

Leedon Lower School

Full Governing Body Committee Minutes

Date	25.06.20
Time	6.00pm
Venue	Zoom Virtual meeting
Meeting Number	5

Voting Members:

Name	Post Held	Meetings Attended this Academic Year	Known As
Nicola McIntyre	Chair	5/5	NM
Jenny Holding	Parent Governor	5/5	JH
Vicky Garwood	Staff Governor	5/5	VG
Clive Cornelius	Parent Governor	5/5	CC
Mike Fardell	Parent Governor	5/5	MF
Colette Goring-Farrow	Parent Governor	3/5	CGF
Sarah Arkle	Parent Governor	5/5	SA

Others Present – Non-Voting:

Name	Post Held	Known As
Richard Benson	Head teacher	RB
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
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Cllr Amanda Dodwell	LA (Local Authority) Governor	2/5	AD
Trevor Dyson	Parent Governor	3/5	TD
James Pegg	Co-opted Governor	3/5	JP

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
JH will be raising an informal complaint received from a parent in relation to virtual homeschooling. VG just needs to discuss Governor training records. NM will discuss future dates.

4. Correspondence received

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

5. Minutes of the last meeting (30.04.2020) and matters arising/follow up action

Information / Actions to be taken
<p>Item 10: CC dates were discussed about future FGB meetings and 25th June was agreed and should be added to the minutes.</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 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
<p>NM informed the committee that the School Finance Standards document has been reviewed and signed off by herself, TD and RB. This is an annual checklist that is completed by schools to ensure they have sufficient financial competence within school staff and governors.</p> <p>NM advised that she had authorised changes to the Safeguarding Policy due to COVID-19 which is covered in the next item.</p>

7. Policies for review

Information / Actions to be taken
<p>COVID-19 amendment to Safeguarding policy which was agreed via a Chair's action. A copy of which was circulated prior to the meeting.</p> <p>RB advised that the Zoom agreement has been added into the policy. No further clarification was sought by the committee and the policy was ratified by the board after the following questions.</p> <p>Governor Questions: <i>Did any changes have to be made between Reception and year 1 returning? No Receptions return was smooth, so the same processes were used. We have increased to 50/74 children back in year 1. In terms of Safeguarding how are you picking up with those children that do not attend the Zoom assembly sessions. It said you were recording them, but it didn't say where? It is in our calendar. Teachers are keeping their own logs as that is the most efficient way of keeping track. Each class teacher is keeping a list of those that have not attended or made contact via things like SeeSaw and will contact them. NH records all the visits.</i></p>

8. Head Teacher's Report

Information / Actions to be taken
<p>RB issued the following report before the meeting: HT Report June 2020</p> <p>RB talked the committee through his report. He updated the figures quoted in the report as these are now out of date. As of Monday 30th June, there will be 52 children back in Reception and 50 in year 1. He explained a further 10 children had been invited back due to their level of need.</p> <p>He then went on to advise the committee regarding the results of the Parental Survey that was sent out in relation to the Leedon's virtual provision. Results were very positive with 90% of parents citing they regularly use the virtual school and 100% of parents were positive about their child's mental health. 70% gave 9/10 score in relation to how easy resources were to find. Response rate was about 50 parents.</p>

92% of families are using SeeSaw to share work with one child sharing an incredible 178 pieces of work. It has been decided that when the year 4's come in they will be able to spend their outstanding 'Blues' and they will be awarded a blue for every piece of work they have submitted via SeeSaw. There has been about a 50/50 uptake on the app's offered.

From Monday there will be 140 children in school and all staff (except those shielding) will be in from Monday.

There is a Leighton Buzzard Head Teacher's meeting on Tuesday regarding arrangements for September ideally, we would like to delay the start for the new intake. A video tour is now on the website for the new intake to view.

RB informed the committee that he has not yet been informed whether Leedon will be expected to provide some form of Key Worker provision across the summer holiday. CGF explained that she thought CBC had made the decision not to open over the holidays.

Staff will return to work on Tuesday 1st September and be available during the last four days of the holiday, if not for whole days then for parts of days to do essential training and plan for whatever is announced.

Our discrimination assemblies have now been shared to other lower schools in Leighton Buzzard following such positive feedback.

In terms of getting the whole school back in September we are unclear on how that will work. RB told the committee that it is currently taking approximately 2.5 hours getting children in and out of school. Groups of children stay with two teachers and if a child needs the toilet then they are accompanied by one of those members of staff and then the area is fully disinfected. With these measures it would be difficult to see how all children could start back despite us wanting them to. We will keep you informed as soon as we know we will get a plan into place.

Governor Questions:

Will children starting Little Learners be delayed if the new intake starts later? RB confirmed that yes all would be delayed apart from year 4 who would transition to their middle schools.

What arrangements have been made for year 4's? *Still awaiting the Middle School's responses but we only manage year 4's until the end of term. We have managed to arrange for them to come back for 4 afternoons during the last two weeks of term. CGF informed the committee that middle school heads had come to an agreement about provisional arrangements and just await the letter to come out.*

Just to clarify, there will be no key worker / vulnerable children provision through the summer holidays? *CGF we have asked (for Brooklands) and the response received was that there will be no key worker provision in the summer holidays. RB said that food and work pack deliveries will keep going on the Thursday of each week until the end of the term.*

What are the final numbers for the Reception intake? *Currently 56 but could still change although it will not be above 60 so a two-class intake. We now have permission to contact them so this will happen in due course. There is a SLT meeting tomorrow to put the final structure in place. Ideally year 3 will move into two classes into year 4. One LSA is leaving and another LSA is moving from year 4 into Reception.*

Can you share the results of the Staff Wellbeing Survey? *Yes, the survey has gone out today. GB is heading this up.*

Can we 'virtually' meet Gilly Brown please? *Yes, she can feedback the Wellbeing Survey results.*

What do you feel the catch up will be for pupils? Media reports citing 12 – 18 months. *Until children are back it is impossible to know the real impact. Guidelines say you cannot use existing teachers in the 'catch up' of pupils learning.*

9. Any other matters

Information / Actions to be taken

JH gave the background of an informal complaint that had been received from a year 4 parent regarding Leedon's virtual school provision. The complaint centered around Leedon not providing 'live' lessons for pupils. JH explained she advised the parent to contact RB. RB received correspondence via email and referred onto GB to respond. GB responded and the response received from the parent indicated that they were satisfied. The parent has since contacted JH again as they were not content with the response received.

The committee asked RB to explain why the decision was made not to provide 'live' lessons. RB informed the committee that this was firstly because some of the cohort do not have enough (or any) devices to enable them to access this type of lesson and it doesn't necessarily suit SEN or vulnerable children putting these children at a further disadvantage, secondly with parents working at home access to schooling 'on demand' is more flexible for families and thirdly various research (including a study from the Educational Endowment Fund) has shown that pupils completing 'live' lessons productivity has actually lessened due to the lack of interaction and the lecture style format and fourthly staff do not have the capacity to produce and record these lessons with pupils also being in school.

The committee discussed the issue at length and unanimously agreed that offering 'live' online lessons was not something Leedon should and could not accommodate at this time. It was agreed that the Chair would feedback to the parent in writing and explain the reasons in more detail. They hoped this would be satisfactory but if not agreed it should be raised as a formal complaint.

VG asked all Governors to check their training details on Governor Zone were all up to date and send her certificates from any recent training.

It was agreed the next meeting would be on 16th July at 6.00pm via Zoom. RB hoped at this point he would be able to update Governors on some plans for September in more detail.

SA in terms of an end user point of view the provisions in place are excellent, it must have been tough. Please again thank staff for their efforts.

Governor Questions:

In terms of Link Governor Visits shall we say about resuming in October (after half term) to reduce pressure on staff? CGF other visits Ofsted and other bodies have been put off until Jan 2021.

Actions:

NM to respond to informal complaint.

Governors to check their training records are accurate and up to date.

Next meeting: 16th July 2020 at 6.00pm via Zoom

ENDS: 7.05pm

Minutes approved by the Governing Body on: 16.07.2020

Signed (Chair):



Actions:
<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>
<i>Item 5: SA still needs to complete the induction and MF has completed it.</i>
<i>Item 5: RB to ask Shirly 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>
<i>Item 5: RB has completed all actions from Safeguarding Audit and will upload a copy to Governor Zone.</i>
<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>
<i>Item 5: Clerk to bring forward JH and CGF's end of term dates on relevant agendas.</i>
<i>Item 9: NM to respond to informal complaint</i>
<i>Item 9: Governors to check their training records on Governor Zone are accurate and up to date.</i>