



Date: 19 May 2020	Start time: 10.00am	End time: 11.10am
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Lisa Foster (LF)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	David Payne (DP)
Andy Vincent (AV) Vice Chair		Cheryl Young (CY)
Emma Palk (EP)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Jon Flynn (JF)		<b>Absent</b>
Peter Wilkins (PW)		
Tanya Clay (TC)		
Jill Phipps (JPH)		
Bobbie Branson (BB)		
Judy Hillier (JH)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b> <b>Prayer</b>	
	IW welcomed everyone to the meeting. The meeting was quorate. Apologies were received from LF, CY and DP. JPH led the prayer. The Governors thanked JSP and the team for all the hard work undertaken during the lock down.	
<b>2</b>	<b>Agree protocol for virtual meetings</b>	
	The Governors all approved the virtual meeting protocol.	
<b>3</b>	<b>Register of pecuniary interests</b>	
	There were no pecuniary interests declared.	
<b>4</b>	<b>Minutes of previous meeting held on 4 February 2020</b> <b>4a) Approval</b> <b>4b) Actions and matters arising</b>	
<b>4a</b>	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
<b>4b</b>	See action log All Governors to complete e safe training.	All
<b>5</b>	<b>HT report to include:</b> COVID-19 update RSE	

	<p>Staffing 20/21 Investment Plan Attendance plan/strategy</p>	
	<p>JSP discussed the report which was uploaded to the hub prior to the meeting. Cover has been successful in the school for keyworker children and feedback has been positive. Staff have been able to introduce some of their own interests to benefit the pupils. Learning has been consistent across school and home school learning. Shop vouchers have been sent out for FSM families.</p> <p>Recruitment – we have filled vacancies and are ready for September. This includes a part time teacher for extra support, where required, for booster teaching.</p> <p>Return to school – we have a plan for Years R, 1 and 6 and staffing has been organised that meets with Government guidelines and risk assessments have been completed.</p> <p>Communications to parents will be issued later in the day detailing the arrangements for the return to school on 1<sup>st</sup> June. JSP’s personal view is that the school should be not be re-opening on 1<sup>st</sup> June, however it will do so in accordance with Government guidelines.</p> <p>Some staff are anxious about returning, and JSP has given staff the opportunity to express any concerns.</p> <p><i>Q What do the children and staff feel is different moving from having key worker families in school to introducing more year groups? Do you know how many children will come in?</i></p> <p><i>A JSP is unsure from a child’s view. The staff will be exposed in the same way as they are at present when looking after key worker children. There is a better chance to socially distance with just key worker children. When the school opens, the whole of the school facilities will be utilised to spread the children out. There is a concern and some risk in achieving social distancing and children taking the virus into family homes.</i></p> <p><i>Q Is it your decision to open the school?</i></p> <p><i>A Yes, although it would be difficult to say we are not opening. It is a difficult moral decision and we have a role to play in society. We are meeting as much of the guidance as possible.</i></p> <p><i>Q The Danish experiment is to keep groups to no more than 5. 15 is a large group – is it possible to have 3 groups of 5?</i></p> <p><i>A The school are trying to balance personal perspectives with government requirements. Parents have the choice not to send their children into school. JSP is writing to parents to confirm this.</i></p> <p><i>Q How will you monitor attendance?</i></p> <p><i>A We still track children as normal. There is a concern that vulnerable families will not send their children into school. It is important to support these children at home as necessary. The focus will also be on safeguarding and JSP will take on the DSL role.</i></p> <p><i>Q Do you have enough staff to cover?</i></p> <p><i>A Cover for one to one children is an issue. We may not be able to have these children in every day. We can’t move staff around different groups unless they have self isolated for seven days. We are also trying to set up how we can provide emotional support across the school.</i></p> <p><i>Q How will you divide the classes?</i></p> <p><i>A There will be 15 children in each group however there will be less initially as parents keep children at home. It is likely that numbers will grow over time as confidence increases. We will send a survey to families to determine whether children will be returning to school so that we can plan groups. This survey will be sent after a letter explaining the process is sent out so parents can make an informed decision.</i></p> <p><i>Q How many PP and vulnerable children have you got in at the moment?</i></p> <p><i>A JF has been working with vulnerable families. We don’t have high numbers of PP children in school, however they are engaging with school from home.</i></p> <p><i>Q Have you had any safeguarding concerns?</i></p> <p><i>A There have been some issues so we have spoken to the relevant teams as normal. JF is contacting these families on a regular basis.</i></p> <p>The Governors all recognise how difficult this is for the school and offer their support in</p>	

	these challenging times.	
<b>6</b>	<b>Approval of budget and approval of three year strategic plan</b>	
	<p>The information was uploaded to the hub prior to the meeting and AW discussed the report. The Finance &amp; Buildings committee discussed the risk of the Government claiming some of the -surplus. Important investments have been identified and budgeted including so this spend on staffing, replacing the Year R frame and floor and replacing the library. The toilets need replacing in Year R and 1, however this money will not be committed immediately in order to have <u>an established</u> -contingency fund to cover any Corona Virus costs. Our aim is to maintain a surplus of £50K however the budget shows this falling to £38K. However we are seeking LCVAP funding for the replacement of the toilets and the Year R climbing frame and floor. We may all also some receive money back from the Government for COVID 19 related expenditure.-</p> <p>The FGB reviewed and approved of the 3-year Revenue Budget showing an in-year deficit of £77,846 and a cumulative surplus of £38,515 for financial year ending 31stMarch 2021.</p> <p>RB was thanked for all her hard work on the budget.</p>	
<b>7</b>	<b>Updates from the committees</b>	
	<b>Finance and Buildings – covered above.</b>	
	<b>Health and safety</b> This was uploaded to the hub prior to the meeting.	
<b>9</b>	<b>Governor Training 18/19</b> <ul style="list-style-type: none"> <li>● Review progress against GB development plan</li> <li>● Review of training and value for money</li> </ul>	
	The reports were uploaded to the hub prior to the meeting. Whole Governor training has been booked for 15 September. JH has undertaken virtual training and it was very good. The action plan has been updated.	
<b>10</b>	<b>Policies and procedures for review:</b> <ul style="list-style-type: none"> <li>● NQT Policy</li> <li>● Data Protection Policy</li> <li>● Protection of biometric information of children in schools and colleges (to be part of the Data Protection Policy)</li> <li>● Children with health needs who cannot attend school</li> <li>● Supporting pupils with medical conditions</li> <li>● First Aid in Schools</li> <li>● RSE policy</li> </ul>	
10.1	<p>The RSE policy has been reviewed by staff. Parents will be emailed an explanation regarding this policy and the school will gain feedback. There will be a Q &amp; A session if necessary. The policy will be available from September.</p> <p>A Governor is not sure the policy is consistent with the guidance. Page 1 says we have chosen to teach sex education through curriculum, however this contradicts what is detailed on Page 7 (covered in Science curriculum). There is a concern that parents will want to remove their child from the sessions. JSP will look at the policy again before sending to parents.</p>	JSP
10.2	<p>First aid – RB to amend typos.</p> <p>The Governors all approved the above policies subject to changes discussed.</p>	RB
<b>11</b>	<b>Chairs report</b>	
	IW discussed the report which was uploaded to the hub prior the meeting. Admissions –	

	we will be full in September and we have a waiting list of 7. There were no appeals.	
<b>12</b>	<b>Any other business</b>	
	<p>Committee meetings will take place virtually.</p> <p><i>Q How will you plan for new Year R pupils to meet their teachers?</i></p> <p><i>A We are waiting to see what happens before the end of term. We are planning an information evening, virtually, to prepare children as best we can. Sessions will be reduced even if they are able to happen face to face.</i></p> <p><i>Q Is there a protocol on how teachers are using Dojo? Teachers are using it differently.</i></p> <p><i>A It varies on how teachers choose to use it.</i></p> <p><i>Q Contact with home – is there a criteria for when you contact families at home?</i></p> <p><i>A We try and focus on families that we have concerns about.</i></p> <p>It is national thank a teacher day tomorrow and Governors wished to thank all the teachers at this challenging time.</p> <p><i>Q Have you had any annual reviews to complete?</i></p> <p><i>A Not yet, we have some coming up and we are going to use staff at home for this. These will be done virtually.</i></p> <p>JSP thanked the Governors for the support given.</p>	
<b>13</b>	<b>Date of next meeting: Thursday 16 July 2020 at 7pm</b>	

Signed

Dated

**Glossary of Terms used in minutes and associated documents:**

FFT	Fischer Family Trust	FGB	Full Governing Body Meeting
FMSIS	Financial Management Standards in Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years R,1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
PTA	Parent Teacher Association	SEND	Special Education Needs & Disabilities
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SDP	School Development Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference
EHCP	Education Health Care Plan		