

# Rangeworthy CEVC Primary School

## Minutes of the Full Governing Body Meeting Held on Tuesday 23<sup>rd</sup> June 2020 via Video Conference at 6pm

No	Item	Action
	<p><b>In Attendance:</b>  James Powell (Head Teacher) JP  Jeanette Mullen Co-opted Governor JM  Liz Edmunds Co-opted Governor EE  Jenny Eastment Co-opted Governor JE  Emma Pattullo Co-opted Governor EP  Susan Warnock Staff Governor Swa  Marie Bath Local Authority Governor MB  David Russell, Foundation Governor.  Thelma Maslen – Clerk</p> <p>The Chair welcomed all Governors to the meeting and new LA Governor Marie Bath to the meeting.</p>	
1	<p><b>Apologies</b>  An apology was received and accepted from Sharon Wells, Parent Governor (Swe) and Dawn Hardwick, Foundation Governor (DH)</p>	
2	<p><b>Declaration of Interests</b>  Parental (pecuniary) Interest were declared from JE &amp; SWa who are members of staff.</p>	
3	<p><b>GDPR</b>  Nothing to record.</p>	
4	<p><b>Minutes of meeting held on 11.02.2020</b>  The minutes were approved and signed by the Clerk on behalf of the Chair, JM.  All Governors present agreed with this decision.</p>	<b>Decision</b>
5	<p><b>Matters arising from those minutes (not otherwise on the agenda)</b>  All Agenda Items  <b>Planning Application:</b> JP noted the planning application behind school was resubmitted and JP has resubmitted their letter on behalf of the Governing Body. EM noted the Contractors application is smaller and will not include a park.</p> <p><b>Parent View</b> -JP advised he has received two responses on parent view. JP cannot access the responses until he receives at least 10.  MB said that she would encourage the parent body to complete a parent view questionnaire.</p> <p><b>Mojo visit</b> had to be cancelled due to the current Covid lockdown. The deposit has been transferred to next year.</p>	
6	<p><b>Budget Ratification</b>  James had a budget meeting with the Finance Officer and forwarded Finance documents for Governors to review. Governors forwarded questions to JP for clarification on some expenditure and costs. JP noted the projected expenditure is less than was expected within the budget.eg some service contracts did not take place. After in-depth discussion there were ongoing questions as to the</p>	

	<p>increased carried forward balance summary which will be taken forward to the Finance Committee to be monitored.</p> <p><b>The proposed budget 2020-21 was ratified and approved by all Governors present.</b></p>	<b>Decision</b>
<b>7</b>	<p><b>Head Teacher's Report</b></p> <p><i>The report was distributed to Governors prior to the meeting.</i></p> <p>Questions were raised and JP forwarded clarification to Governors.</p> <ul style="list-style-type: none"> <li>Year 6 is very static with 6 children attending school Monday to Thursday.</li> <li>Reception and Year 1 were combined to form one bubble. On most days there are 3 Reception children and 4 Year 1 children.</li> <li>The Vulnerable Key worker group numbers fluctuate between 8 to 10 each day</li> </ul> <p>50% of the school are allowed to return to school.</p> <p>JP noted he is going to invite years 2-5 back if the capacity allows.</p> <p>JP noted Gemma Mclean is now employed by the school as SEN TA support for 2 EHC children on a temporary basis whilst funding &amp; children remain, she previously worked for the school through an Agency.</p> <p>JP advised the LA are incredibly happy with the safeguarding/SEND provision for vulnerable children in the school.</p> <p><b>Action:</b> JM requested from JP for the Integral accounts to be summarised to enable costs to be reviewed and monitored against the budget.</p> <p>JP advised a Covid expenditure spreadsheet has been created to log additional expenditure due to Covid re: Increased cleaning costs, cleaning products, half term sports provisions, and books for power maths for home learning.</p> <p><b>Action:</b> JP will provide (costings) expenditure details for the next Finance meeting.</p> <p><b>Q. Governor asked if matters remain outstanding for the premises, i.e. emergency lighting, and 5-year electrical testing.</b></p> <p>JP advised some H&amp;S actions are still outstanding due to contractors not being able to get on site. The 5-Year Electrical is still compliant. All works will be scheduled for the Summer Holidays with the Devolved capital.</p> <p>JP noted the KS1 will go over the 30 number to 32, and discussed this with the Local Authority, Andrew Best, Tanya Smith, and Andy Downing</p> <p>The structure which JP is proposing for KS1 is legally allowed to happen.</p> <p><b>Class structure for next year September</b></p> <p>Class 1-R, 1 and 2 but one of these year groups will be taught by Mrs Musty (Mon-Thurs am) and Ms Streatfield on a Friday morning.</p> <p>James can you make this clear and confirm pupil numbers in each class please</p> <p>Class 2-3 and 4</p> <p>Class 3-5 and 6 (This will be a small class and will not have an additional adult support other than the 1-1 support)</p>	<p><b>JP</b></p> <p><b>JP</b></p>
<b>8</b>	<p><b>Performance Management processes update</b></p> <p>JP noted the Teachers Performance Management objectives are based around the Curriculum Development. JP noted it would be impossible for teachers to complete objective tasks due to the school lockdown.</p> <p>SW noted the class structure will impact on the curriculum that will be delivered. Some of the SDP will be transferable to next year.</p> <p><b>Action:</b> J.P will confirm the date for September 2020.</p> <p>EP noted a meeting has been arranged for 1<sup>st</sup> July with Andy Downing reviewing the Headteacher's Performance Management year to date. The process is still</p>	<b>JP</b>

	<p>going ahead with slightly different objectives as a review, but new objective setting will happen later in the year.</p> <p>JP will meet with the teachers by 31<sup>st</sup> October to discuss objectives for the following year and JP will clarify period covered. JP noted two objectives is sufficient as any more is not achievable with the time constraints of teacher workload.</p> <p>Template being: Looking at workload, curriculum, and whole school objective and pedagogy for their personal development. JP will hold mid-point review with staff to discuss their targets. The cycle then starts again to review what has been done the previous year. JP noted all the staff are working over and above their objectives.</p> <p><b>HT Performance Panel Processes</b></p> <p>EP noted JP's objectives are set at the beginning at the academic year. The Challenge support partner and the two panel members will sit on this panel.</p> <p><b>All Governors approved the above processes.</b></p>	<b>Decision</b>
<b>9</b>	<p><b>Staff Update 2020-2021</b></p> <p>JP went through the staffing for September 2020 as agreed with the Finance Committee.</p> <p>During the day, R, Y1 are taught together by Ms Streatfield, Mrs Welsby, Mrs Musty/Mrs England.</p> <p>The hours for the staff on maternity leave will not be covered. The sports coach from Swift Sport will take all the children on Tuesdays in a rota system.</p> <p><a href="#">Q: James is this all day and what does rota system mean?</a></p> <p>JP will be delivering PPA alongside Ms Streatfield, Mrs Welsby and Mrs Musty on a Wednesday afternoon.</p> <ul style="list-style-type: none"> <li>• Forest Experience will continue next year on a Wednesday afternoon.</li> <li>• JP will be implementing an enrichment afternoon on a Friday, where children will be grouped in their houses vertically. This is still under development and staff members will be working more creative with the children.</li> <li>• The classes will be rebranded and named after trees from September.</li> <li>• Breakfast Club Assistants are continuing to take a lead in delivering sporting sessions and are funded from Sports Funding.</li> <li>• This staffing structure for 2020-2021 will mean that some of the expected carried forward from 2019-2020 will be used.</li> </ul>	
<b>10</b>	<p><b>School Development Plan</b></p> <p>JP advised the SDP has been rag rated. JP noted sections in purple will be carried forward to next year.</p> <p>JP noted the recovery Curriculum is living with Covid, mental wellbeing, and rising strong pre lockdown.</p> <p>JP noted he has been tasked to make sure the school are involved with supporting the Community during this lockdown. EP noted the person to deal with Community involvement contact for how community has been supported is Jane Guest. JM noted that while everyone including herself had been affected, she has been personally affected during this time and the support should be focussed on the children from the school.</p>	

	<p>JP noted the children which have been coming into school have been mentally stable. Staff noted a lot of children have not been affected.</p> <p>JP noted there has only been one parent who has been difficult needed additional support/reassurance during this time. SW is delighted with the way the school has been run during the Covid shutdown and all staff have pulled together.</p> <p>MB is happy with how the school has dealt with the school closures and home learning as a parent with children attending through the pandemic.</p>	
<b>11</b>	<p><b>Pupil Premium Update</b></p> <p>Currently 11 children on the PP register.</p> <p>Gavin Williams made an announcement that money will be given to schools to catch up during the shutdown as there will be an impact on the budget.</p> <p>SW noted every teacher will keep the same class next year to help the children move onto the next stage and will give children continuity.</p> <p><b>JE asked: What are the expectations for any teaching in the summer?</b> JP advised the school will not be open during the Summer and plans are being made for the opening in September.</p> <p>The Government are offering Sports Access and lunch provision to certain areas of the Country.</p>	
<b>12</b>	<p><b>Covid 19 – Safeguarding/Health and Safety Actions</b></p> <p>All risk assessments have been written and updated.</p> <p>Suspected Covid case within a bubble would cause a bubble to close down if results are positive. The guidance states the members of the bubble would be tested and the bubble would remain open until the results are known.</p> <p>Governors are not happy with this guidance given to the Headteacher due to bubble not being a safe environment.</p> <p>JM noted this was not a transparent process and felt strongly families should be informed and it was grossly unfair these children and staff are being treated this way and strongly objected to this guidance.</p> <p><b>Action:</b> JP will forward the guidance flowchart to Governors.</p> <p>JP advised for Governors to raise this issue with the Local Authority.</p> <p>JP noted all children who has returned has come back really well.</p> <p>Regular contact has been made with all families on a regular basis. JP thanked all staff for their work during this time.</p>	<b>JP</b>
<b>13</b>	<p><b>Policy Reviews</b></p> <p><b>Complaints (Domino version)</b></p> <p><b>No changes were made to the policy.</b></p> <p><b>The Policy would be Personalised with school name etc.</b></p> <p><b>Policy reviewed and approved by Governors.</b></p> <p><b>E-Safety</b></p> <p>All the changes have been made. Staff can use their personal mobiles during an emergency, all images would be deleted after use.</p> <p><b>Policy reviewed and approved by Governors.</b></p> <p><b>Exclusion</b></p> <p>No changes were made to policy.</p> <p><b>Policy reviewed and approved by Governors.</b></p> <p><b>Grievance</b></p> <p>Model Policy/No changes were made to policy.</p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>

	<p><b>Policy reviewed and approved by Governors.</b></p> <p><b>RSE</b> JP noted schools can delay their plans for the new regulations. No changes made to the policy <b>Policy reviewed and approved by Governors.</b></p> <p><b>Safer Recruitment</b> Latest version from the Local Authority/Model Policy. No changes made to the policy. <b>Policy reviewed and approved by Governors.</b></p> <p><b>School Meals</b> Governors agreed not to apply an increase. JM noted: I thought we did not approve this after discussion on payment process &amp; drop box suggestion? JP to confirm.</p> <p><b>GDPR policies – Located on the school website.</b> All model policies. <b>Policy reviewed and approved by Governors.</b></p> <p><b>Lockdown</b> Policy will be reviewed, and a practice will be applied in school and brought back to Governors. <b>C/F</b></p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>JP</b></p> <p><b>Decision</b></p> <p><b>JP</b></p>
<b>14</b>	<p><b>Any other Business</b></p> <p><b>Kilve Court</b> JP is looking to defer Kilve Court till next year and the Office staff are in conversations with them to change the dates or get a refund.</p>	
<b>15</b>	<b>Date of next meeting:</b> The meeting dates will be forwarded to Governors.	<b>Clerk</b>

Meeting closed at 7.45pm

Signed:

Dated: