

Minutes of Virtual Meeting

Bradfield Primary School Full Governing Board



Date of Meeting: 8 July 2020 7.00pm by Zoom

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

Attending: Pauline Ford (clerk)

Apologies: Andrew Pilkington **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
01.07/20	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 1.1 Apologies were received and accepted from Andrew Pilkington.	
	THE MEETING WAS QUORATE/NOT QUORATE	
02.07/20	NOTIFICATION OF ANY OTHER BUSINESS 2.1 None.	
03.07/20	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.	
04.07/20	MINUTES OF LAST MEETING 4.1 The Minutes of the meeting held on 20 May 2020 (<i>previously distributed</i>) were approved; to be signed by the Chairman at the first opportunity.	
05.07/20	MATTERS ARISING 5.1 The Record of Actions was updated; outstanding matters had been completed.	
06.07/20	HEADTEACHER'S REPORT 6.1 The Headteacher's report had previously been circulated and read by all. She talked through some of the areas. Attendance reporting was not required currently. The one exclusion was prior to lockdown, in response to behaviour, deliberate and aggressive towards a member of staff. The Therapeutic Thinking model suggests taking time and considering practice before exclusions, but an exclusion was necessary. The bullying was one incident but an ongoing issue; the child is not currently in school. The racist comment was not directed at anyone, but was heard and reported by another child. Safeguarding - there have been three referrals to CASS, one directed to TIS. The complaint has been resolved with the parent not taking any further action. There has been lots of positive feedback about the reopening of school; parents value the staff and the work being made available. Self-evaluation update No formal testing but she is pleased with the rate of progress being seen for those in school, core skills are in place.	

Leadership & Management focus has been planning for a safe return and providing certainties for staff to be able to do their jobs. Staff have been very positive about returning to school and happy to see their classes. The pressure to manage keyworker group has been hard. Home working has been well received with no reduction in effectiveness. School will continue to use technology in this way in the future for the benefit of all staff.

Recovery Curriculum will feature emotional wellbeing as well as academic catch up. Days will be structured with familiar routines and consistency. New teachers have settled in well. MW is undertaking senior leadership qualification with WB.

Safeguarding Staff have been contacting pupils regularly, ways of making contact have been circulated and a system is in place for submitting forms for concerns. Contact has been made with all parents and a log kept; every child has had contact at least twice if they are not in school. There have been safety lessons in school.

Quality of teaching & Learning No lesson observations taking place. Staff are engaging with CPD and being resourceful with teaching. White Rose maths are very good as a lesson template, the HT will make staff aware of why the structure works so well. Engagement with remote learning has been good; at least 75% of families are regularly involved. Light touch assessments are taking place over next three weeks to assess levels of retention. 70-80% of children will have been school for some time before the end of this academic year, Y4 not so high.

SIAMS curriculum progression grids are in place.

Personal Development therapeutic Thinking is working well, there has been a reduction in the number of incidents from one child. The return to school may be difficult for some; there is planning in place.

EYFS 12 children currently attending, progress has been phenomenal with children's ability to self-regulate, choose and extend their learning developing quickly. NH will be teaching in Foundation next year.

Staffing

Two new teachers appointed, one TA to move from 5 to 4 days per week, NQT will pass. Work will continue with SPP next year, Heads Forum has been very useful for keeping in touch and keeping up to date.

Pupil Premium is all spent, proving learning resources during lockdown, funding uniform in addition to staffing costs. There is an option of enrolling children onto an online learning opportunity during the summer. FSM voucher scheme is in place for the summer holiday.

Sports Funding JG is retiring, to cover PPA the HT has spoken to MNR coaching who will cover two afternoons; the NQT PPA and to provide CPD for staff. A TA will also train to deliver PE and she is willing to run after school clubs and attend competitions.

Finance there will be a small deficit in et budget due to staff absence costs. A recovery plan has been agreed with WB. Renovations of boys' toilets will take place over the summer holiday, cost £30k, PTA has donated 10%.

Subject responsibilities are listed in the HT report.

A Governor reported he was aware there was some anxiety from parents on how the return to school would be, there was possibly a wide gap in progress. School needed to be clear in its communication of this.

There was a tutoring fund for disadvantaged children but school has to fund 25% of this so not an option; parents need to be told this. Catch-up is to assess where children are and then provide tailored intervention in groups. Is there an end date for catch up? The curriculum can be adapted for Autumn and Spring terms 2021 but schools have to be back to the National Curriculum for Summer 2021 term. The focus will be on key learning; ambitious and balanced, catch up sessions will start September 2020.

Staff wellbeing Staff are all very tired. The HT will say thank you on the Inset day on 20 July, and ensure everyone takes a break over the summer. Details for September 2020 to be finalised, expectations for the first two or three weeks and planning for the new year. Further details will be finalised at the end of August. Lots of tidying up has been completed already. A Governor if there was a plan in pace for reopening; staggered entry, lunchtimes, bubbles. No social distancing is required, children can mix in bubbles. Risk Assessments must be published.

	<p>Is there any contingency for a return to lockdown? It would be dependent on latest guidance but could look very different; local lockdown, remote lessons, remote learning, use of Oak Academy as a framework. School would be in a better position now.</p> <p>The governors gave their thanks to the HT and SBM for all their hard work.</p>	
08.07/20	<p>COMMITTEE REPORTS</p> <p>FINANCE</p> <p>8.1 The Finance Committee had met on 25 June; draft minutes had been circulated. The FC had agreed to the Dolce contract for one year, essentially four terms.</p> <p>Budget Monitoring Period 3. The 2020/21 year end will not be £63,000 in deficit as indicated on the Budget monitoring, forecasting is not required currently. The cleaning budget is running high due to the purchase of disposables and extra cleaning. The original Government categories to reclaim Covid expenses were additional cleaning, premises and supporting FSM, all related expenses can now be reclaimed up to £1300 so school may be able to claim some expenses. A further claim can be made in the Autumn term. Catering costs are shown as lower than budget but income is also lower. There will be a clawback on SEN; for children leaving in July the funding has been paid until the end of April.</p> <p>There will be a support staff pay increase and teachers pay and pension increase to be factored in.</p> <p>A governor asked if there are any savings to be made with the current situation, as school is not really spending. Not really, most costs are staffing and fixed costs so no significant savings, although credits for the Sports Partnership will be carried into the Autumn term.</p> <p>8.2 The Curriculum Committee had met on 17 June; draft minutes had been circulated.</p> <p>Reports will be sent to parents electronically, with light assessment. Engagement had been discussed; learning at home is dependent on access to hardware and resources. Most vulnerable children are now in school</p>	
09.07/20	<p>POLICIES</p> <p>9.1 SEND policy had been reviewed and updated. It needs the Local Offer updating</p> <p>RESOLVED: That, having been proposed and seconded, the SEND policy be approved, subject to the above amendment.</p> <p>9.2 Early Years Foundation Stage policy had been updated with ratios, school values and link to Safeguarding and Child Protection as requested by Governors.</p> <p>RESOLVED: That, having been proposed and seconded, the Early Years Foundation Stage policy be approved.</p> <p>The NQT Induction policy is a West Berks model policy</p> <p>RESOLVED: That, having been proposed and seconded, the NQT Induction policy be approved.</p>	
10.07/20	<p>GOVERNING BOARD MATTERS</p> <p>10.1 Safeguarding & PREVENT. No issues. The HT reported concern for one child; there was consideration for which service could support them best. No child was in danger or family being missed. Amendments have been made to the Safeguarding school kit. Keeping children safe in education is being updated for September 2020. SR will visit to inspect the SCR on 15 July. The HT would like him to have oversight of the remote recruitment process.</p> <p>10.2 Health & Safety –RN visited school, report to be uploaded to GovernorHub.</p> <p>10.3 Governor school email addresses in progress, not all governors can access them. They are to inform the SBM if still not successful. School email addresses have to be used.</p> <p>10.4 Clerk to draw up potential meeting dates for 2020-21; first meeting 1 September 2020 at 7.00pm to review arrangements for return to school.</p> <p>10.5 The clerk asked for self-nominations for the roles of Chair and Vice Chair, JG is unable to stand as Chair next year. Thanks were given to JG for being Chair for past two years. He replied with his thanks to all the team for taking on responsibilities and doing the right thing, especially in this strange year, and for all the support given to school.</p>	

12.07/20	DATE OF FUTURE MEETINGS FGB, FINANCE, CURRICULUM LGB Wednesday 1 September 7.00pm Virtual	
13.07/20	CLOSE OF MEETING There being no further business, the Chairman declared the meeting closed at 8.20pm.	
Appendix	DOCUMENTS EMAILED <ul style="list-style-type: none"> • Agenda July 2020 • Minutes May 2020 • Record of Actions May 2020 • HT Report July 2020 • Recovery Curriculum • Draft minutes Finance Committee 25.6.2020 • Budget Report Pd 3, Budget Monitoring Main school, PPG, Sports Premium • Draft minutes Curriculum Committee 17.6.2020 • Policies –EYFS, SEND, NQT Induction • DOCUMENTS PRESENTED AT THE MEETING • 	

Minutes Taken By: Pauline Ford, Clerk to the Governors 8 July 2020