

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on 9<sup>th</sup> July 2020

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor, Chair of FGB
Matt Fisher ( <b>MF</b> )	Head Teacher
Zoe Morrissey ( <b>ZM</b> )	Governor
Lis Blair ( <b>LB</b> )	Governor
Danielle Belmega ( <b>DB</b> )	Deputy Head Teacher
Margaret Wagstaff ( <b>MW</b> )	Governor
Helen Love ( <b>HL</b> )	Governor
Hannah Stephenson ( <b>HS</b> )	Governor
Jo Mainwaring ( <b>JM</b> )	Governor
Clare McNicolas ( <b>CMcN</b> )	Governor
Tracey Brand ( <b>TB</b> )	Teacher
Liz Kay ( <b>LK</b> )	Governor
Farzana Meru ( <b>FM</b> )	Governor
Nigel Perry ( <b>NP</b> )	

In attendance:

Helen Stares ( <b>C</b> )	Clerk to the Governors
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1. **Welcome and apologies**

Apologies were received from Laura Nicol and Andrew McKirgan.

The chair welcomed attendees to the meeting and noted that latest DfE advice is for governor meetings to continue to take place online. She thanked the governing board for facilitating committee meetings to go ahead as normal. Congratulations were offered to the Head Teacher and the SLT for making and revising plans, planning for a future in no way like the present, and managing the on-going situation of differing expectations, especially in a time of high anxiety. She noted that it was wonderful to see children at school again.

The chair wished farewell to Carol Barnes as a governor, noting her appreciation for her time looking at the Pupil Premium, SEND, and always making a valuable contribution.

No declarations of interest were received.

Minutes of the previous (Extraordinary) Full Governing Body Meeting were approved.

Outstanding actions from the previous (Ordinary) meeting: Head Teacher to arrange learning walks around the school for the governors, once school is back to normal.

All governors are to consider the training they might like to receive and to contact the Chair and the Clerk with areas of interest. This will include new governor training. The expectation is that this will be delivered online.

## Correspondence

There has been a greater amount than normal lately, notably DfE advice about governance in the time of COVID and from the LA about Head Teacher wellbeing. An e-mail was received from Adrian Over about the annual safeguarding audit, which will not happen this year but may be slightly different next year. There will be a webinar on the Prevent Programme on 13/07.

The Chair was copied into a letter to the Head Teacher about class allocations for 2020/21 and the Head Teacher has had a couple of meetings about these with parents. Allocations have not been changed following these meetings. DB noted that there has necessarily been less time spent with the new teacher ahead of the new academic year, which could have driven the rise in complaints. Teachers are getting to see the children at events at the field and will be making introduction videos.

The Governance Matters newsletter has a lot of points for schools to look at for the return of all pupils to go back in September, including the use of buildings, plans for closing the gap between children who have had a good education at home vs those who didn't, risks to BAME staff and families, use of the Pupil Premium, etc.

## 2. **Update from the Head Teacher**

Attendance shows about 85% for Y6, about 75% for Y1 and 70% for Reception. There have been 30-40 children of key workers per day. Some children have not been attending due to shielding.

The school has held sessions additional to government requirements: two fun mornings in the field for years 2, 3, 4 and 5, so everyone will have had the chance to go to school. The sessions have gone well and children clearly enjoyed being in school and socialising with their friends. A governor asked about attendance for these sessions, which was around 85%.

Anxiety amongst parents and staff has been managed sensitively, noting that there will never be a perfect solution.

The marquees have been useful, but one succumbed to damage in the heavy wind and rain.

Some frustrations have been raised with home-schooling, amongst parents and staff. The Head Teacher is happy that the packs were designed with clear aims and intentions and the Deputy Head has been impressed with the work that has been sent in for marking.

Maintaining staff morale has been difficult, especially as a result of having put in effort to the home-learning packs to then receive negativity from parents, although the balance has been in favour of the packs. A Governor suggested asking parents to send in positive messages to buoy staff members along.

The current situation has created other positives: video meetings for the governors are working well, as has working in small bubbles in the school.

Where there are safeguarding issues, some children have been invited into school to alleviate family pressures.

New practices have been brought into school to keep pupils safe, and a risk assessment is due to be updated every Friday, but changes are being made regularly, e.g. additional checks on the marquees' safety, queuing up outside school.

The Chair asked about those families where children are not currently attending school, and whether this would cause problems in September. The Head Teacher replied that this is mainly for families who are shielding. He has received e-mails from parents opining that school should not have opened when it did.

With regards to September, the Head Teacher's proposal is that everyone goes back and bubbles are within the phases in school, rather than smaller groups. Without this, it would pose difficulties for maths, phonics, play times, lunches, etc. This would also mean that WAM could not operate, and a lot of parents depend on this.

Other local schools are taking different approaches; the guidance is for schools to determine the optimum strategy with reasonable justifications. Two bubbles can be in the same room as long as they are distanced from each other.

The risk assessment will be resubmitted with amendments made to cover the new structure, and Governors will not need to approve it before September.

The Chair asked if WAM will be able to operate. The Head Teacher replied that it will be similar and two bubbles could be in the hall. There will be no contact sports but things like gymnastics could continue. A governor said that it is important to get wraparound care in place to help parents under pressure to go back to work, and feels the proposal is sensible.

A governor asked what would happen in the instance of an outbreak. The Head Teacher replied that the person with symptoms would have to go home and get tested. There have been instances of testing in people at school, but none have come back positive. If a person in a larger bubble was positive the entire bubble would have to stay home for two weeks, so this could be up to 90 children. The Chair acknowledged that the government is anticipating this will happen.

The Chair asked about plans for catch-ups for pupils who need it. The Head Teacher replied there is scant information on this, but some money will be available. Schools will have to fund the first 25%. The Deputy Head Teacher wants this to happen for Y5/6 first. The Head Teacher wants to avoid the term "catch-up" and focus instead on ensuring KS2 children are where they need to be, getting support. It's his preference for small classes with a teacher.

A governor asked about plans for teaching in the event a bubble has to be sent home. The Head Teacher does not know yet and wants to get SLT feedback, but there is a plan for an emergency two-week home-learning pack. Another governor

added that if the teacher were ill, this would place too much burden on them. The Chair added that there is increasing pressure as the government are starting to get more prescriptive. The Head Teacher said that Oak Academy lessons are a good starting point.

A governor asked how teachers will evaluate the children's learning gaps. The Head Teacher replied that the priority is to have them return happily and safely. Assessment does not need to happen immediately. There has been some guidance for maths about where children should be at the end of each year. For reading and writing the plan is to get children to do this and assess from that piece of work. The White Rose hub are relieving some end-of-year assessments. A governor supports the priority being the children's mental health.

A governor asked about the new communications app. The Head Teacher replied that it's ready to go and will be launched in September. It has a calendar, newsletter, notifications, reminders, a document library and will replace ParentPay. A governor asked about how the school will communicate with families who do not have smartphones. The Head Teacher replied that all families currently have access to the internet and there are no families who have no access to e-mail.

### 3. **Attendance at Governors' meetings**

Carried forward to September's meeting.

### 4. **Governor roles and responsibilities, calendar, and succession planning for 2020/21**

The Chair shared the calendar of scheduled committee meetings, noting that P&S meetings will be changed to Thursdays and the first meeting of 2020/21 will be 02/09/20.

On roles and responsibilities, almost everyone is a Link Governor and the Chair asked governors to let her know if they wish to change responsibilities. There are gaps for Link Governors for Science, RE and Health & Safety. HS's term of office finishes in February. She has been responsible for safeguarding and needs to be replaced. She meets on a termly basis with the Head Teacher and School Business Manager to discuss vulnerable children, DBS checks, audits and an annual audit. HS's departure means there are also vacancies for PHSE and RE, and the chair of the P&S committee. There has been one expression of interest for the latter, but the Chair is inviting more.

JM's term as Co-opted Governor will end in October, and the Premises committee will need a new chair.

The Chair said there is a vacancy to replace Tom Sidwell, ideally someone who knows a lot about health and safety. A former Milverton Governor has expressed an interest in coming back to do this. Additionally, there will be another vacancy for a Parent Governor, and the Chair invites contact from interested parties.

The Chair of Governors will be standing down with effect from October.

## 5. **Committee Reports**

### *Clare McNicholas – Finance & Personnel*

Financial performance has been impacted by COVID, especially with reduced WAM income. She is optimistic that the situation will improve in September. The School Business Manager is factoring this into the budget for 2020/21. Significant COVID-related expenses have been incurred, e.g. staff cover, printing, toner, cleaning and she is hoping to recoup these costs.

A £10k grant has been received relating to the playing field, as it is classed as a small business.

The financial position brought about inevitable redundancies. The initial proposal was to make savings with midday supervisors (voluntary redundancies) and TA hours. TA redundancies have been avoided as an incoming child will need additional support. Teaching hours are being restructured to help achieve the necessary savings.

The situation will need continued monitoring as the full impact of COVID is not yet clear.

### *Hannah Stephenson - Performance & Standards*

The SLT examined home-learning packs to get consistency across year-groups. The responses from the parents' survey are in the meeting folder for Governors to see. These have generally been positively received and teachers have made some changes in response to the survey, such as extra maths and marking work sent into school.

Monitoring performance just cannot be done right now, but seeing the children's books is useful, as are phone-calls.

Vulnerable children have received additional support, e.g. visits to school and receiving lunches.

Individual school reports will be based on attainment up to the school's closure in March.

There have been priorities other than the SDP since Easter, with the focus being on home-learning and key-worker children.

Reading, writing and maths have been chosen as focus areas. For subjects which cannot be done at home, this will be covered at school. Now the focus will be on what learning will look like in September, how gaps in learning will be filled, especially for Pupil Premium and SEND children, the progress made by children since they were last in school, etc.

The Clerk was thanked for her work writing and fielding the survey and analysing the responses.

### *Jo Mainwaring - Premises*

Most of the risks which had been flagged have been tackled by the LA, e.g. the flooring in Apple classroom, the West Hall roof.

The LA have advised that a few extra things will be done, e.g. resurfacing the KS2 football area.

A lot of focus from school has been on COVID measures, e.g. cleaning and extra hygiene provisions.

#### 6. **SEND and EYFS Governor Report (Margaret Wagstaff)**

Four children with EHCPs are leaving, three are applying for them and an additional one child is expecting to join. There have been incredible levels of vigilance during lockdown and families not attending school were well cared-for with customised home-learning packs.

Return to school is more likely to be difficult for these children, and they will need customised return plans.

For EYFS, it is unfortunate timing for COVID to happen at this stage in their education. The anticipation is that around 80% will be at a good development level but it will be a challenge to make planning work for them.

Yammer was a good development, with a positive response for about a third of children in this phase. It showed evidence of carrying forward in-school learning at home.

MW has put together a PowerPoint document of examples of work for Governors to inspect, and offered her thanks to LN for her help in collating these.

Action: HS wants to pick up baseline information in these packs for the P&S committee meeting in September.

#### 7. **Review of SDP against success criteria**

The Head Teacher reported that In The Moment planning has been done and is in place. The other two priorities - Taking Learning Home and Mental Well-Being - will be carried forward into September.

The Chair asked the expectation from the DfE. The Head Teacher replied that there were currently no expectations, given the prevailing circumstances and the SDP will be ready in September.

#### 8. **AoB**

The Head Teacher wanted to record how very proud he was of how staff at the school have stepped up over the last few months. He also checked for approval of the proposal to reopen in September, which was unanimously given.

The Head Teacher also wanted to thank Catherine Robbins for being such a supportive Chair of the Governors, this being her last FGB meeting before stepping down. She has made it into the most successful governing body he has ever worked with. He is very appreciative of all her support on a personal level, particularly during these challenging times.

The Head Teacher also offered his thanks to the Governing Body for their time and effort, and this was echoed back by a Governor, especially noting that the teaching staff had not had a proper break since the school's closure in March.

*Date of the next FGB meeting: Thursday, 15<sup>th</sup> October, 7pm*

Signed: .....

Dated: .....

**Action Log**

HS wants to pick up baseline information in work packs for the P&S committee meeting in September