

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held remotely on 06.05.20 at 2.00 pm.

Present

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| 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

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| Mrs Wendy Guest – Clerk | WG |
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Abbreviations

BMR Budget Monitoring Report, **CPD**: Continuing Professional Development, **DBE**: Diocesan Board of Education, **DfE**: Department for Education, **EAL**: English as an Additional Language, **EPM**: Education Personnel Management, **EYFS**: Early Years Foundation Stage, **FGB**: Full Governing Body, **FOBS**: Friends of Barton School, **H&S**: Health and Safety, **HLTA**: Higher Level Teaching Assistant, **LA**: Local Authority, **PE**: Physical education, **PP**: Pupil Premium, **RC**: Resources Committee, **SFA**: Schools' Financial Advisor, **SLA**: Service Level Agreement **SP**: Sports Premium, **TA**: Teaching Assistant.

Documents available on the Governor Zone.

Agenda, Draft FGB minutes 15.01.20, Draft FGB minutes 15.04.20, Draft Resources minutes 29.04.20, Re-opening School Provision 06.05.20

| | The meeting started at 2.03pm. | Action |
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| 1 | WELCOME REFLECTION – Rev Keith Tarring | |
| 2 | APOLOGIES FOR ABSENCE 2.1. Apologies for absence LE – apologies for absence were received. Consent for absence was given. 2.2. Quorum. The quorum for the meeting on 06.05.20 was 6. The meeting was quorate throughout. 2.3. Vacancies. The Governing Body has 3 Foundation Governor vacancies. | |
| 3 | DECLARATIONS OF INTEREST There were no declarations of interest for the meeting. | |
| 4 | MINUTES OF THE PREVIOUS MEETINGS – 15th January 2020 and 15th April 2020 Governors approved these minutes as true and accurate. | |
| 5 | NOTE OF ACTIONS COMPLETED AND MATTERS ARISING 5.1. Actions completed following the meeting on 15.01.20. | |

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| | <p>The Committees Action List (version 6) was available on the Governor Zone. Governors were advised that most FGB actions are either on the agenda or have not been completed due to the lockdown.</p> <p>The following points were highlighted:</p> <p>5.1.1. Admissions Policy (item 6.3). The ambiguous reference to PAN has been amended in the Admissions Policy to make sure that it only refers to YR intake.</p> <p>5.2. Matters arising following the meeting on 15.01.20</p> <p>5.2.1. Data Retention Policy (item 9.1). No further advice has been received from the DPO concerning this matter. This item will be deferred to the next FGB.</p> <p>5.2.2. Roof repairs (item 7). Q: The minutes note that the lifespan of a flat roof is 10-15 years which seems very short. Has there been any guarantee for the work carried out? School will check the paperwork, but this should be for 20 years.</p> <p>Post-meeting note: The Property Manager confirmed that the roof works guarantee is for 20 years.</p> <p>5.2.3. Sports Premium (item 7). Q: When will the situation concerning SP funding become clearer? It is unlikely that anything will be decided over the next few months. Decisions have been based on the assumption that funding will not continue, but sufficient provision has been made in the budget to cover arrangements made for the Autumn Term.</p> <p>5.2.4 Pupil/parent consultations (item 11). Q: What will be the arrangements for the consultations this year? Unfortunately, it will not be possible to carry out the consultations in the usual format due to the lockdown. Given that the advice from Governor Services is not to engage in any additional work at this time unless it had essential strategic value, governors agreed that there was no immediate need for the consultations to go ahead and that the new Headteacher could take a view about the future timing of these initiatives.</p> <p>All actions that are recorded on the Committees Action List and are outstanding at the end of the year, will be brought forward to the new academic year.</p> <p>5.2.5. Prospective Foundation Governor. Q: There was a visit from a prospective Foundation Governor at our meeting in January. What was the outcome from this visit? The application was not approved by the Ely Diocese panel. However, there are 2 parents who are interested in the Foundation Governor vacancies, and they will be invited to the next FGB we are able to.</p> <p>5.3. Actions completed following the meeting on 15.04.20.</p> <p>5.3.1. Playground equipment (item 7.2). FOBS have investigated the possibility of the free installation offer for playground equipment, and discussed the outcome with the Headteacher. It has been agreed not to pursue this option and to reserve monies raised for other school priorities including the changing rooms project.</p> <p>5.3.2. Bereavement Policy (item 8.2). The list of resources that form part of the policy has been checked and all information is up-to-date. The LA are circulating additional information specifically related to Covid-19 to schools to help families during this time.</p> <p>5.4. Matters arising following the meeting on 15.04.20 There were no matters arising that are not covered on the agenda.</p> | |
| 6 | SCHOOL BUDGET | |

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| | <p>The Resources Committee examined the budget in detail at their meeting on 29.04.20. Draft minutes were available on Governor Zone for all governors to view, with supporting documentation under the Resources Committee section.</p> <p>The headline figures are:</p> <ul style="list-style-type: none"> • There will be a carry forward of just under £31k at the end of 2020/21; • The budget will balance for the next 3 years. <p>Governors were advised that it is an extremely tight budget which will need careful monitoring to ensure expenditure is not exceeded in any area. The budget is based on 4 classes with 5.72 FTE teachers.</p> <p>Q: Do we know the number of pupils coming in YR yet? There are 14 definite first choices, and 2 more whose applications are being followed up. A letter has been sent out to welcome families and explain the arrangements for home visits and starting school in September, as it appears unlikely that we will be able to hold our usual transition days in June/July.</p> <p>Q: Will this have an impact on Kingfisher class? The current YR cohort is too big to accommodate them all with the current Y1s. The EYFS team are discussing which pupils would benefit from staying in Robin Class, and are considering a number of aspects including emotional needs, educational support and gender balance. These negotiations will be handled sensitively with parents and consideration will be given to making time for the current YR cohort to spend time together to maintain their group identity.</p> <p>Q: Has Covid-19 had much of an impact on the budget? No, we were fortunate not to have asked parents for money for upcoming school trips and only to have paid small deposits. Most of the activities have been able to be rescheduled for the Autumn Term. It is only really Windband that has resulted in a loss due to the continued cost of hiring instruments.</p> <p>Governors were referred to the Office Manager's report on the Resources section of Governor Zone which provides a summary of the issues affecting budget preparation.</p> <p>Q: Do we have enough resources to cover extra cleaning materials required due to the Covid-19 outbreak? As there are so few children in school, some materials (such as paper towels, toilet roll) are not needed in as large quantities so this helps to balance out some of the additional cost. We are able to claim for extra cleaning expenses (and other Covid-19 related costs) via the LA.</p> <p>Governors approved the budget for 2020/21.</p> <p>Governors thanked the Headteacher, Office Manager, and the Resources Committee for the hard work carried out under challenging circumstances, and for ensuring that school is in a financially secure position for the next 3 years.</p> | |
| 7 | <p>COVID-19 UPDATES</p> <p>7.1. Key workers' children in school Since the last FGB, there are a few more pupils who are coming into school on a regular basis, bringing the total to 9 key worker children and 1 vulnerable EHCP pupil. No further families are anticipated at the moment.</p> <p>One of the key worker children is a nursery-aged child, who will be joining YR in September. This arrangement has been approved by the LA, and ensures that a family is kept together rather than looking for separate provision for their youngest child. A Paediatric First Aider must be present on days when a YR or pre-YR pupil is in school. Two staff members hold this qualification and a third is being trained</p> <p>The arrangements for pupils in school are continuing to go well, and social distancing is in place. Two classrooms are being used when there are 10 pupils in school, and pupils are</p> | |

able to carry on with the learning that has been set by their teachers on the website, as well as take part in Zoom meetings. Freshly cooked meals are provided by our lunch provider each lunchtime. Afternoons are more informal, with play and creative activities. All pupils seem happy and are having a positive time despite the strange circumstances.

There will be no pupils in on Bank Holiday Friday, but school may need to open over half-term depending on parents' work rotas.

7.2. Home Learning support

Q: Are parents finding homeschooling easy? Some parents are finding it very valuable being at home with their children, and having time for learning and being creative together. Other parents are putting themselves under too much pressure, trying to create too many differentiated lessons for their different aged children or feeling that their children have to complete all the tasks that have been suggested on the website. Guidelines have been provided for suggested learning times. Staff are also providing support with weekly class meetings, small group intervention work and 1:1 meetings, all held via Zoom. Where additional concerns are identified, or families need additional support, teachers are liaising with the family and putting extra measures in place. Teachers and TAs have been extremely alert to pupils and their needs at this difficult time.

There is a log for each class to ensure that all children are "seen" or that there is some form of contact with them every week. This might be via a Zoom meeting, Tapestry or emails. Governors welcomed this approach which ensured that school's duty of care to its pupils was being addressed.

Q: How are staff and parents finding the different methods of communication – Tapestry, Zoom? Teachers and TAs are learning the best ways of communicating with pupils and are adapting extremely well. All Zoom meetings take place with one member of staff shadowing the lead teacher/TA in the background for safeguarding. 100% of families have signed up to Tapestry and are able to share their children's work by uploading documents or photos. Teachers can provide feedback via the "comment" facility and can build up a portfolio of work for every year group and every pupil. The technology is working really well, and streamlining processes for parents as well as staff. We are continuing to ask for feedback from parents and have recently changed the "weekly learning" pages on the website to ensure that suggestions for daily work are clearly signposted.

Parent governors welcomed the changes to the website, and commented that the homelearning was becoming easier to follow each week. Governors also welcomed the variety of subjects on offer.

The Headteacher confirmed that teachers are aiming to set a range of work including online learning, reading, and suggestions for outdoor and practical activities to suit different pupils' interests and learning styles. By offering a variety of activities, it is hoped that the right balance is being achieved..

Q: Have you had to make many "safe and well checks"? We recognise that some pupils will be more vulnerable, especially during lockdown, and we have more detailed logs for these pupils to record our contact with them. When the lockdown restrictions first came into place, we were ensuring that our vulnerable children had a daily phone call from a member of staff, but this reduced as we have introduced Zoom meetings as a valuable form of communication as well as learning. Some parents have understandably experienced differing levels of stress at different points in time, which has meant that the level of contact has been adjusted accordingly. We are taking each case individually and are tailoring support as required.

Teachers are projecting ahead to anticipate pupils' needs on returning to school, and identifying ways that they could contribute towards their welfare.

Governors thanked all staff for their continued hard work supporting pupils and families at this difficult time.

7.3. Lunches

Packed lunches are being delivered to a number of families in Barton and surrounding villages. There are approximately 12 families who are regularly receiving lunches, out of whom 2 qualify for FSM. This is proving to be a valuable way of keeping in touch with PP families and finding out if they need any additional support. Photocopies of homelearning activities are also being delivered to families that have requested them.

7.4. School re-opening discussion

The LA has circulated an extremely comprehensive document to all schools, looking at the arrangements that schools have made for lockdown, and considering the adjustments that will need to be made for a phased return

It appears increasingly likely that arrangements will need to be made to carry on with virtual schooling alongside a partial re-opening of school. It also seems likely that the partial re-opening will continue for several months and that normality may not be achieved for some time.

Q: Do we know the dates this is likely to happen?

Government will set the headline dates for restrictions to be eased, and the LA will offer guidance on how to proceed with that. Headteachers will be able to determine the most appropriate way forward for their schools and are already liaising with the LA to establish general principles before considering how these will be met within their own schools.

The governing bodies will be expected considering strategic issues to ensure:

- safety of pupils and staff
- equality of provision for all pupils
- implementation of school plans for any phased return
- effective staff deployment
- supporting school leaders

Q: Some parents may not feel comfortable about their children returning to school.

There will be a variety of reactions to schools re-opening and we will consult with parents as part of our planning.

Q: How much guidance are we expecting to receive? Guidance will come from the government recommendations and the LA's advice and briefings

Q: Many decisions will require knowledge of the actual school site, so surely the LA will not be able to define what will be safe? There are decisions that will need to be discussed and determined at an operational level. Teachers have already started to consider what might work in terms of an earlier school start, staggered playtimes, sending pupils home for lunch, which doors to use for access from the playground etc. The role of governors is in between operational level and LA level.

Q: What would be helpful for governors to do with the document on re-opening schools? It would be useful for governors to read through the whole document and offer comments/questions on these areas. Safety is the most important aspect and must lead our response.

Q: Is it expected that schools will act in a fairly uniform way? The LA is very conscious of ensuring that there is a consistent way forward though emphasise that schools are all different and Headteachers know their schools best. Meetings are already taking place at local levels (using the CB23 network) to discuss issues which will impact on all schools.

Q: Will the wraparound care be reopening in the foreseeable future? There are no plans to resume wraparound care.

**All
governors**

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| <p>8</p> | <p>WELLBEING</p> <p>8.1 Staff Staff are logging their hours to ensure that workload is distributed as fairly as possible. Senior leaders are working significantly longer hours, but are trying to ensure that there is the opportunity to work from home for part of the week. Zoom meetings are being held weekly for teachers, TAs and office staff. There is good morale, and staff are able to be honest about how they are feeling and ask for support. There is no requirement to attend Zoom meetings on designated rest weeks, but all members of staff have been happy to do so, to keep in touch with developments and provide mutual support. The first couple of weeks of lockdown were challenging, trying to adapt working practices to provide improved support to parents, but this has improved and the new systems have made a real difference to managing communication and workload.</p> <p>All staff have kept well, and that there have been no cases reported amongst school families.</p> <p>Q: Will there be mobile testing for schools? This may be a possibility in the future, and there may be a requirement that staff and pupils will need to be tested when they arrive. Teachers, as key workers, are eligible for testing now if they show symptoms.</p> <p>8.2. Pupils and families This item was partially discussed under point 7.2. The Headteacher is carrying out much more pastoral care during the lockdown, and wellbeing amongst families is being maintained as far as possible. If concerns are picked up from a phone call, email or Zoom meeting, these are fed back to the Headteacher who then follows up by contacting the family and identifying if any additional support can be provided.</p> <p>Q: Would it be worth repeating the links for support on the bulletin on Fridays? There are a lot of resources on the school website, but it is a very good idea to add them as a separate page to the weekly bulletin too on an ongoing basis, .</p> | <p>CC/WG</p> |
| <p>9</p> | <p>CLASS STRUCTURE AND STAFFING REVIEW FOR AUTUMN 2020</p> <p>It was confirmed that the teaching structure for Autumn 2020 would be as follows:</p> <ul style="list-style-type: none"> • Upper KS2 Class: Mr Farrant • KS1 Class: Mrs Daniels and Ms Balance (SCITT Trainee) • EYFS/Y1: Miss Beresford <p>The arrangements for Lower KS2 Class are still being decided.</p> | |
| <p>10</p> | <p>RECRUITMENT</p> <p>10.1. Headteacher Governors were advised that the Chair and two other governors from the Headteacher recruitment panel met with the LA's candidate for Interim Headship. Mrs Julie Martin is an experienced Deputy Head, SENCO, DSL and teacher across all the whole primary age range with excellent references, and LA and Diocese endorsement.</p> <p>The recruitment governors recommended that Mrs Martin should be appointed as Interim Head for one term, and that the recruitment process should be restarted with the aim of appointing a permanent Head for January 2021.</p> <p>Governors agreed to offer Mrs Julie Martin the interim Headship to include SENCO responsibilities, with effect from September 2020.</p> | <p>CM</p> |

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| | <p>Q: Are we advising existing candidates that they may apply again or an their applications will be moved across? The advice is that they should apply again because the recruitment process will be starting afresh.</p> <p>Governors agreed that the Chair should inform shortlisted candidates that on the advice of EPM, the post of Headteacher will be re-advertised in September with a new start date of January 2021.</p> <p>The Chair will communicate the appointment to staff and parents once Mrs Martin has accepted the position.</p> <p><i>TL and HTh left the meeting.</i></p> <p>10.2. Job-share in Lower KS1 Discussions are still taking place concerning this vacancy (see also item 9). An advert will be placed as soon as the split of hours has been agreed.</p> <p>10.3. TAs Governors were advised that one of our TAs is being interviewed for the SCITT training course next week. Existing TAs are being given the opportunity to increase their hours either to help cover this vacancy, or to provide support for a new YR pupil with an EHCP. A number of TAs have also expressed an interest in gaining the level 2 qualification before the Autumn Term.</p> <p>Q: Will we receive a grant as we previously did with our previous SCITT trainee? This will need to be confirmed, but we are not expecting to receive a grant nor are we expecting there to be a cost involved.</p> | <p>CM</p> <p>CM</p> <p>CC</p> |
| 11 | <p>SAFEGUARDING</p> <p>11.1. Internet Safety 11.2. Virtual Meetings 11.3. Vulnerable Pupils</p> <p>The above 3 points have been discussed under item 7. Measures have been put in place to ensure that there are additional members of staff present in the background at all Zoom meetings, and that any concerns that are picked up are raised with the Headteacher. All staff take the issues of safeguarding and internet safety extremely seriously, and are conscious of the importance of maintaining regular contact and offering additional support to vulnerable pupils.</p> | |
| 12 | <p>COMMUNICATION TO PARENTS</p> <p>This has been discussed under item 10.</p> | |
| 13 | <p>OTHER BUSINESS</p> <p>There was no other business.</p> | |
| 14 | <p>The meeting ended at 3.29pm</p> <p>Date of the next meeting - 15th July 2020</p> | |

Meetings for 2019-20.

Please note:

- The timings of meetings will be arranged by the Chairs of each committee.

Barton Church of England Voluntary Aided Primary School

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