

Minutes of Virtual Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 30 April 2020 7.00pm by Zoom

Present: Caroline Johnson (HT) Stephen Ruddick Katharine Handley-Archer
Andrew Pilkington (arr 7.25pm) Julian Gadsby (CHR) Jane Patrick
Edward Culver

Attending: Pauline Ford (clerk)

Apologies: Richard Norris **Absent:** Lindsay Holley Naomi Carle

Reference No.	Minute	Action
	Minutes to be read in conjunction with the Record of Actions for September <i>Strategic direction/Challenge or Question/Answer/Action/Extract</i>	See separate action sheet
01.04/20	The Chair welcomed everyone to the first virtual meeting. The meeting was being held via Zoom due to the current lockdown and schools' closure due to the Corona virus pandemic. He checked that all were in an area that could not be overheard. APOLOGIES FOR ABSENCE Apologies were received and accepted from Richard Norris. Lindsay Holley and Naomi Carle were absent.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.04/20	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None	
03.04/20	DECLARATIONS OF INTEREST 3.1. The clerk informed the FGB that they should declare if they are a Governor at any other school. SR is a self-employed tutor. JG declared that he is a Governor at Bucklebury School	
04.04/20	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 27 February 2020 (<i>previously distributed</i>) were approved; to be signed by the Chairman at the first opportunity.	
05.04/20	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed. KCSIE – all governors confirmed by email that they have read it. SBM to check all received	
06.04/20	HEADTEACHER'S REPORT 6.1 The HT report has been seen by all present. School had been in attendance for only 3 weeks after the last FGB prior to government lockdown due to the Corona virus pandemic; there was no update on contextual data. Wellbeing – staff were well, there was no known virus within staff or school community and few families affected in the local area. Three members of staff were self-isolating or shielding. The HT is phoning or emailing staff and checking in with SLT. The workload /home circumstances are a priority. The Administration Officer is updating several policies. Staff are completing online National Development. Health & Safety details have been sent to all staff re height of screen/chairs etc. The HT commented that the first two weeks of lockdown were something of a novelty, then it was the Easter holidays, now reality has hit. Achievement and Standards – no data will be collected by the DfE – EYFS profile, KS1 and KS2 SATs, phonics screening and Y4 Multiplication tests. The HT understands that there is a push not to introduce EYFS Base line testing but this is unknown.	

PPG – FSM families were initially provided with lunch bags but now the government scheme providing vouchers is being used. School has lent some IT equipment to families who have requested it and approached some they think could benefit. An agreement is signed. One child in school has a designated social worker. HT has contacted the parent, who is happy for them to remain at home. If needed they could go to the local hub at Basildon school for one day per week.

Leadership -MW has enrolled on a Leadership course in September run by LA. The LA has been very good at sending out information. There is also a useful HT WhatsApp group for mutual support and responses.

Curriculum – Progression of skills matrices are being completed.

Quality of Education – difficult to measure. School seems to be meeting the needs of families. Teachers are producing weekly plans incorporating on line learning with BBC Bitesize and White Rose maths. The decision has been made by the LA that this time is not about home teaching but to be reading, revision and skills rather than new knowledge. There is also the disadvantage gap to be considered.

Staffing – the new EYFS teacher LN has been introduced to the class remotely and is teaching through Tapestry. ER has left, resignation of FC announced. Two new members of staff recruited for September LB, an NQT and AA an NQT+1.

AP joined the meeting at 7.25pm.

Work is being posted on the school website.

SR asked what the remit of the FGB was for education at this unusual time. Schools are open for the children of critical workers only, not to drive learning forward. JG added that it is dependant how long this situation continues. The HT added that schools will be open in the future but the purpose is not clear – child care or to deliver the curriculum. There must be consultation with other schools in the area but full details will be provided by Government and the LA. AP asked if pupils have access to IT; a questionnaire was sent out; some have issues with internet and/or printers. Teachers are not Zooming with pupils, following LA advice, but teachers are speaking to families, the children can speak to them if they wish. Not all families are spoken to every week; dependant on circumstances but every family has been contacted. The HT I reluctant to start face to face teaching; it may be possible for teachers to provide videos. Generally, there has been positive feedback to the level of work provided. Some families are struggling to motivate children.

23 children are due to start in Foundation September 2020.

Deep clean scheduled for next week.

Arrangement in place with Basildon school for children needing a school place but school would have to send a member of staff.

A Facebook video made by staff has been well received.

EC suggested running Zoom wellbeing sessions for all staff. There has been no response to an ELSA email sent out.

A question was asked about furloughing staff. This is not allowed as there has been no reduction in funding from the DfE.

08.04/20

COMMITTEE REPORTS

FINANCE

8.1 The SBM had provided the Period 13 Budget Monitoring, the final paperwork for the 2019/20 budget

Main school budget -£1779

PPG + £3000

Sports Premium + £1400, giving a small surplus. The budget has to be reported to Schools Forum because of a small deficit.

Budget 2020/21

There is a big increase in the staffing budget; due to 1p/t teacher being replaced with a f/t teacher, increase to 7% contribution for teacher's pensions, 3% increase for teachers pay. The grant for pension increases only covers 5/12.

Major cuts will have to take place next year. There will be some additional funding for a child with an EHCP, admissions numbers are cautious, using the same as last year but the funding level has

	<p>increased. There was a good carry forward from 2018/19 but staff absence has been expensive. SR asked if there are any cost savings from the current lockdown. Not much; staff costs, the greatest expense line, are constant.</p> <p>The HT and SBM do have plans in place. The budget has to go to Sarah Reynard at WB Accountancy, she will study the budget and has already sent to SBM some questions.</p> <p>Another scenario is the support staff pay rise. The SBM has calculated at 2.75%, if it is 3.75% this will increase the deficit to £37k from £35k. Should the admission number for September increase to 28 from 23 the deficit would drop to £28k. They need to look now at staffing level but any reduction could impact on the quality of teaching and the school.</p> <p>It was discussed at February meeting to contact parents who put Bradfield as 2nd choice for admission; to be out in place.</p> <p>Following response from Sarah Reynard SR and KHA to arrange meeting</p> <p>8.2 The SBM explained that suppliers are not accepting cheques, the use of BACS is cheaper and time saving; it helps bank reconciliations and if a cheque is not presented or goes missing these have to be chased up.</p> <p>RESOLVED: That, having been proposed and seconded, the use of BACS for payment to suppliers be approved</p> <p>8.3 The tender for school meals is due in May, to date only ISS have responded.</p>	
09.04/20	<p>POLICIES</p> <p>9.1 Education, Visits and Journeys policy had been reviewed and updated, no changes. It is a model policy from Evolve, HCC.</p> <p>RESOLVED: That, having been proposed and seconded, the Education, Visits and Journeys policy be approved</p> <p>9.2 Accessibility Plan is a model policy which has been updated.</p> <p>RESOLVED: That, having been proposed and seconded, the Accessibility Plan be approved</p> <p>9.3 Attendance policy had been reviewed and updated, no changes</p> <p>RESOLVED: That, having been proposed and seconded, the Attendance policy be approved</p> <p>There are some unknowns relating to the current situation re attendance for the remaining summer term re shielding/ unauthorised absence. Will attendance at school be compulsory?</p> <p>Next meeting, NQT induction, SEN</p>	
10.04/20	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. All children have been contacted. Each teacher has a class list and knows their vulnerable children. New staff for September; 1 DBS completed, there is a new protocol for viewing documents via Skype. Teachers are not using personal phones for contact.</p> <p>10.2 Health & Safety –H&S walk took place in March, PAT testing arranged for 13.5.20. Quarterly fire testing to be arranged. SR will cut back the two trees in the playground, the surveyor is not worried about the trees in car park.</p> <p>10.3 Governor school email addresses in progress</p> <p>10.4 Plans for reopening. The HT had prepared a list of her thoughts/questions and potential solutions. Staff have been asked about their availability; if shielding, isolating or have childcare issues. Ten could work, so this could be two classes. Y4 has 29 children so would need 2 classrooms to allow for social distancing. There are questions about lunchtimes, use of the hall, wearing of masks, regular sanitising and cleaning of areas and equipment, how to manage drop off and pick up. The Governors will not get involved with the operational decisions re reopening. If partial opening happens with children in school part time teachers (staff shielding but otherwise well) may need be asked to provide home learning for the alternative days. The HT hopes for a partial reopening in June and a full return in September, whilst observing social distancing.</p> <p>RN joined the meeting at 8.25pm</p>	
12.04/20	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM</p> <p>Wednesday 20 May 7.00pm Virtual</p>	

13.04/20	<p>CLOSE OF MEETING There being no further business, the Chairman declared the meeting closed at 8.30pm.</p>	
Appendix	<p>DOCUMENTS EMAILED</p> <ul style="list-style-type: none"> • Agenda April 2020 • Minutes February 2020 • Record of Actions February 2020 • HT report April 2020 • Budget monitoring Pd 13 2019/20 • Budget 2020/20 – Main school, Pupil Premium and Sports Funding & notes • Protocol for use of BACS • Policies – EVJ, Attendance, Accessibility plan • DOCUMENTS PRESENTED AT THE MEETING • 	

Minutes Taken By: Pauline Ford, Clerk to the Governors 30 April 2020