

Leedon Lower School

Full Governing Body Committee Minutes

Date	16.07.20
Time	6.00pm
Venue	Zoom Virtual meeting
Meeting Number	6

Voting Members:

Name	Post Held	Meetings Attended this Academic Year	Known As
Nicola McIntyre	Chair	6/6	NM
Jenny Holding	Parent Governor	6/6	JH
Vicky Garwood	Staff Governor	6/6	VG
Clive Cornelius	Parent Governor	6/6	CC
Mike Fardell	Parent Governor	6/6	MF
Colette Goring-Farrow	Parent Governor	4/6	CGF
Trevor Dyson	Parent Governor	4/6	TD
James Pegg	Co-opted Governor	4/6	JP
Sarah Arkle	Parent Governor	6/6	SA

Others Present – Non-Voting:

Name	Post Held	Known As
Richard Benson	Head teacher	RB
Gilly Brown	Deputy Head	GB
Kelly Burley	Clerk to the Governing Body	KB

All supporting documentation detailed in these minutes is available on request.

1. Apologies for Absence

Name	Post Held	Meetings Attended this Academic Year	Known As
Cllr Amanda Dodwell	LA (Local Authority) Governor	2/6	AD

2. Any personal or business interests to declare

Information / Actions to be taken
No interests were declared.

3. Any Other Business Agreed as being Urgent

Information / Actions to be taken
None.

4. Correspondence received

Information / Actions to be taken
NM informed the committee that none had been received.

5. Minutes of the last meeting (25.06.2020) and matters arising/follow up action

Information / Actions to be taken
<p>Item 3: Error to be amended 'compliant' changed to 'complaint'. JP has sent his training records to VG.</p> <p>Item 9: NM confirmed she had sent a response letter regarding the informal complaint and as, yet no response has been received as yet.</p> <p>The minutes were otherwise unanimously agreed as a true record with no further amendments.</p> <p>Follow up actions still outstanding:</p> <p><i>Item 5: AD Link governor visit is outstanding and will be completed once the school is re-opened and it is safe to do so.</i></p> <p><i>Item 5: SA still needs to complete the induction but has contacted CBC about completing and MF has completed it.</i></p> <p><i>Item 5: RB to ask Shirley Hollis to complete lesson observation training with relevant staff on one of her SIP days. This is outstanding and will be completed once the school is re-opened and it is safe to do so.</i></p> <p><i>Item 5: CC to follow up Bursar. This is outstanding and will be completed once the school is re-opened and it is safe to do so.</i></p> <p><i>Item 5: RB has completed all actions from Safeguarding Audit and will upload a copy to Governor Zone.</i></p> <p><i>Item 9: Clerk to bring forward JH and CGF's end of term dates on relevant agendas.</i></p>

6. Chair's Action

Information / Actions to be taken
None.

7. HT report - update on plans for September

Information / Actions to be taken
<p>RB talked the committee through the school's plan for pupils returning in September considering the new COVID-19 restrictions.</p> <p>Year 4 were invited back for four afternoons (in two groups, over two weeks) for leavers activities. RB reported that this was successful, the feedback has been great, and the children had a great time. It was well worth the effort it took to make this happen and it has supported their transition. The balance between having pupils in school and the virtual home-schooling provision seems to have been good.</p> <p>A letter has gone out to parents last week explaining the staggered starts that will occur in September. RB explained that the school will effectively operate in three 'social bubbles': EYFS KS1 KS2</p> <p>Each bubble will have separate classrooms, toilets (staff and pupil), staff rooms, Designated Safeguarding Leads; Mrs Hurrell, Mrs Brown and RB and separate after school clubs. Exact starting times have not been decided yet, but these will be as close to normal start and finish times as possible. This will be accommodated by three one-way systems. There will also be no charge for after school clubs up until around October half term – this will not be advertised but aims to continue to support key workers especially. Annual staff training will commence on the 1st September.</p> <p>Since pupils have been back in 2 children and 6 members of staff have been tested for COVID-19. All tests were negative and results received back very quickly.</p> <p>Gilly Brown has been so supportive and helpful – her appointment came at just the right time.</p> <p>We also have a Leighton Buzzard radio Leedon takeover on the last day of term from 10am-12pm which is a lovely way to end the year.</p> <p>RB went on to say that overall, despite the difficulties he feels it has been a successful term and a half. There will be Summer learning packs available on the virtual school. Only issue has been getting reports out on time but year 4's will be ready on the last day of term and the others sent out by Monday or Tuesday at the latest.</p> <p>NM expressed the Board's gratitude to the staff for how they have managed and adapted in the recent months and how they have managed to keep the school community going.</p> <p>Governor Questions:</p>

Are there updated risk assessments for September? RB explained these are still being produced and are potentially subject to change but effectively they will be the same assessment for each bubble.

How is the enhanced cleaning being managed? RB informed the committee that the cleaning team was up to 7 with two of them on call. We will continue with the cleaning regime already in place in September as it has worked. A member of staff will continue to clean the toilets after each child has used them and the Site Agent is available to assist as required.

What about additional costs incurred for cleaning resources / staff etc.? A claim has been sent to the DfE of £19k for additional costs the school has incurred. This is mainly loss of income due to lettings being cancelled, higher costs of resources, 1-2-1 staff, 3k on food vouchers. If we get it back it will be a bonus, but we have managed to budget for these costs.

Will the bubbles be taught the full curriculum and what about pupils needing to catch up? The full curriculum. Remember we have seen over 75% of reception and year 1 children so have been able to start making judgements about what 'catch up' is required. We have not seen much of year 3/4 but they are the smallest group which makes it easier and we have had 10 children in that needed extra support. Hopefully, SS will be able to stay until Christmas and take on the role of Catch up teacher. Her SEN experience will assist with this.

Is it mandatory for pupils to come in from September? It is and we are expected to fine although this shouldn't be necessary as we have a good relationship with our parents and will be speaking to those who are concerned or have other issues. Parents with concerns are minimal as we have addressed concerns as they have come up.

How will you manage the expectation for immediate remote support if people must self-isolate? If individuals need to self-isolate, then it will be treated as any other absence and work not provided although the virtual school information will be there. In the event a whole bubble has to shut down the staff in that area will be able to provide virtual straight away as we are now set up for this.

Is keeping SS until Christmas in the original budget we signed off and you mentioned a couple of packages that have been purchased are they also additional costs? The White Rose package I mentioned was only £200. In terms of SS the cost is budgeted due to other staff movements etc.

Will you receive additional funds for catch up? Supposedly so.

Will food deliveries continue over the summer? Yes, this will be shared out between staff.

Will the kitchen be offering full school meals in September? For the 1st week it will be in the form of grab bags. Once into week two and all pupils are in their new classes it will be reviewed and see what we can offer. We still need to finalise plans for lunchtimes as will need three lunchtimes and cover staff breaks etc. It could potentially incur extra costs.

8. Staff Survey Results

Information / Actions to be taken
<p>GBy talked the committee through the results of the recent staff survey. She noted that the survey was adapted for this current period. 44 staff members completed the survey. Overall SLT thought the results were positive: 90% stated they were extremely confident in the leadership team and that they knew what is expected of with 1 or 2 people disagreeing with this.</p> <p>72% felt they had the resources they needed to carry out their role. GB explained that there has been an issue with not enough IT equipment/software following the extra demands the pandemic has brought but that a few additional laptops have been received.</p> <p>88% strongly agreed they felt safe in school.</p> <p>90% felt they could manage their workload.</p>

90% felt they received recognition / appreciation for the roles they do.

80% of staff know where to turn if they are feeling anxious or stressed.

70% strongly believed there is effective communications. GB told the committee that communications have been difficult particularly during the pandemic with not all staff in at once etc. which is why she believes this score is slightly lower. She went on to say that the SLT have worked hard to better communicate and that this is improving.

25% do not feel very confident about the forth coming academic year but GB felt that this was understandable in the current circumstances as things are changing everyday making it hard to put certain plans into place for the coming year.

The overall concern was in relation to how we will return in September.

NM thanked GB for her input and asked for comments from RB.

RB stated he is happy with the results and that there were no surprises. The survey also went out before two staff meetings and a letter to parents so hopefully this has already helped with staff concerns. In terms of communication, with staff working from home it made communications very difficult and on occasions people were missed. Some staff were unhappy to be asked for evidence that they or a household member were required to shield.

GB reiterated that the survey was anonymous.

VG added that as a staff member who was shielding with a vulnerable child, she felt really supported.

Governor Questions:

What next steps are you planning to take in relation to the survey? GB said NH had contacted a staff wellbeing expert at a secondary school and was planning to meet and see what has been put in place there. At present this is obviously difficult to complete but she had got some ideas already that will be implemented in September. Also, it is about reminding staff what we do already.

Are there any plans to follow up with any specific concerns that were raised? Yes, in the new year.

With staff being separated into 'social bubbles' from September, will each team have someone they can talk to if they need it? Yes. There is the buddy system implemented in March. Also, we have the free counselling service which 2 members of staff have already accessed. These teams will continue to have access to that service too.

MF asked if it would be useful for him to set up a meeting with the company his workplace use as a counselling service. He believes 6 counselling sessions are offered per year to staff. RB confirmed this would be useful.

Governor Actions:

CGF to send a copy of Brooklands Wellbeing Charter and recommended that GB connected with Darren Ward, Head of Staff Wellbeing there.

GB to contact Darren Ward, Brooklands.

MF to set up a meeting with his counselling service contact.

9. Board roles 20/21

Information / Actions to be taken

NM explained the AGM would take place in September.

JH has confirmed she is happy to carry on as Chair of the Standards Committee and TD is happy to continue as Chair of the Finance Committee unless anybody else would like to take on the role.

NM expressed that she was happy to continue as Chair of Governors but that it is of course open to others.

Vice Chair will become a vacancy as CC would like to step down.

If any Governors would like to discuss the above then NM asked them to contact her over the holidays.

Governor Questions:

None.

Actions:

None

10. Any other matters

None.

NM thanked staff and Governors for their support in this strange year. She added she hoped the board had been of support to RB and his team. At our meeting in September will identify our priorities this next year.

Next meeting: AGM will be on the 24th September. Time to be confirmed and it is likely to be via zoom.

ENDS: 7.10pm

Minutes approved by the Governing Body on: 24.09.2020

Signed (Chair):

