

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 Friday 22 May 2020 at 10.00am**

Present: Mrs Smith (Headteacher) Mrs Thomas
Lady Hayter (Chair) Mrs Clinch
Mrs Tyler Father Matthew
Mrs Taylor Mr Coopman
Mrs Sheasby Mrs Skelton

In attendance: Mr Smith (Senior Teacher & Observer)
Mrs Willie (Clerk)

ACTIONS

1.	Safeguarding Audit to be sent to Lady Hayter for review	Mr Smith
2.	Prospective Foundation Governor's details to be sent to Lady Hayter	Father Matthew
3.	Admissions TOR to be finalised	Mrs Willie

This meeting was held via video link through Zoom Video Communications 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 to the meeting. No apologies were received. All documents had been made available on the governors' zone prior to the meeting.

Governor Resignation – Dr Stephen Connelly, Foundation Governor, 30 April 2020

Lady Hayter confirmed she had written to Dr Connelly wishing him well and all the best for his health and thanking him for his service to the school.

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

None.

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

Staffing – Lady Hayter
Court Case – Mrs Smith

5. Minutes of the meeting held on 23 April 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.

6. School Reopening

The following documents had been made available prior to the meeting:

- Letter to parents and carers, Information regarding the potential wider re-opening of School – Monday 1 June 2020, dated 21 May 2020
- Letter to parents and carers, Information regarding the potential wider re-opening of School and changes to home learning – Monday 1 June 2020, dated 21 May 2020
- Re-opening Plan
- Covid-19 Risk Assessment Plan

Lady Hayter stated that following the government's announcement a huge amount of work had been undertaken by Mrs Smith and Mr Smith and, as far as it can be established, people are satisfied with the procedures in place. **Lady Hayter asked if it is known how many children are returning to school on 1 June.** Mr Smith advised that to date 21 replies had been received from parents. In Reception 6 children are due to return and 3 are not. In Year 1 3 children are due to return and 3 are not. In Year 6 6 children are due to return and 2 are not. Key worker children and vulnerable children will also continue to be offered places. Of the 10 that were offered places in the key worker/vulnerable categories, 9 are due to return. Additional replies may yet be received and the school has planned to the maximum allowed under the guidance, to ensure plans are in place in case more children come into school on 1 June.

Mr Coopman asked how the staff are feeling. Mr Smith said generally staff are happy and want to support the children and the school. Mrs Smith added that meetings were held with all staff and separately with teachers and Teaching Assistants (TAs), to ensure they have had input into the process. Mrs Thomas commented that staff raised lots of questions but they are happy to return to work. **Mr Coopman asked if staff feel like they will be safe.** Mr Smith said yes, as staff know as much as possible has been put in place. Some staff are working different hours to help support them. **Mrs Skelton asked how Mr Smith is feeling.** Mr Smith said he is apprehensive not being an experienced Headteacher, particularly as experienced Headteachers are feeling stressed and under pressure. However, Mr Smith feels he has a good team and governors around him, as well as ongoing support from Mrs Smith.

Lady Hayter asked what would happen if a member of staff contracts Covid-19. Mrs Smith clarified that the procedure is the same for anyone who contracts Covid-19. If someone in a bubble shows symptoms the bubble would be closed immediately. The person would be tested and depending on the test result, the whole bubble would be required to isolate or not. **Mr Coopman asked about the staff room and the wet weather plan.** Mrs Smith said the staff room would be located in the hall. If the weather is wet, children will have time in the hall at some point, but not necessarily at break time. **Mr Coopman asked what would happen if staff are in the hall.** Mr Smith explained that staff will be away from the children. Lady Hayter asked Mrs Tyler, as a parent, how she feels about the school reopening. Mrs Tyler shared her views on sending her children back to school. It was agreed that sending children back into school is a personal choice for parents.

Mrs Clinch asked if the risk assessment would be a working document. Mr Smith said yes, adding that as guidance is received the risk assessment will be updated. The document will also be reviewed and checks undertaken on a daily basis. Mr Smith clarified that the risk assessment is based on the Northants County Council (NCC) document to which he has added more detail. Mrs Smith advised there is also a Special Educational Needs (SEN) Risk Assessment. Mrs Thomas explained that this includes those children on the SEN register and those considered vulnerable coming into school, as well as those at home who will continue to receive support. Options as to how vulnerable children can be supported with their learning and providing them with resources are being considered. Mrs Smith added they are also discussing offering a 'surgery' to enable parents to contact Mrs Thomas by phone or Zoom to help support them. Mrs

Smith advised that there had been an increase in the number of emails being received from parents asking for support, particularly from those parents with SEN or pupil premium children.

Mrs Clinch asked if it was felt the provision had been excessive. Mr Smith stated he felt the provision is realistic with the time the school has had. In discussions with staff this week, teachers want to ensure their class has as much going on as they can, whether those children are at home or in school. Mr Smith clarified that they intend to continue with the live lessons if possible for those children at home. **Lady Hayter raised the issue of equality of provision and asked about those pupils in years 1 and 6 who are not coming back into school.** Mrs Smith clarified these pupils would get the same provision and that they will try to set the same learning as set for those pupils in school, in case those pupils return to school.

Mrs Skelton asked if it was felt all families are being reached. Mrs Smith confirmed that there had been a 100% response rate from the first survey sent out to parents and the school has stayed in touch with every family. A family is contacted by phone if no other contact is received from them.

Mr Coopman asked about obtaining Personal Protective Equipment (PPE). Mr Smith confirmed they had been able to order what is needed and this is expected to be received next week. **Mr Coopman asked if the cost of this equipment could be claimed back.** Mr Smith advised that Mrs Edge, Bursar, is keeping a log of items purchased due to the lock down and re-opening.

Mrs Clinch asked if the school has enough rooms if all pupils were to return to school. Mr Smith confirmed there are not enough classrooms should all pupils be expected to return to school. However, it is believed the majority of schools will be in the same position.

Staffing

Confidential discussion held, please refer to confidential minute.

7. Finance Update

Adoption of amended budget proposal 2020-21 by email 1 May 2020

On 1 May 2020 the Full Governing Body were informed via email that on final submission of the 2020-21 budget, an error had been identified by Ms Dennison, NCC Finance Officer, which resulted in funds being moved from Supplies and Services to cover a shortfall. A revised budget summary had been sent to all governors on 1 May 2020, with governors asked to ratify the amended budget. All governors had voted in agreement for the amended budget to be adopted.

Agreement of new bank signatories by email 5 & 6 May 2020

On 4 May 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 Smith, Headteacher, was due to leave and Mr Pool, ex-Parent Governor and Chair of the Resources Committee, had already left. All governors were asked to agree that the new signatories be Mr Pete Smith, Acting Headteacher, Mrs Louise Thomas, Teacher, and Mr Chris Coopman, Parent Governor and Chair of the Resources Committee. The email clarified that two signatories can sign cheques up to £20,000. Any cheques over £20,000 require three signatures and the payment has to be agreed either by the Chair of Governors or by the Chair of the Resources Committee. All governors had voted in agreement with this proposal.

8. Standards & Curriculum Committee (18 May 2020)

Minutes of the meeting held on 18 May 2020 had been circulated with no questions raised.

9. Safeguarding

Mrs Smith reported that the Safeguarding Policy had been reworded in line with Covid-19 and this will be shared with everyone to ensure everyone is aware of what is in place.

Court Case

Confidential discussion held, please refer to confidential minute.

Multi-Agency Safeguarding Hub (MASH) Referral

Confidential discussion held, please refer to confidential minute.

Annual Safeguarding Audit

Lady Hayter, Safeguarding Governor, clarified that it is not possible to undertake the annual safeguarding audit and that this would be undertaken after the lock down. Mr Smith advised that the Local Authority had requested a safeguarding assurance document be completed to review the school's safeguarding processes through the lockdown. Mr Smith to send the assurance document to Lady Hayter once completed for review. **Action: Mr Smith**

10. Any Other Business

a) Pupil Premium Governor Monitoring Visit

Mrs Taylor, Pupil Premium Governor, had undertaken a video monitoring meeting with Mrs Smith on 4 May 2020. A governor visit report had been completed and shared with governors.

It was noted that Mr Pool had been the STEM link governor and Dr Connelly had been the RE link governor. Mrs Smith raised the issue of appointing another Foundation Governor. Father Matthew advised that a parishioner in King's Sutton has a child joining the school in September who is interested in becoming a governor. Father Matthew to send parishioner's details to Lady Hayter. **Action: Father Matthew**

b) Admission Appeals

Mrs Smith informed governors she had submitted two appeal applications for September 2020 admissions to Alex Benoy, Executive Administrator, Diocese of Peterborough. Alex Benoy had asked for clarification on who would be representing the school. Mrs Smith has notified the Diocese that an Admissions Governor would represent the school. Currently no date has been confirmed for the appeals to be heard.

c) Admissions Committee Terms of Reference (TOR)

TOR had been circulated for adoption. It was agreed that text be included to clarify that the Clergy should not be part of the Admissions Committee. It was agreed that the TOR be adopted with this amendment to be made. **Action: Mrs Willie**

d) Mrs Smith

Mrs Smith was presented with a card and flowers from staff and governors and was thanked by Lady Hayter for everything she had done during her time as Headteacher. Lady Hayter expressed Mrs Smith had been a fantastic Headteacher and had been very pleased to work with her. Mrs Smith thanked governors for everything they had done. It was noted that Mrs Smith would be invited back to school to celebrate her time as Headteacher once the school returns to normal.

11. Date of next meeting – Monday 13 July 2020

There being no further business the meeting ended at 11.05am.

Signed.....

Date.....