Woodchester Endowed C. of E. (Aided) Primary School

MINUTES OF FULL GOVERNING BODY MEETING HELD ON
MONDAY 18 MAY 2020 @ 7.00 PM
VIA VIDEO CONFERENCING DUE TO COVID-19 PANDEMIC

PRESENT: Mrs Tessa Pemberton (Chair), Mrs Lynn Pennington (Head teacher), Mrs Ann Bijkerk, Mrs Sally Bull, Mrs Natalie Elliott, Mrs Helen Evans, Mrs Emma Limburn, Mrs Nina Robinson, Mrs Caroline Witts, Mrs Carol Rosser (Clerk)

APOLOGIES: Rev Peter Francis

Item no		Action
01.05.20	Mrs Elliott opened the meeting with a prayer. **Apologies**: Apologies were received from Rev Francis; these were accepted.	
02.05.20	**Minutes of last meeting:** Mrs Evans proposed that the minutes from the meeting held on 27 April 2020 were accepted as a true record. This was seconded by Mrs Limburn. The Clerk will liaise with the Chair for her to sign the minutes and return to the Clerk for filing.	**Clerk/Chair**
03.05.20	**Matters arising:** Mrs Bull confirmed that her term of office as a Foundation Governor had been renewed. Regarding item 07.04.20, the HT confirmed that she had followed up the query regarding the position of the toilets on the building plans. Regarding item 09.04.20, the HT confirmed that she had made a cross reference to the Governors in the Confidentiality Policy. Regarding item 06.04.20, a Governor asked if there had been any changes in school with regard to pupils attending and home learning. The HT replied that the same number of children were attending. Regarding home learning, teachers are using Zoom meetings, Tapestry and Class Dojo. A Governor commented that at the previous meeting, it had been raised that there was not much personal contact with teachers. Governors with children at the school said that this had now changed and there had been more contact via Zoom and telephone calls, for example, which the children had very much enjoyed. Governors also asked the HT to thank everyone involved in the production of a video message from all the staff to the children, which had been much appreciated.	
04.05.20	**Conflicts of Interest/Safeguarding:** No conflicts of interest were reported. **Safeguarding:** The HT explained that trying to manage safeguarding when the children are not in school is quite difficult. Telephone calls and Zoom meetings have a part to play	

	and if teachers have had any concerns, they have informed the HT. The staff have also communicated with each other regarding siblings. The Early Help Team are providing useful signposting regarding supporting families. GQ: Are you sending out newsletters? The HT confirmed that she had sent out two newsletters, one of which had just gone out. A Parent Governor said that it had been very helpful to have had this communication, which had been very honest about the situation regarding a phased return to school. Governors who do not have children in school were reminded that newsletters can be accessed via the school website.	
05.05.20	**School Budget 2020/21:** Prior to the meeting, documents regarding the proposed budget had been circulated to all Governors. On behalf of the Finance and Resources Committee, Mrs Bijkerk explained that the school had worked extremely hard during 2019/20 to save wherever possible and given great consideration to any spending. The HT had provided PPA cover and some supply teaching, which had helped substantially. The effect had been to turn a predicted end of year deficit of £16,166 into a carry forward of £4,879, which is a clawback of £21,045. However, the proposed budget for 2020/21 was predicted to be a deficit of approximately £43,000. Mrs Bijkerk explained the reasons for this, including the fact that the number on roll had adversely affected income; prior attainment income was down due to good EYFS results; staffing costs are very high, at 89%; no contingency was left from last year. Cost saving measures for 2020/21 included not replacing two TA staff; replacing a retiring UPS2 teacher with a Main Scale 4 appointment and the HT taking on the SENCO role. Mrs Bijkerk explained that the Finance Committee felt that everything possible was being done to cut costs. It would be useful in future to have the expertise of a Governor experienced in finance to provide support with regard to increasing income. Mrs Pemberton proposed that the budget was accepted and this was seconded by Mrs Evans. All Governors agreed. The Chair thanked the HT very much for all the PPA cover and supply teaching she had done which had helped to keep the costs down.	
06.05.20	**Statutory Relationships and Sex Education (RSE) Policy:** Prior to the meeting the Governors had been sent various documents regarding the new RSE Policy. The Deputy HT, Mr Matt Smith, joined the Zoom meeting to explain the context of this policy, which becomes statutory in September 2020. There is a main focus on positive relationships and healthy living. Mr Smith explained that he and Mrs Witts had been working together, as there is a tie in with PHSE, where Jigsaw is used for sex education teaching. They have decided to use both Jigsaw and material gathered from the GHLL scheme in order to teach age appropriate material to different year groups. GQ: How will staff be trained to impart the information? Mr Smith explained that the training will be done in house, using Jigsaw. GQ: At some stage, could the Governors see the GHLL material? Mr Smith explained that he had several folders, which could be shared with Governors in due course. GQ: Who delivers the teaching?	

	Mr Smith explained that the teachers deliver this to their own classes. Much of the material is already covered in Science and PHSE classes. The HT and Mrs Megson will also be talking to the girls about puberty and the menstrual cycle so that they do not feel uncomfortable with a male teacher. The Chair thanked Mr Smith very much. He explained that this information will also need to be shared with parents and it will be important to get their involvement so that they are fully aware of what is happening. Parents can remove their children from sex education classes. It was therefore important to ensure that they understood what was being taught in order to reassure them about any concerns. Discussion took place regarding whether there was a relevant video to show to the children. Mr Smith explained that there was not an up to date version and he did not think that the existing one was useful. Mrs Bull proposed that the RSE Policy was accepted; this was seconded by Mrs Robinson and all Governors agreed.	
07.05.20	**Phased Return to School:** Prior to the meeting, the HT had circulated a document to the Governors that summarised DfE guidance to Primary schools regarding preparing for a return to school for children from Reception, Y1 and Y6 from 1 June 2020. The HT explained that she had been receiving a huge amount of documentation to work through. She reported that the Government have produced a planning framework which addresses specific areas and she is working through it and finding it helpful. The HT went through issues to be considered; eg three teachers are currently unable to come back to school. As things stand at the moment, the HT considered that the school would be able to accept children from Reception, Y1 and Y6 to return to school full time from 1 June, as well as catering for the key workers' children. There will be a maximum number of 15 children in a classroom with one teacher and each group will stay together, with no mixing. There would have to be some changes, for example in terms of staggered arrival and departure times. There are still some pieces of the jigsaw to be put in place, eg how to provide school dinners, as free school meals are a statutory requirement for the Reception and Y1 children. The HT is trying to show parents that safety measures are in place. GQ: Is there anything that Governors can do to help with the preparations? The HT thanked the Governors, but this is not necessary. She commented that parents have also offered their help, but it is easier for the HT to work through the planning. GQ: Will the MDSAs be needed? The HT said that she was trying to manage with as few staff as possible to start with and that the MDSAs were not needed yet. GQ: Does the school know how many children are coming back? The HT explained that she had done a survey of parents' views and there were a large number of 'don't knows'. Currently, few children from Reception are expected; more are expected from Y1 and Y6, but many are still unsure. Some parents are expected to keep their children home until September 2020. The government has suggested they would like other year groups to attend the last month before the summer holidays; however, this would be impossible under the current guidance. There has been no specific guidance about this full	

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	reintegration and the HT has concentrated on planning for the initial stages of phased reopening on 1st June. The Chair said that the Governors need to make sure that the children and staff are safe. The HT explained that there will be a document regarding the final arrangements, which will need to be signed off by the Governors; this should be available by the end of this week, ie 22 May.	
08.05.20	**Staffing Update:** The HT reported that a teacher had been appointed to replace Mrs Witts, who was due to retire at the end of the summer term 2020. The new teacher is not an NQT, but will be going into her third year of teaching. She will teach Beech class. Mrs Davis, the School Secretary, has told the HT that she will retire in October 2020, but she has not yet given notice in writing. Mrs Lisle de Wells, who is currently on maternity leave, has requested to move from a full time to a part time, 0.4, contract. This has not yet been formally agreed, but a job share arrangement can be managed without further recruitment. The HT explained that a small number of teachers, who are unable to return to school at the moment, will be asked to take on some responsibility for home learning.	
09.05.20	**AOB:** The HT said that she had received two appeals for places. She will send these to the Admissions Committee. The Chair referred the Governors to a recent edition of What's Up Gov, which gives details of new on line training courses for Governors and the Clerk. Mrs Limburn said that she had tried to register for one, but was waiting for this to be confirmed. The Clerk expressed an interest in a course for 'The Established Clerk'. The Chair asked the HT whether she thought it would be useful to arrange a Curriculum, Standards & Communication Committee meeting. The HT said that Subject Leads had been updating subject policies and the Governors might be interested in reading these. A Governor said that she would be interested to read the updated policies for the core subjects and that it would be useful for the link Governors to read their respective subject policies. The HT agreed to email out the documents to the Governors. A Governor said that as the Ethos Committee had not met recently, was there anything that needed to be done in order to prepare for SIAMS? The HT said that she has not been able to give much thought to SIAMS recently, due to the ongoing Covid-19 situation, but that it was a good point. It would be useful to catch up with Rev Francis and discuss it with him. Finally, the Governors asked the HT to pass on their thanks and best wishes to all the teachers.	**HT** **HT** **HT/PF**
10.05.20	**Dates of Next Meetings:** 15 June at 7.00 pm (provisional) - FGB **The Meeting closed at 8.20 pm**	

Signed as a true record …….

Dated …….

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