

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL

*Every Person Matters, Every Moment Counts
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting
held via video link
on Monday 13 July 2020 at 7.00pm**

Present: Mr P Smith (Headteacher) Mrs L Thomas
Lady D Hayter (Chair) Mrs R Clinch
Mrs R Tyler Father Matthew
Mrs P Taylor Mr C Coopman
Mrs D Sheasby Mrs R Pantrey

Apologies: Mrs J Skelton

In attendance: Mrs W Willie (Clerk)
Miss H Dooley (Teacher & Observer)

ACTIONS

1.	Headteacher post to be reviewed at FGB meeting on February 2021	Mrs Willie
2.	Support Staff Pay Policy to be finalised and sent to Mr Smith	Mrs Willie

This meeting was held via video link through Microsoft Teams due to school closure (Covid-19)

1. Prayer

The meeting opened with prayer led by Father Matthew.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone and introduced Mrs Rosalind Pantrey, newly appointed Foundation Governor. It was confirmed that Mrs Pantrey completed Diocesan New Governor training in June. Miss Hannah Dooley was welcomed to the meeting. Governors were informed that Miss Dooley would be the Staff Governor from September 2020. Apology as noted above which was accepted. All documents had been made available on the governors' zone prior to the meeting.

3. Declaration of interest in respect of any items on the agenda

None.

4. Urgent items for the agenda (to be taken under AOB)

Ethos minutes of 1 July 2020 and agreement of Equality Objectives 2020-21 – Lady Hayter

5. Minutes of the meeting held on 22 May 2020 & Review of Action Points

The minutes having been circulated were agreed. Minutes deferred for signing.

Review of Action Points

There were no outstanding actions.

Lady Hayter informed governors that there had been two appeals. One appeal had been successful and one had been unsuccessful.

It was noted that only one nomination had been received for the Parent Governor vacancy. Mrs Willie clarified that if only one nomination had been received that that parent is automatically appointed. If more than one nomination is received an election would have to take place.

6. Confidential minutes of the meeting held 22 May 2020 & Matters Arising

The minutes having been circulated were agreed. Minutes deferred for signing. Lady Hayter explained that Miss Smith had been interviewed for the post of Class Teacher and Inclusion Lead and had been offered the position. Miss Smith has accepted the position and will start in September.

Lady Hayter advised that following advice from the Diocese Mr Smith will be Interim Headteacher for the next academic year. The two candidates who were shortlisted for the post have been informed that the recruitment process will continue when the school is able to move forward with the appointment. It was agreed that this be reviewed in the new year. To be an agenda item at the FGB meeting on 3 February 2021. **Action: Mrs Willie**

7. Headteacher's Report

A report dated 13 July 2020 had been made available and was taken as read. Mr Smith provided the following update:

- Staffing is currently being finalised, in particular where Teaching Assistants (TAs) will be placed.
- A TA is reducing her hours. This has provided the potential for a Lunchtime Supervisor to cover a fifth lunchtime period, which would mean there will be one Lunchtime Supervisor per class as children will be eating in their classrooms.
- Staff surveys are to be issued over the summer holidays to help gather ideas for the School Development Plan (SDP). How governors can have input into the SDP, as a meeting is not currently possible, was discussed. It was agreed that Mr Smith proceeds with writing the SDP. Mr Smith added that he believes there will be broader objectives to begin with, which can be narrowed down as the children are assessed and gaps identified. Action plans can be produced as appendices to the SDP to address issues as they are identified.
- Plans have been put in place for Collective Worship from September.
- **Mrs Taylor asked if any problems with attendance are anticipated in September.** Mr Smith said he plans to contact families nearer to September, particularly those who have not attended school over the last couple of weeks. Mr Smith added that potentially there maybe four or five pupils who might be anxious to return and will need further support in returning to school in September.
- Mr Smith reported that a child had been sent home today with a slight temperature and is being tested for Covid-19. Mr Smith clarified that children will be invited to continue to attend school until the test result is known. It is hoped the result will be received tomorrow. If the test is positive the bubble will close down. Parents have been informed about the situation and parents can decide whether they want to send their children into school tomorrow. Parents will also be informed of the test result.
- **Mrs Clinch asked if Breakfast Club would run from September.** Mr Smith confirmed he plans to run Breakfast Club from September. **Mrs Clinch asked how many members of staff would run the club.** Mr Smith advised there are a number of staff who can support the club. There is only one child who is attending this term and is being supported by a member of staff in the hall. More children will attend from September.
- **Mr Coopman asked about increasing the hours of the After School Club.** Lady Hayter commented that the pre-school will be running their own After School Club in the village hall.

8. Initial Plans for September 2020

A draft document 'September 2020 Returning to School Protocol and Procedures' had been circulated, together with an updated Risk Assessment. Mr Smith said he had reviewed the government's guidance and will discuss the documents with staff tomorrow. Mr Smith briefed on the key points in the document with the following noted and questions raised:

- Bubbles will be increased to classes with an Oak/Ash bubble and an Elm/Birch bubble.
- There will staggered start, end and break times during the school day. There will also be slight changes to the curriculum.
- A letter will be sent to parents to clarify the plans before the start of the new term.
- **Mr Coopman asked how the staff feel about coming back.** Mr Smith said that all staff had been fine and very positive. The TAs are working beyond their hours and they will be given time in lieu for this. All staff have been flexible and adaptable.
- Mrs Thomas advised that Year 6 had had a brilliant send off in the circumstances and briefed on what had taken place.
- **Lady Hayter asked about the Aynho bus.** Mr Smith stated that in the lockdown only one place had been offered on the bus. Mrs Marsella-Brookes is currently following up with the bus company as nothing has been confirmed by them to date. Lady Hayter commented that there is a legal obligation to provide transport from Aynho.
- Mr Smith briefed on staffing within the bubbles. **Mrs Clinch asked if a child in Elm is ill and has a positive test, would both classes close down.** Mr Smith said he believes both would close down. However, Birch and Elm would not be mixing very much during the day. The children would mix more during break and lunchtimes. Mr Smith said it would be dependent on the case and that he would add this to the policy.
- Lady Hayter expressed concern that the staff are doing a lot of cleaning. Mrs Thomas stated that staff do not mind doing this as it is helping to protect everyone. **Mr Coopman asked if this is impacting on other areas.** Mrs Thomas advised that sessions are shorter to allow cleaning to take place. TAs are currently able to clean as there are less interventions. Mr Smith added that from September less cleaning will be required. **Lady Hayter asked if the cleaners are doing extra cleans.** Mr Smith confirmed the cleaners are doing their normal cleaning as well as additional cleaning, such as door handles. There would be a cost impact if the cleaners were to undertake more cleaning.
- **Mr Coopman asked if it is known when the financial support from the government will stop.** Mr Smith stated that the school is not able to claim any support as it has a healthy budget. Schools were required to undertake a deep-clean. However, the government will only pay for the deep-clean if there was a positive case. Private income, such as income from Breakfast Club, cannot be claimed.

9. Committee Feedback

a) Ethos (1 July)

Minutes of the meeting had been circulated with no questions raised. Lady Hayter briefed on the proposed Public Sector Equality Objectives 2020-21. Further to discussion the following objectives were agreed:

Public Sector Equality Objectives 2020-2021

- 1) We will work to ensure that children further their understanding of cultural differences and similarities and understand their place within those, using for instance the link with Ghana.
- 2) As an Anglican and Christian community, we will work to ensure that children also understand and show respect towards:
 - People from other Christian denominations
 - People from other religions
 - People with no religion

- 3) We will work to ensure children from all backgrounds and races are promoted, diversity celebrated and a culture of anti-racism is evident in our school.

b) Resources (9 June)

Minutes of the meeting had been circulated with no questions raised.

a) Agreement of new bank signatories by email 22 June 2020

On 22 June 2020 all governors had been emailed to advise that a change in bank signatories for signing cheques was required for Newbottle & Charlton School's bank account as Mrs Louise Thomas was due to leave the school. All governors were asked to agree that payments up to £20,000 could be authorised by two signatures, those of Mr Pete Smith, Interim Headteacher, and Miss Hannah Dooley, Teacher. Payments over £20,000 to be authorised by two signatures, one of whom must be Mr Chris Coopman, Parent Governor and Chair of the Resources Committee. All governors had voted in agreement with this proposal.

b) Support Staff Pay Policy – proposed for adoption

It was agreed that the policy be adopted as presented.

Action: Mrs Willie

Lady Hayter highlighted that the Resources Committee is responsible for ensuring the Headteacher's Performance Management (HTPM) takes place. It was reported that Lady Hayter, Mrs Taylor and Mr Smith had met with Mr Michael Thompson, External Consultant, to set objectives for Mr Smith.

10. Safeguarding

Action Plan from Safeguarding Audit 6 July 2020 carried out by Lady Hayter and Mr Smith had been circulated. It was clarified that Miss Hirst will be the Deputy Designated Safeguarding Lead (DDSL) from September and will undertake online training for this role. Miss Smith will also undertake DDSL training next academic year.

Mr Smith advised that he and Mrs Thomas have taken part in Children in Need meetings which have been ongoing, with further meetings to be held over the summer holidays. These families will be supported as much as possible by the school. Mrs Thomas added that she is also checking in on a weekly basis with families who are not coming into school. A member of staff is also visiting those families who have not been in to deliver resources, which enables the member of staff to check the family and child are OK. **Mr Coopman asked if it is known if any child is at risk.** It was stated that there are two children who are considered vulnerable under the official guidelines and these children have been into school. However, there are additional children who the school consider to be vulnerable who have been contacted.

11. Any Other Business

a) Payments for Breakfast Club & After School Club

Mr Coopman explained that due to the debts caused by parents being able to pay after their child has used the extended provision, he and Mr Smith are looking at pre-payment systems. Although parents will have to pay in advance a system will also be in place to enable parents to access the extended services in an emergency without pre-payment required. Mr Smith advised that letters are being resent to those parents with the highest debts.

Mr Smith added that next academic year parents will pay NMPAT directly for music lessons, instead of paying the school.

12. Future meeting dates 2020-21

A draft calendar had been sent out with dates for the FGB and Resources committee meetings. The first FGB meeting is scheduled for Wednesday 7 October 2020 at 7.00pm.

Lady Hayter congratulated all the staff for everything they have done, especially over the last few months at such a difficult time. Congratulations were also given to Mr Smith for taking on the Headship which has been greatly appreciated. Mr Smith thanked governors for their support and for the help and advice they had provided.

There being no further business the meeting ended at 8.00pm.

Signed.....

Date.....