

Minutes of Virtual Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 20 May 2020 7.00pm by Zoom

Present: Caroline Johnson (HT) Stephen Ruddick Katharine Handley-Archer
 Andrew Pilkington Julian Gadsby (CHR) Jane Patrick
 Edward Culver Richard Norris Lindsay Holley Naomi Carle

Attending: Pauline Ford (clerk)

Apologies: **Absent:**

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
01.05/20	The Chair welcomed everyone to the 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 None. LH and NC offered their apologies for missing the April meeting.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.05/20	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None. the clerk informed the FG there were two extra policies	
03.05/20	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. LH is Deputy Headteacher at Denefield Secondary School.	
04.05/20	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 30 April 2020 (<i>previously distributed</i>) were approved; to be signed by the Chairman at the first opportunity.	
05.05/20	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed.	
06.05/20	HEADTEACHER'S REPORT 6.1 The Headteacher had circulated the Risk Assessment and letters to parents and staff about the return to school. She and the SBM had been busy getting the school ready for reopening. Signage and tape will be out to restrict movement around the school building. They will be open as safely as possible for specific groups of children on 1 June, or when the Government advises. A governor asked how many are expected back in. Around 50 across the different year groups. The plan is to reopen for: Year 6 (1 group): four days per week Mon, Tues, Thur, Fri Foundation (1 group): four days per week Mon, Tues, Thur, Fri Year 1 (2 groups): two days per week either Mon, Tues or Thur, Fri Keyworkers/Vulnerable children: 4½ days per week. The school will be closed on Wednesday apart from keyworkers children who can attend in the morning. Wednesday will be used for cleaning and PPA time. It may be that children with specific needs will have a phased re-entry. School needs to make sure that the routines they have in place	

	<p>work. They may have capacity for one more group but long term they cannot cover the year groups return to school.</p> <p>A Governor noted that the letter written to parents was good, the community response has also been positive.</p> <p>School will work with cohorts of ten, government guidance of up to 15 is too large for the spaces available and this will help with social distancing for younger children. There will be 13 in Y6 cohort. They have accommodated all requests for children to return; Y1 has two smaller groups. The school still has the relationship with Basildon if space is needed on Wednesday afternoon; HT will judge the individual situation.</p> <p>Sanitiser – 60% alcohol based is guidance, school is using 80% alcohol based.</p> <p>A governor asked about the vulnerable children mandate, all are expected to attend. Has there been any success getting the children to school. Yes, all but one, who has underlying health conditions. LA risk assessments have been completed. In addition, SENCO has a risk assessment on change/impact.</p> <p>Wellbeing of staff. They have been in school the past two days, showing a willingness to come in. Has there been any reluctance, or following union advice. No, they are aware of current information. The unions are still saying no partaking of preparation work or coming into school. There will be a further announcement re opening day; plans are in place.</p> <p>The FGB thanked the HT and staff for making all these arrangements for return to school to be safe; it has been a team effort.</p> <p>The HT believes it is her duty to get children back into school as soon as possible, and follows DfE guidance. There has not been any LA information, but local context is best.</p> <p>A Governor asked if there had been any training sessions for staff; they will have to do things differently. There had been a staff meeting in the hall on Tuesday to identify any issues. A couple of questions had been raised; staff will speak up if they see something not working.</p> <p>A Governor said that she had added an addendum to behaviour and exclusions policies in relation to social distancing; this may not be applicable for primary school children. The HT has written a set of school rules, expecting children to abide by them. If they cannot maintain the safety rules there may have to be conversations with parents.</p> <p>Is there a process after the first week? Yes, a meeting with SLT is planned for second Monday to review system with children and any site problems.</p> <p>After five weeks of remote teaching will there be any analysis. No formal assessment. Feedback from families indicates that the majority have been engaging. Teachers have been sending work for children to complete.</p> <p>A Governor noted that it would be beneficial to document the decision-making process eg we meet these five tests: consult parent body etc. A survey was sent to parents asking if they intended to send their child back. They will resurvey at the end of June when more year groups may be returning.</p>	
08.05/20	<p>COMMITTEE REPORTS</p> <p>FINANCE</p> <p>8.1 Budget 2020/21</p> <p>The SBM reported that the budget is looking better for next year. She has been in contact with Sarah Raynard, WB Accountancy, who sent a long list of items to tweak or look at. These have all been completed but SR has not responded yet. The deficit is now reduced to £8353, with the following year 2021/22 finishing with a credit balance of £7898.</p> <p>Staffing changes</p> <p>One teacher will be retiring; she is UPS2, her PPA cover will be taken by an HLTA already employed in school which will have a big impact on the budget. Foundation intake has been calculated on an increased 25.</p> <p>Support staff pay increase has been calculated at 2.75%. If it should be 3.75% the budget line E08 increases by £1126, giving a total deficit of £10300 and reducing the following year credit c/f to £4100. This is thought to be unlikely given the current Covid 19 situation.</p>	

	<p>Parental Leave cover costs £3000 in excess. The HT and SBM have assessed the situation, two new NQTs will be joining the staff, and taken the view it would not be required this year. The insurance increase is again large, it has risen by £2000 over the past two years with a £2k excess, no claims have been made for the building. Staff insurance now includes the HLTAs to give payment for any supply cover purchased.</p> <p>A governor noted that the budget 2023/24 declines alarmingly. This is due to projected pupil numbers; current NoR is 163, dropping to 155 in 2023. There is a great possibility intake will be better than projected.</p> <p>SR thanked the SBM for her work on resetting the budget.</p> <p>The two new NQTs arriving in September will need mentoring and support. MW has been a mentor this year and will continue next year and HD will also become a mentor. School will have a mix of experienced and inexperienced teachers. Leadership time has been increased. The HT added that she is seeing some strong NQT applications.</p> <p>KHA will send the budget sign of sheets to the Chair for his signature and subsequent submission to WB.</p> <p>8.2 Catering contract</p> <p>Three out of four companies have not submitted bids; they require a management fee of £3500 - £5000 per year. Dolce can offer a no management fee set up but meals would have to be cooked offsite and transported in. The SBM has tried local companies but without success.</p>							
09.05/20	<p>POLICIES</p> <p>9.1 Relationships and Sex Education policy had been reviewed and updated. It needs linking to other policies (page 1) and statutory government policy. Reference to relationships should include family.</p> <p>RESOLVED: That, having been proposed and seconded, the Relationships and Sex Education policy be approved, subject to the above amendments.</p> <p>Draft SEND and EYFS policies were submitted. EYFS to include ratios, school values and link to Safeguarding and Child Protection. They will be presented at next meeting.</p> <p>Next meeting, NQT induction, SEND, EYFS</p>							
10.05/20	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. Teachers continue to have contact with children. There are no reported safeguarding concerns. What additional measures are in place. Children are at home; they could see domestic abuse. School keeps in touch by phone and emails. Teachers have spoken to some children. A lot of information has been sent home from NSPCC, ELSA, LA help, how to recognise a safeguarding issue. All staff have a template to create a safe landing for children returning to school and any concerns they might share</p> <p>10.2 Health & Safety –RN has completed a H&S audit. He will revisit before 1 June</p> <p>10.3 Governor school email addresses in progress, not all governors can access them</p> <p>10.4 Plans for reopening. Discussed in 6.1</p>							
12.05/20	<p>DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM</p> <table border="0"> <tr> <td>Curriculum</td> <td>LGB</td> </tr> <tr> <td>Wednesday 10 June 7.00pm</td> <td>Wednesday 8 July</td> </tr> <tr> <td>Virtual</td> <td>7.00pm Virtual</td> </tr> </table>	Curriculum	LGB	Wednesday 10 June 7.00pm	Wednesday 8 July	Virtual	7.00pm Virtual	
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13.05/20	<p>CLOSE OF MEETING</p> <p>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 May 2020 • Minutes April 2020 • Record of Actions April 2020 • Budget 2020/20 – Main school, Pupil Premium and Sports Funding & notes, budget deficit statement 							

	<ul style="list-style-type: none">• Projected pupil numbers• Policies – Relationships, EYFS, SEND• Letter to staff and letter to parents re returning to school• Risk Assessment – returning to school• DOCUMENTS PRESENTED AT THE MEETING•	
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Minutes Taken By: Pauline Ford, Clerk to the Governors 20 May 2020