

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 13th May at 3.00pm

Those Present: Laura Cornish (Headteacher), Sylvie Lord (Chair), Tamsin Rowe, Jane O'Sullivan & Caroline Dare

Associate Members: None Present

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Lynne Wheatley & Colin Williams

Absent:

Minutes Part 1

Actions highlighted and recorded at the end of the minutes. Decisions recorded in brown throughout the minutes. Governors' questions/comments recorded in green. Part 2 in red, actions completed since meeting

Meeting Opened at 3.05 pm

| No. | Item | Lead |
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| 1.1 | Welcome and Apologies – The Chair welcomed everyone to the virtual meeting. The Clerk apologised for not being able to re-join the previous week's meeting but since identified a problem with the settings of her new laptop. | SL |
| 1.2 | Declarations of Business Interests – No specific Declarations of Interest | SL |
| 1.3 | Any items brought to the Chair's Attention not on the Agenda – The Chair explained the meeting would continue from Item 3 as Item 2 Budget Sign-Off was approved at the previous meeting. | SL |
| 3.0 | Approval of Previous Minutes held on 25.02.20 The Clerk mentioned an amendment to remove TR from those present. With no further comments, the minutes were approved by the Board. | SL/All |
| 3.1 | <p>Matters Arising -</p> <p>The Chair referred to the actions list at the bottom of the previous minutes. The following actions were still outstanding:</p> <ul style="list-style-type: none"> • 3.1 Premises Inspection Plan - SL to follow up with DB The Chair had phoned DB but not heard back. She asked the HT if this was a priority to get completed. The HT replied no but as it wasn't in place when she started it would need to be produced from scratch. The Chair asked if it was something she and the HT could complete together (after restrictions were lifted) and she replied yes. An action for the HT to ask Lucy to share a version from her school and to look for one on The Key. Deadline to find a suitable document and have a plan in place in the next month. • 3.1 Re-establish Priority List to fix maintenance issues – SL contact DB The Chair asked if this was a priority and the HT replied yes as it was required to evaluate, prioritise and justify the costs required to fix issues. <p>A governor asked how it was possible for them to continue to challenge the school if it was impossible to visit the school as it was difficult to carry out duties remotely.</p> <p>The Chair accepted governors needed to work out how to continue to effectively do their</p> | SL/All |

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| | <p>roles in the current situation. She planned to look for guidance on the NGA and the Governor Services websites and talk to ND.</p> <p>The Clerk mentioned she was unable to gain access to NGA materials currently as it appeared her membership had expired. She agreed to contact Governor Services as this was usually a package available through the Governor Services membership.</p> <ul style="list-style-type: none"> • 3.1 Website Compliance checked by Chair – to be discussed on agenda later • 3.1 Article written by Chair for school newsletter – The Chair acknowledged she had not done this but agreed to write one now explaining how the school and the GB had responded to the current situation. <p>A governor commented she had looked at the website in preparation for this meeting and felt the home-schooling pages were great, with the right tone and content and she would like this fed back to the staff as an acknowledgment of their hard work.</p> <ul style="list-style-type: none"> • 4.2 Add Attendance to list of actions from TAS Meeting – The Chair was aware any follow up TAS meeting was postponed. The HT thought the action was actually about adding Attendance to the Governor Development Plan as it was a priority from the TAS meeting but not shown our Plan. <p>The Clerk agreed and a governor raised a point that Safeguarding had also been left off of the G or S Development Plan and needed to be re-instated. She said there had been a planned meeting between herself and the HT to discuss safeguarding further but this had to be cancelled. The Chair thought the process should be in place again by September but in the meantime, suggested the safeguarding link governor and the HT met virtually to ensure safeguarding procedures were being followed especially at this time.</p> <ul style="list-style-type: none"> • 4.7 Check with LA on storage of DBS paperwork by the Chair – She said she had checked with Ann Shaw and Louise Dodds and the guidelines said it was good practice not to hold any photocopies of paperwork. The governor who had original raised the question thanked the Chair for clarity as she said it was unclear when she had looked online. • 4.7 Chase LA for Safeguarding Audit Report – The HT said she had chased Louise Dodds again last week and told it was still in its first draft. Although this followed her visit in January, she had since been re-deployed into another role during the covid crisis but was on her list to complete once back in her usual role. It was agreed to leave open as an action as evidence the school was aware it continued to be outstanding. • 4.8 Ask DB to review H&S checks – The Chair had this action but under the circumstances it was not possible to conduct the checks within school. It was agreed the HT and Chair would conduct the H&S checks once able to access the school. The HT confirmed most H&S checks were complete but a written process was required to allow governors to challenge that these checks were being carried out. | |
| <p>4.0 4.1</p> | <p>Headteacher’s Report/Governors Briefings</p> <p>Head Teacher’s Report (Written & Verbal follow up since last week’s meeting)</p> <p>The Chair thanked the HT for her written report, sent out to governors prior to the previous meeting, however was aware recent Government Briefings may mean school plans had changed.</p> <p>The HT referred to her Report and asked for comments on the first page titled “Childcare”.</p> | <p>LC</p> |

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She explained that the LA was encouraging schools to close over Half Term break, although the Government stance is for them to remain open. The HT planned to contact the LA for guidance as there was a child of a key worker who may require a place at school during that week.

She said many schools needed to stay open for childcare over Easter (not Charmouth) and many teachers have had no break since before Easter and she felt teachers needed a mental break from school.

She wanted to clarify her position before making a decision to close. She was unsure if she would need to open every day or even if she had enough staff who were willing or even able to work in the circumstances. The Government advised that key worker's children can now attend a child minder but still not go to a family member. This child would normally go to a family member during holidays. The HT could contact Andrew Lovett at the LA for advice.

The HT asked the GB to support her decision to close the school during Half Term as long as a solution was found for any children requiring childcare. The GB unanimously supported her request.

A governor commented that the Government were updating guidelines every 3 weeks and it was impossible for schools to implement this policy to remain open with under 2 weeks notification. Governors agreed and recognised well-being of staff was very important.

The HT went onto page 2 which covered the pupils, learning and keeping contact and titled "Staff".

She had initiated class "Zoom" meetings with positive outcomes. Uptake in some classes was 80% but one class had noticeably less participation but it was discovered the invite had gone into some parents' junk mail box. She had created a closed Facebook page to enable dialogue with parents. Both of which had been positively received.

The virtual class meetings were designed to allow children to see their classmates and not as a learning experience.

The HT assured governors that she adhered to safeguarding rules and each meeting was conducted with 2 staff members, with her hosting the call and requiring parents in the meeting. The HT briefed the staff lead prior to each meeting and could remove anyone from the call immediately. A parent was required to be present with each child during the meeting. Parent feedback was generally very positive and she planned to do it again next week.

The Chair said it gave opportunities for the teachers to explain and set "rules" on the guidelines on keeping safe once children return to school.

A governor asked the HT how parents were feeling about their children returning to school.

She replied she was aware that some parents were not keen for a return in the near future.

The HT said staff had also held virtual meetings so they could support each other. She made governors aware that some staff were also dealing with additional personal issues during this time. She said she was continuing to monitor staff welfare.

A governor asked her how the GB could support the staff at this time. The HT suggested the governors send a message to all staff, recognising those unable to come to school and those having to put themselves at risk by being in school.

The Chair asked if governors could send their messages to her and she would incorporate them into her own message.

Another governor mentioned it was Teacher Appreciation Day on 20th May and it was agreed the Chair would send her letter out, on behalf of the GB, on that day.

The HT felt it would mean a lot to staff to be recognised and appreciated by the GB.

Under "Longer Term Impact", the HT added that the school was fortunate not to have had families hit by bereavement due to the pandemic. However she had prepared documents to support families if the situation occurred.

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She mentioned the Government announced there would be no SATs and the school would not have any data this year to show evidence the school had made academic improvements. She had asked County if they could provide analysis to go up to the Senior School and was hopeful they would receive some. When it came to Ofsted it was believed they would only look at the previous year's actual results.

A governor commented that that was ridiculous bearing in mind Senior Schools' assessments were being used to award GCSE and A' Level grades. It was hoped that Ofsted would take into consideration assessment evidence collected by the school.

The curriculum link governor offered to meet with the HT and CD to go through the assessments so they had evidence to prove the GB had continued to challenge and show improvements had been made.

The HT had been made aware via the village support group that 2 families felt the school was not supporting them. She was surprised by this as she had actively put several initiatives in place and asked the things the school had put in place were fed back to volunteers. A governor acknowledged it was difficult to get the support right.

The HT said the school has even offered laptops or IT equipment to parents and several had taken them up on it.

A governor said the school website had information to enable parents to get in touch with the school. The HT confirmed she had personally chased up anyone they hadn't heard from or not engaging in home learning.

The Chair concluded that as long as the HT continued to contact parents, there was little more the school could do. The HT said they were even printing copies of home learning and making it available for parents who were increasingly popping in for it.

The HT said a new announcement from the Government was due 1st June. The LA was creating a Risk Assessment and the Collaboration was having informal chats in order to share documentation on how to manage further phased returns to school.

The HT did not know how many children would return after Half Term but had sent an initial message to parents to gauge opinion and received mixed feedback.

She intended to send a quick survey to parents to find if they planned to send their child in and would include a link to the current Government guidelines.

She was aware that of our 5 Early Years and KS1 staff, only 1 was not on the "vulnerable" list and needed to set expectations with parents that their child was unlikely to return to their previous class teacher.

A governor commented it was a catch 22, as parents were unlikely to send their children back without schools providing more details on how to keep safe. The HT agreed and said she needed to review the questionnaire responses. Other schools in the Collaboration had shared their questionnaire results with each other.

Another governor was keen it was noted there were only 6 teaching staff on role and that limited staff would be available.

The HT needed to consider if children not in class, would a teacher be expected to also produce home learning for the others. Government guidelines state children must stay with the same teacher all day but that would mean the teacher not being able to take a break.

The Chair was aware that the LA was discussing reopening and the government's guidelines with Head Teachers from across Dorset.

A governor explained advice was coming from different teachers' unions and the Chair agreed the school needed to be mindful of that as well. The HT said some unions were

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| | <p>suggesting staff should not engage with drawing up a plan or not risk returning to school yet.</p> <p>The Chair concluded how much the governors' appreciated what staff were going through. The HT had personal concerns she may not be able to juggle collecting her own children from school whilst being a key worker herself.</p> | |
| 5.0 | <p>School Website</p> <p>The Chair identified the governor area was not as populated as she would like. She requested governors send their paragraph about themselves (including a photo if not happy with the school one) to the Clerk by Half Term if not done so yet. She asked the Clerk to ask AB to produce one although he had stood down, comments from him may be useful to any prospective governors in future.</p> <p>The Clerk said she had checked the policies and although current ones were there, older versions were still available. The HT was satisfied that these had now been removed.</p> | All |
| 6.0 | <p>Policies & Documents for Review & Approval</p> <p>SEN Policy & Inclusion Review</p> <p>The HT suggested this should be put in place for July every year with responsibility on the Inclusion Link Governor. The Clerk said she would amend the Year Planner. Clerk to contact LW to make her aware of the action and the Chair to call her.</p> | SL/LW /CD |
| 7.0 | <p>Governor Visits – summary of learning points</p> <p>The Chair was happy the Visit Reports had been reviewed and asked the governors to summarise the findings from their visits prior to lockdown.</p> <p>A governor said she had completed a maths learning walk and journal review with the HT and CD. She and the HT had then agreed the outcomes as documented in the Visit Report. She had talked to children about the recent change in timetable to focus on maths and the feedback from them was very positive.</p> <p>Another governor commented it was also positive as it was proof the children had settled into the changed timetable as she had visited previously with CD when the feedback had not all been so good.</p> <p>The governor said another positive was now there was a break after the maths session, it gave teachers the opportunity to catch up with a child who they had identified as struggling in the session (as witnessed by the governor) or colleagues were available to share experiences/issues and talk to each other. The HT asked the staff governor if she felt this was beneficial time for teachers and she confirmed it was a great time to share information with colleagues.</p> <p>The governor was happy that the HT said she would present any feedback from the visit in the next staff meeting.</p> <p>She concluded that the Learning Journals had only just been started but what evidence she observed was positive but the next step was to ensure consistency.</p> <p>The governor asked how best to share the summing up points for completed Governor Visits Form with the other governors. The Chair suggested each Link Governor must highlight any issues they identify during visits at the next FGB meeting but the full reports would always be available on the OneDrive if governors wished to read them.</p> <p>The HT asked that a copy was always sent to her so she could action any issues and a copy to the Clerk to deposit on the OneDrive.</p> <p>The governor was keen it was documented that all governors got involved in visits.</p> <p>In relation to the link governor conducting a safeguarding visit, it had already been documented the school was still waiting for the results of the LA Safeguarding Audit carried out in January. She was satisfied that further questions highlighted from her visit had been</p> | |

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| | <p>responded to by the HT. She said she had colour coded the responses and there were a few still outstanding such as adding Safeguarding onto the School Development Plan. She was pleased to see attendance records for Safeguarding courses for staff and parent helpers remained up to date, however, it would be good practice for all staff to sign a register to confirm their attendance at all Safeguarding & Child Protection courses. There wasn't an action to specifically make a register, but maybe there should be to ensure it's in place for the next round of training.</p> <p>She said she could suggest a company who provide excellent training should the school need one.</p> <p>She had asked the HT, as the school safeguarding lead to check her Level 3 qualification was still valid. The HT replied she had spoken to the LA, but in the circumstances further courses had been cancelled. The HT confirmed she had reviewed other available courses but needed to be satisfied with the course quality and content.</p> <p>The Safeguarding Governor felt she needed to involve the Inclusion Link Governor in further discussions.</p> <p>The HT said she would forward the Safeguarding Policy version from County. She hoped the LA Audit Report, once received would recommend the school installed cctv cameras. If the LA recommended it, there would be funding available for implementation. She would have preferred to install electric gates but was told this was too expensive.</p> <p>The governor and the HT had planned to meet again but had to cancel. The Chair suggested they re-arrange and have a virtual meeting to ensure documentation is all in place for September.</p> | |
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| 8.0 | <p><i>Date of Next Meeting</i> Meeting to be held on Wednesday 10th June at 4pm The Chair requested that all governors ensure they attend this meeting.</p> <p>She re-iterated the need to show the governors were supporting the school whilst continuing to challenge. She was keen that governors continue this and not let it slip. However, the HT or Staff Governor to say if governors' involvement was appropriate, bearing in mind the pressure teachers and staff were under at this time.</p> <p>The HT made governors' aware the next couple of weeks would be planning for the phased re-opening after Half Term and this would take up most of their time.</p> <p>The Chair asked if 3pm was still the best time to meet and one governor requested a move to 4pm to allow for her work commitments. All governors present were happy with the revised time.</p> | SL |
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| Item | Action | Owner | Date Raised | Date Due |
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| 3.1 | Find suitable Premises Inspection Plan document | HT/Chair | 13.05.20 | 10.06.20 |
| 3.1 | Contact LA Governor Services for NGA membership | Clerk | 13.05.20 | 20.05.20 |
| 3.1 | Obtain copy of LA Safeguarding Audit Report | HT | 25.02.20 | Open |
| 3.1 | H&S checks carried out & written process in place | HT/Chair | 25.02.20 | Sept |
| 4.1 | Governors to send messages to Chair for staff thank you letter | Governors | 13.05.20 | 18.05.20 |
| 5.0 | Personal paragraph to Clerk for posting on website | Governors | 13.05.20 | 22.05.20 |
| 5.0 | Ask AB for personal paragraph of experiences as a governor | Clerk | 13.05.20 | 22.05.20 |

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| 6.0 | Contact LW and ask her to look at SEN Policy for July mtg | Clerk/ Chair | 13.05.20 | 08.07.20 |
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