

Long Marston V A C of E Primary School

Meeting of the Governing Body on Tuesday 13th October 2020 at 18:30pm ( Online via Zoom)

Minutes

*'Rooted in God's love, we rejoice to learn & respond to challenge'*

<b>Present:</b>	Mrs C South	<b>(CS)</b> (Head)	Mrs L Annett	<b>(LA)</b>
	Rev J Banister	<b>(JB)</b> (Chair)	Mr N Anderson	<b>(NA)</b>
	Mr S Pitchers	<b>(SP)</b>	Mr J Lauder	<b>(JL)</b>
	Mrs L Bancroft	<b>(LB)</b>	Mr S Dawkins	<b>(SD)</b>
	Mrs J Finlan	<b>(JF)</b>		

**In Attendance:** Mrs S Moore **(SM)** (Clerk to the Governors) and Mr Aidan Scahill **(AS)** (Member of SLT)

NO.	Item	Action
1	<b>To receive apologies and approve absences</b>  Chair welcomed all to the meeting. Absent with apologies Eileen Springford <b>(ES)</b> - Unable to access Zoom Absences all approved.	
2	<b>Declaration of Interest</b> Governors were reminded that they must declare any conflict of interest, both pecuniary and other, that refers to an item on the Agenda.  Governors should make known at this point any items that they intend to raise under 'Any other business' so that all Declarations of Interest are based on all matters to be discussed.  No declarations were made regarding the Agenda or Any other business.	
3	<b>To approve the Minutes of 07.07.2020 meeting</b>  The minutes were agreed as a true record of the meeting and will be signed online by the Chair.	
4	<b>To consider any matters arising from the Minutes of 07.07.2020</b>  No matters arising	
5	<b>Terms of Reference/Instrument of Governance/Code of Conduct</b>  Documents circulate prior to meeting (see item 5 attached) <b>CS</b> reminds all to make sure that they have all seen and read the documents	
6	<b>Declaration Business Interest</b>  Governors were all shown how to access this on the Governor Hub and how to sign through the Hub.	
7	<b>Election of office/Sub committees</b> <ul style="list-style-type: none"><li>• <b>JF/LA</b> Term of office</li></ul> <b>CS</b> asks if <b>JB</b> is still happy to carry on the role of Chair. <b>CS</b> nominates <b>JB</b> . Agreed and approved by all. <b>JF</b> nominates <b>ES</b> for role of Vice Chair. This was agreed and approved by all. <b>CS</b> then looks at the Governing Body Committees. A copy was circulated to all prior to the meeting (see item 7 attached). <b>CS</b> confirms that <b>NA</b> has now joined the Resources Committee. There are still vacancies in the Health & Safety, PE and PHSE governor link roles. <b>JB</b> asks if people can consider their roles and let her know if they would be	

interested in filling any of the roles.

**CS** then discusses that **JF** and **LA** are coming to the end of their term of office. **JF** confirms that she is happy to continue, but cannot commit to a full 3 years. **LA** also confirms that she is happy to continue as Staff Governor. This will need to be offered out to all staff first. **JB** has spoken to Diocese who have informed her that paperwork for Foundation Governors needs to be completed every year and not just at the start of term of office.

## 8 COVID Update

**CS** feels that it has all gone smoothly and that all the hard work, risk assessments and routines have paid off. She receives daily DFE updates. All staff are back in working their hours with no current concerns. All children have returned with the exception of one. Parents are all being extra vigilant with children displaying cold symptoms, we have roughly 3-5 children absent on average per day. It was up to 15 on one occasion. Some of this however was due to delayed family holidays. **CS** has to provide DFE with a daily return of numbers of children who are absent and the reason for absence. The questions are increasing.

**CS** put in for additional funds for costs with COVID. There have been considerable costs, not just for hand sanitiser and soap, but for things such as baseline tests, remote access for staff, equipment for people to work from home. Hopefully, we will get some of that money back. Routines have gone really well. The staggered start and ends to the day are going well. It is a different feel for the children. The children are happy being back, there are no apparent concerns. We have always had children with anxiety. We were already using Drawing and Talking, and have continued to do this. More staff have recently been trained in the Drawing and Talking. It is noticeable how hard it is for the children sitting for prolonged periods of time, It has taken some weeks for teachers to get to a point where they are actually teaching properly. **AS** comments that there is a bit of movement in class, children are having more breaks and getting the Daily Mile back has really made a difference. There is a real difference to the amount of support children have received during lockdown. Some children are really on it and doing very well. Some are struggling with the concentration. **CS** continues that there is just not as much space in classrooms as the tables are spread out more. Forest school is now back up and running, and we are managing to get the children out onto the adventure play, as well as classes having their own playground equipment. We are doing everything that we can to get outside, but ultimately children are spending a lot of time sitting in their seats.

Q – Is PE outside or does it have to be held in the hall A – it is always outside if the weather is fine, we have a Yoga day coming up that **AS** has organised for Friday.

**CS** continues, as far as staff wellbeing is concerned she feels it is something for governors to really think about. It is very continuous for all staff, in terms of lunchtimes and breaks they are with their class the whole time. They do have TA's in with them. There is some support outside, but they are literally with the children all the time. We can no longer sit in the staffroom. There is nowhere that we are able to gather. It can be very draining. All staff are in good spirits, interacting with each other and good camaraderie. The pressure on teachers currently is really quite huge.

**SP** Joins the meeting

## 9 Our Church School

**CS** advises Collective Worship is still taking place in school. Although we cannot all be together. On a Monday **CS** does a Zoom worship around the schools values, which currently is Thankfulness. On a Wednesday **JB** does recorded worship for most of the classes but is actually in with one of the classes, which is nice. This week Diocese did their own assembly, which each class watched. We have been using our new worship table, which **WS** applied for the funding for, it means **JB** can wheel it into the class rooms. We have our Ultimate planners in place. Because of COVID we have just two from each class this year. The school development objective rolling on, which is keeping focused on our school as a church school.

## 10 Curriculum (SDP)

**JF** We looked at the SDP for last year, which could not be finished off because of COVID. This year, you will see all that hasn't been embedded has been carried over. We have slimmed it down so that it is more achievable, we are already halfway to it being embedded. It is a really good working document and should be achievable. **CS** advises if not on the committee then it is really important that the governors know what the objectives are for this year. **JF** continues that this year's year 6 have quite a few children who are struggling.

Q – I read something about role of Foundation Governors in a church school. I am intrigued what I could be doing and how I can be involved in that this year. A – It is in the Our Church School objective. It came up from SIAMS and an audit that we had. It is about Foundation Governors understanding their role. **JB** has previously run some training for Foundation Governors.

**JB** had intended to run another training session, but this unfortunately was unable to go ahead due to COVID. The vital thing as a governor is that the children know who we are.

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### Resources

**KJ** reports that the good news is that there was lots of work that took place over the summer, including new doors, a new alarm system and a lot of decorating. Paint for the decorating was donated by Wickes. A lot of improvements have been made in school this year. Over the last 8 years there have been some huge projects in school, including to the infrastructure. It is actually amazing how much work has actually been done. Regarding the Budget, we have spent more money than we were expecting to and we have received more money than we were expecting to. Pretty much all of that is COVID related. **CS** has put in a claim for just over £15k worth. The Government has given catch up funding, which amounts to £80 for each pupil. So far, we have received just over half, about £6k, which is sizeable for our budget.

**CS** comments that something has happened since the meeting. We had lost the funding for our lollipop. The morning was already covered by HCC and the afternoon by a private sponsor. We have just found out on Monday that we will be fully funded by Herts Council which is great news. This amounts to about £1800 over the year which is a real bonus.

**JB** mentions that the Governors should maybe send a thank you to PRS, our previous Lollipop sponsor as it was an incredibly generous thing for them to do.

**JF** asks of the feasibility of a nursery. **CS** replies that she would love to be able to set up a nursery. We do need to think about how we make our school more attractive. Part of that is by providing wrap around care like Breakfast Club and After School Club. Longer term looking at a Nursery provision would be a really good idea.

Q would it require an extra building A-It would require an additional building, costs associated with that, we would need to check Herts would be happy for it to go ahead, check that the Diocese would be happy, check with the village and pre-school and the politics surrounding that. But, overall think it would be a really good thing to go ahead.

Q – If there is no money for a teacher that is self- isolating how would we cover that? A – If self- isolating but well, they could come in via Zoom with a TA assisting in school. We would also look at the staff we have in school and see what we could do.

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### Term Dates

**CS** It's based on Herts and we have also looked at the Tring School dates. They don't start back until 6<sup>th</sup> September. The dates are very similar. Our inset dates have been spread more throughout the year.

### 13 Safeguarding

**CS** normally does it all with **ES**. Due to lockdown she was unable to this time. It is important that Governors have seen the annual report. **CS** noticed mistake on front cover with the date, which will be changed. **JB** and **CS** are both on RAMAS training tomorrow all day online.

**JB** asks if we need someone to do safer recruitment training. **CS** confirms that both hers and **LB** have already done their refresher training. **JF** already has hers.

**JB** has read something about Operation Encompass and that governors need training on that? **CS** says not necessary to have training on it. It links with the police force, so when incidents happen schools are informed by police. We always were, it just happens a bit quicker now. **JB** feels the most important part to know is that if police were called to a domestic incident the school should be informed by the beginning of the next day. **CS** asks all governors that when they go to your declarations you can confirm that you have the policy.

### 14 Equal Ops

**KJ** There is now a report to governors on Governor Hub if anyone wants to read that. We usually do an accessibility questionnaire to parents. For obvious reasons we have not be able to do that this year. We will be sending it out next year maybe in March time. There is very rarely anything that is picked up of concern. We are trying to find some equalities training that is relevant to schools. That has been on our list for a while now and would be worth getting some done.

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### Governor training

**CS** asks if anyone has had any opportunity to do any online training to let **SM** know so a record can be made. Looking at budgets **CS** notes that the current spend is about £500 for Governor training. Something we need to look into and whether it is cost effective, or if we would be better looking at more specific training. **JB** and **SP** have done the Safeguarding Training.

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### Monitoring Schedule

**CS** started to update. In terms of Governors coming in it is not something we are encouraging at the moment. She has spoken to another school to see what they were doing. They were doing it via phone. Some things are naturally taking place. **SP** is meeting with **AC** re SEN, **CS** is in regular contact with **KJ**. **ES** is coming in to see **BB** re the Single Central Record. **CS** going to put a brief overview together. A staff questionnaire will also be going out. **CS/SM** discussed Governor day in February. Currently that isn't going to happen. They had talked about potentially moving it to the Summer term instead. However, the FGB in Summer Term falls in SATs week which is not ideal. We could potentially move it and turn a normal FGB meeting into a Governor Day. **SM** to change on timetable.

**SM**

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### Audit

An audit of our website came in the 1<sup>st</sup> week of the Summer Term. **CS** wasn't worried as she regularly audits the website. There was one piece of information missing for the governors which has since been added. We didn't have a statement that said if you request a paper copy of anything on our website it is free, and we had a guidance point to provide a link to the National Curriculum.

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### Correspondence

None

### AOB

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**JB** hopes all have been able to read about the spending of the sports premium and about how we define things. **CS** asks for peoples thoughts on it. The accountant is concerned that it could be a Capital project thinking in terms of VAT. The Diocese, the lady in charge of buildings and bids for Capital, she feels it's a fine line that could go either way. An in depth discussion was had and all agreed that this is not a Capital

project

Q – Does the accountant advise other schools? A – Yes she does. She is being very cautious, she is protecting herself. When we put the Daily Mile track in, we didn't have to pay VAT on it. It was completely new, there was nothing there previously. We dug it up and put down a track. Here we are taking grass and replacing it with a different surface. It was put to the vote, all governors were in agreement to go ahead.

**NA** suggests it is not in any way an asset that can be sold on and feels it is entirely maintenance like an operational expense.

**Meeting closed at 19.42 pm**

**Date of next**

**Meeting: Tuesday 8th December 2020 18.30**