Woodchester Endowed Church of England (VA) Primary School

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.

MINUTES OF FULL GOVERNING BODY MEETING HELD ON
MONDAY 6 JULY 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
01.07.20	Mrs Elliott opened the meeting with a prayer. **Apologies**: Apologies were received from Rev Francis; these were accepted.	
02.07.20	**Minutes of last meeting:** Mrs Evans proposed that the minutes from the meeting held on 18 May 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.	**Clerk/Chair**
03.07.20	**Matters arising:** Regarding an item under AOB, the Chair asked if the HT had emailed the updated core subject policies to the Governors for their information. The HT agreed to upload the updated policies onto the Governor section of the school website.	**HT**
04.07.20	**Conflicts of Interest/Safeguarding:** No conflicts of interest were reported. **Safeguarding:** The HT explained that staff are keeping in contact with families via Zoom meetings and telephone calls and this is especially important for those children who have not returned to school. Additional sessions in school for children from all year groups started on 29 June. Staff are trying to keep a link with families whose children have not attended. An updated government document regarding Keeping Children Safe in Education has been issued; the HT said that she would review this before September.	**HT**
05.07.20	**Head Teacher's Report:** The Chair thanked the HT for her report which had been circulated to all Governors prior to the meeting. The Chair asked the HT to summarize the main points. The HT explained that the numbers of pupils in each bubble attending school had changed again since writing the report. The HT said that she wanted to let the Governors know how important the staff have been in enabling the school to provide education for the children. Teaching Assistants have taken on a huge role and have helped enormously. Staffing for September has been finalized. Mrs Megson will teach Juniper full time, which will provide stability for those children. Mrs de Lisle Wells will work two days a week, initially providing	

	PPA cover in KS2. Mrs Witts will be retiring at the end of this term after many years teaching at Woodchester. The HT said that since her own arrival at school, she had received huge support from Mrs Witts and wanted to thank her personally for this and to let her know how much she will be missed. Mrs Witts said how much she would miss teaching at Woodchester and that she had had a wonderful career. The Governors all thanked Mrs Witts and wished her a long and happy retirement. The Chair went on to thank the HT for all her hard work in managing the situation at school during the pandemic and especially for enabling all pupils to return to school for some sessions with their teachers in June/July.	
	Governor Questions: GQ: Are the pupil numbers for the year groups what they will be in September or what they are currently? The HT explained that the numbers she had provided in her report were for September; they had since changed and are likely to change again. She will wait until these are finalized before confirming them to Governors again. GQ: Can you explain Renaissance online assessments? The HT said that school had invested in this online scheme about 18 months ago. It is used for testing reading and maths and compares children against their peers in other schools, but also measures their individual progress. GQ: Regarding the HT delivering food hampers to families with children who are entitled to free school meals in the summer holidays, will this involve a lot of work? The HT said that she would only have to deliver these once in August and that it was not too much work. Regarding the building project, the HT reported that she had heard from Rachel Howie, Diocesan Director of Education and CEO Diocese of Gloucester Academies Trust, that the building work had been postponed. Rob Stephens retired at the end of June and has not yet been replaced. The HT spoke to him before he retired and he advised her to make contact with the Diocese in September.	**HT**
06.07.20	**Plans for return to school in September:** Prior to the meeting, the HT had circulated a document to Governors entitled A summary of the government's plans for schools for September – issued July 2020. This was produced by the Head Teachers' Union and the LA have also provided a similar over view. The HT explained that she is now at the early stages of planning for September and has already had meetings with Playgroup and with Woodpeckers. The five class bubbles will continue. Regarding PPA, adults will be allowed to move between bubbles and there is more flexibility than currently. Schools have been told that it is a legal requirement that they now revisit and update their covid-19 risk assessments. The HT said that once this was ready, she would email it to the Governors and it would need to be approved by them before the start of term in September. It was agreed to set up a date for a Zoom meeting at the end of this meeting. GQ: What does it mean for lunchtimes? The HT explained that the guidance says that children should sit side by side at lunch time, not face to face. Children with packed lunches might need to stay in their classrooms; lunch times might need to be staggered. A Key Stage might be classed as a bubble and this would minimise difficulties at lunchtimes. One MDSA might need to be responsible for one class bubble. Hot lunches will be back in	**HT**

DRAFT

	September and these will be delivered. Therefore, there will be a lot to organize and it will be a challenge. The Chair reported that there is a recorded webinar on the NGA website which explains what Governors should do in September, with an emphasis for Governors to concentrate on how the school recovers. The Chair recommended that Governors watch the recording. GQ: Is the HT expecting any further guidance from the Government? The HT replied that she was not expecting any more before September. She commented that Ofsted had announced normal inspections would be restarted in January 2021 and that schools could have a visit during the Autumn term. Autumn visits would not be formal inspections but would look at how schools were supporting children's return to school.	**Governors**
07.07.20	**Governor Roles and Responsibilities and Monitoring Schedule:** Prior to the meeting the Clerk had emailed out a document outlining the current Governor Roles and Responsibilities. Mrs Limburn had been appointed as a Governor since this document had been produced. She asked if she could sit on each of the three main committees; this was agreed by the Chair. She will also be the Governor responsible for Hawthorn class and for Modern Foreign Languages. Mrs Bijkerk will be responsible for Computing. Mrs Bull asked to sit on the Finance and Resources Committee; this was agreed by the Chair. The remaining roles and responsibilities will be unchanged. The HT explained that the staff Subject Leaders might change in September. It was agreed that Governors would touch base with their Subject Leaders by the end of September and arrange Zoom meetings. Regarding the Monitoring Schedule, the Vice Chair said that she would draw up a new schedule in September. As it needs to be linked to the SDP and SIAMS, she would liaise with the HT and seek her advice. The Chair explained again how useful the NGA webinar was in terms of how to support school staff and pupils. It was agreed that there would need to be an emphasis on emotional wellbeing, as well as on catching up with missed learning. GQ: Has it been possible to assess children's home learning? The HT replied that children had received a huge range of experience in their home learning and that it would be important for Governors to monitor their progress when they return to school full time in September. She emphasised that the first priority is the children's health and wellbeing. A Parent Governor commented on how important it had been for all children to have been given the opportunity to return to school for three morning sessions before the end of term and how much this had been appreciated by the parents; the focus on welcoming them back had been good for their confidence.	**Governors** **SB**
08.07.20	**Committees:** It was agreed that there would not be any further meetings of the three main committees before the end of the summer term. The Chair suggested that Governors might consider what areas need to be discussed in the Autumn term, for example the Curriculum, Standards and Communication Committee would look at how to close the gaps in children's learning, as well as supporting their mental health. Regarding Finance and Resources, the HT said that the deficit budget is a concern and this will need to be looked at. The budget will be dependent on pupil	**Governors**

DRAFT

	numbers, staffing and so forth. A Governor asked if she could have a copy of the finalized budget. The HT thought this had already been shared, but agreed to provide it. A Governor asked if there was any 'catch up' funding available. The HT said that the sports premium fund is going up, but had not heard about a summer catch up fund and did not know how this would be distributed.	**HT**
09.07.20	**Governor Training:** In June, Mrs Limburn had been on a New Governor training course and Mrs Bull had been on a Head Teacher Performance Management training course.	
10.07.20	**Governor Recruitment:** The Chair explained that there were still vacancies for a Foundation and an LA Governor and that these were proving difficult to fill. She asked Governors to keep their eyes and ears open for anybody who might be interested. She agreed to advertise the LA Governor position again in the Post Office and also to mention the Foundation Governor vacancy during the next Zoom church service.	**Chair**
11.07.20	**Policies:** Prior to the meeting, the following statutory policies had been sent to the Governors: Administration of Medicines; Children with Health Needs who cannot attend school; Exclusions; Supporting Pupils with Medical Conditions. There was some discussion about minor details. Mrs Bull proposed that all four policies were accepted; this was seconded by Mrs Elliott. A Governor asked if it had been decided previously that statutory policies should be adopted by the three main committees. The Governors agreed that this was the case. The Clerk reminded the Governors that the TOR for each committee can be found in the Governor section of the school website and that the policies adopted by each committee were included. Mrs Robinson agreed to check this.	**NR**
12.07.20	**AOB:** The Chair said that The Trustees of Woodchester School intend to sell the School House driveway, which currently belongs to the school, in order that they can proceed with the sale of School House at a later date. A Public Notice will be displayed outside school to inform the local residents of the situation. The school will benefit from some of the proceeds of the sale. Discussion took place regarding the end of term celebration for the Y6 pupils. It was agreed that this should take place on Friday 10 July. Mrs Robinson will liaise with the HT and Mr Smith regarding cupcakes, biodegradable balloons, etc. A new Staff Governor will need to be elected following Mrs Witts' retirement. The Clerk agreed to initiate the process at the beginning of the Autumn term.	**NR/HT/MS** **Clerk**
10.05.20	**Dates of Next Meetings:** It was agreed to hold a Zoom meeting with all Governors that were available on 28 August at 4.30 pm. This would be to approve the updated Risk Assessment. Full FGB meeting – Monday 14 September at 7 pm (via Zoom) **The Meeting closed at 8.45 pm**	

Signed as a true record …….

Dated …….