</p> <p>Q: Will the Interim Headteacher continue with the current style of YOP? It would be useful to have a consistent format and it makes sense to keep it as it is until a permanent Headteacher is appointed.</p>	<p>WG</p>
13	<p>DATE OF NEXT MEETING – 15TH JULY 2020 at 7.00pm</p> <p>The meeting ended at 6.33pm.</p>	

Scheduled meetings for 2019-20.

2019-20		FGB	Resources	Standards
Autumn	1	18.09.19	02.10.19 (Salaries)	06.11.19

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	2	27.11.19	13.11.19	
Spring	1	15.01.20	18.03.20	11.03.20
	2	25.03.20		
Summer	1	06.05.20	29.04.20	17.06.20
	2	15.07.20	24.06.20	