

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 6th June at 4.00pm

Those Present: Laura Cornish (Headteacher), Tamsin Rowe, Caroline Dare, Jane O'Sullivan, Lynne Wheatley & Colin Williams

Associate Members: Dave Barton

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Sylvie Lord

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 4.07 pm

No.	Item	Lead
1.1	Welcome and Apologies – Tamsin Rowe, as a Vice Chair explained she would be Acting Chair for the meeting due to the absence of the Chair for personal circumstances. She asked the governors to ask for clarity if she was not clear on any item	TR
1.2	Declarations of Business Interests – A governor and the associate member declared as interest that they both had children in years 4,5 and 6	TR
1.3	Any items brought to the Chair's Attention not on the Agenda – None	TR
2.0	<p>Approval of Previous Minutes held on 06.05.20 & 13.05.20</p> <p>Minutes from 06.05.20 Part 1 With no comments, the minutes were approved by the Board.</p> <p>Minutes from 13.05.20 A governor asked for clarity on page 6, item 7, and an amendment was made to say “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>The governor said she had suggested an e-training company in the previous meeting and was still willing to look into this if the school wished her to. The HT had found one and would discuss it in her HT Report. Subscribing to this provider would allow staff to undertake online training but she still needed to find someone to deliver training directly to the children. It was suggested the local PCSO could be invited to give a talk as they regularly did this at Woodroffe.</p> <p>The Safeguarding Governor suggested there might be times when aspects of the role might overlap with those of the Inclusion Link Governor, and joint discussion might be necessary.</p>	TR/All
2.1	<p>Matters Arising from meeting on 06.05.20 There was one action for the HT to investigate a query on teaching staff costs in the budget and report back to the GB. She explained she had identified a discrepancy in the figures and had since corrected it.</p>	

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	<p>Matters Arising from meeting on 13.05.20 The following actions were still outstanding:</p> <ul style="list-style-type: none"> • 3.1 Premises Inspection Plan - SL to follow up with DB DB said he had not received a call from Sylvie but was happy to forward his plan to the headteacher, Acting Chair and Clerk The HT had found a version on The Key and the clerk said she had found 2 useful LA documents. Deadline to find a suitable document and have a plan in place in the next month. In the absence of the Chair this will be carried forward to next meeting • 3.1 Re-establish Priority List to fix maintenance issues This was omitted from the discussions but the HT agreed it was still a high priority as it was needed to support budget setting. Due to current restrictions and not being able to visit school, the HT said it needed to be complete for the November Outturn <p>A governor asked if the Risk Assessment needed to be reviewed by the SENCo to make sure any safeguarding needs were also covered. It was agreed this was not necessary as all risks should be identified.</p> <p>The Acting Chair asked DB if there was anything he needed to pass on before he stood down as an associate member. He said he had agreed to stay on until the end of this term if anything was required. The Acting Chair said she hoped to look at governor responsibilities later in the meeting.</p> <ul style="list-style-type: none"> • 3.1 Clerk to contact Governor Services re: NGA membership The Clerk spoke to Nicky Diment and the school would need to pay for Gold membership to allow her to access certain documents in future. • 3.1 Obtain copy of LA Safeguarding Report – still outstanding due to County staff redeployment • 3.1 H&S checks carried out and process in place Sept. The clerk had found a couple of documents and would send to HT • 3.1 Governors to send messages to Chair for staff thank you letter The staff governor commented the letter sent to staff was well received and a similar one sent in the school newsletter gave the “right tone” to parents. • 3.1 Governors’ Personal Paragraph to clerk The clerk said it was almost complete but had a couple to chase up. She had received a paragraph from AB. She invited DB to write one to cover his time as a governor and previous Chair. A governor asked if the content could be shared to ensure everyone’s content was similar. The clerk agreed to distribute once complete by Friday 19th June, before posting on website • Clerk to ask LW to review SEN Policy for July meeting. Clerk had done this and LW was going to contact HT and SENCo 	
<p>3.0 3.1</p>	<p>Headteacher’s Report/Governors Briefings Headteacher’s Report The HT shared her report on the screen with governors.</p>	<p>LC/All</p>

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The first slide notified the Out-turn needed to be agreed and sent to LA by June 30th. It required sign-off by the Chair and/or the Finance link governor. She explained why some of the lines had been amended.

Namely an issue with the Teachers' pay line had been identified but after consulting with LA, it appeared this discrepancy was not just this school and was a County issue to resolve.

- There was a need to move money from the teacher to the supply line for the maternity cover.
- Adjustments were made to the income lines due to predicted lack of income from the nursery and breakfast club.
- She noted nursery funding may need to change by the November Out-turn
- She acknowledged in-year deficit was larger, although smaller than contingency fund

A governor asked if likely any savings could be made but the HT did not think so but there may still be some movement.

She was asked if any money was available to offset against the loss of income, but the HT thought unlikely, however the guidelines were vague but as the school did not have a current deficit, it was unlikely.

A governor said it would be useful to see a breakdown of the running costs and update the GB.

The Acting Chair asked the HT to add this topic to each HT Report in future.

It was suggested by a governor that a report should be produced to enable governors' to be kept aware of these costs in case they need to raise this with the LA.

The HT said school was giving money for vouchers instead of free meals. LA was currently paying this but the school may be required to give it back.

The Acting Chair asked the HT to keep a figure/total and bring to the next meeting so it can be documented in the minutes.

In reference to slide 3, she had requested in the DCF (Devolved Capitol Formula) to put in to draw down for EYFS outdoor space at the front of the school but has not been put in by the LA yet.

She concluded she would send a copy of the June Out-turn, along with an explanation to the Acting Chair and Finance Link governor by 12th June for sign-off by 30th June.

On Slide 4, the HT felt the SDP was not a high priority during this time (had been item 3.2 on the agenda) however, she needed to give thought on adding transition and mental health, including a plan for phased return to school for this September. This would also need to take staff welfare into consideration.

The clerk asked for clarity, as she was still confused as to whether safeguarding needed to be on the SDP and/or the GDP as this was seen as a high priority for schools.

A governor said she thought it should be included on the SDP but the HT felt her responsibility, at this time, was to focus on the key priorities only.

The safeguarding link governor felt Safeguarding as a topic should be added to the SDP as it was not on the current version.

From slide 6, the HT gave an update on the children in school including key worker and vulnerable children

A governor asked if there was guidance on how one of the vulnerable children was being helped with home-schooling. The HT said she was in weekly contact with the parent and was satisfied they were capable of managing the home schooling.

The HT was asked if she had identified other children who did not meet the vulnerable children criteria but she was worried about. The HT replied there were a couple of families

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she was aware of and it was a shame they couldn't offer those children a place rather than opening the school to specific year groups. She stated however, her obligation was to follow government guidance.

From this week, the HT said school meal vouchers had stopped and been replaced by food boxes, but was confident she could keep contact with those families. She told governors she was still contacting families as needed.

She was asked that if she had concerns she was still adding them on CPOMS and replied yes.

The HT referred to slide 7 on the wider re-opening of the school. She explained the issues she had going forward. One concern was the need to have a staff member present with paediatric first aid.

The HT had called all parents in reception and year 1 to ask if they would attend after half term. Only 2 children, not of key workers were attending. She had not been able to open Year 6 as she did not have the staff available to do so.

She shared some photos as evidence of how the hall was currently set up, showing the spacing of desks to accommodate the children who had returned.

Slide 11 gave evidence of how remote learning was taking place. She said nothing much had changed since her last update on how this was working. She had 15 families collecting work from school (being printed out by staff).

Slide 12 covered further learning updates. The HT said the government had announced a grant of £1500 to schools to enable the purchasing of tools like Microsoft Teams or G Suite to support online learning. After consulting with colleagues, she had decided to use Teams but now needs to decide how to roll out probably from September. She had tasked a staff member to lead the implement of this.

She was aware aspects of reading comprehension they were currently able to set was not as good as they would like, therefore she was looking at an online reading platform called "Reading Eggs" and had approached the PTFA to help fund it.

A governor asked if this could be seen as an additional cost due to the current situation, to which the HT agreed and would add it to her list.

Slides 13/14 referred to staffing updates, both staff currently in school and those having to work from home.

The Acting Chair asked the Staff governor how staff were coping with workload and their morale. She replied it was varied depending on the individual's situation but she felt that the school was supporting staff at this time.

The HT was aware of some staff concerns about being asked to come into school and the risks of doing so. She had contacted staff personally in half term to relieve anxiety about re-opening.

The staff governor stated that the HT had communicated to all staff that they should contact her if they had any worries.

The HT knew staff had further concerns around more children coming in as the school starts to re-open. She was conscious of staff well-being and their mental health.

The Acting Chair asked the HT if she had access to support for herself with the added pressures put upon her. She accepted she found it stressful at times, especially juggling her kids. As an example she explained there had been 41 updates issued by the government the week before half term alone.

She said she was getting a lot of support from other schools in the collaboration. The Acting Chair assured her that governors were there for her if she needed support on anything.

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5.18pm, a governor was notified by text that LW had lost her connection but would try to re-join the meeting.

Slide 17, Health & Safety, the HT said a risk assessment and managing reopening documents were in place and updated as needed. Evidence of key considerations and actions were bulleted as evidence on the slide. The detailed risk assessments had been shared with the Chair and Vice Chairs in recent weeks. **There was a plan to now meet weekly on a Thursday mornings and have agreed that the HT will send the notes from the meeting to the GB.**

The Acting Chair asked the HT if there were other documents or communications that the GB could be copied on to keep them informed whilst they cannot visit, for example the weekly staff rota. The HT agreed to send to the Clerk for circulation

The HT talked through her slide on her process for dealing with possible symptoms of covid-19. She had a robust method for testing children's temperatures during the day. The previous week she had 2 incidents of children with a high temperature but both tested negative.

As mentioned already she had identified an issue around qualified paediatric first aiders but had a practical solution for now. She confirmed she had PPE available if required.

On safeguarding, the HT was in contact with several families and was logging new concerns on CPOMS. She was looking to purchase "Educare" which was an online e-training package that would enable training on topics like child protection, safeguarding and H&S. Even a course on well-being, bereavement and loss. She decided to buy it as it worked out less than £35 per person and all finished with a test and a certificate. It meant staff at home could start completing these courses.

A governor mentioned she had also researched online training courses and found a NSPCC one for safeguarding for governors. This was currently discounted to £22 and she had decided to pay for it herself.

The HT said it was a shame Governor Services were not providing online courses as it meant no governors could attend courses at this time. Even when they do run, they are often infrequent and miles away.

On Free School Meals, the HT said last term families were issued with vouchers. From this week Local Food Links would provide a packed lunch. However the HT asked for a weekly food box instead. She had contacted the local food bank to see if they could supplement the food box as this initiative was happening at Woodroffe

Office staff were phoning round to make sure these families were coping well.

The school was continuing with parental engagement, the slides gave evidence of what had been put in place.

With regards to recruitment, the HT explained the maternity cover will now be recruited through an agency and the cost will be less.

A governor thought using agency staff also gave the school a degree of flexibility. Another governor asked when the maternity cover would start from and was the HT already planning a handover. The HT said the start date was September, and the handover process had already started.

The HT talked about the numbers confirmed coming into nursery next year, but this was subject to change.

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	5.40pm the HT had connection issues and dropped off the call temporarily	
4.0	<i>Policies & Documents for Review & Approval</i>	TR/All
4.1	<p>Governor Standing Orders Policy The Acting Chair suggested discussing item 4 on the agenda without the HT present (the meeting was still quorate). The clerk had sent out the Governor Standing Orders Policy prior to the meeting for review. A governor thought a couple of paragraphs needed amending to personalise it for the school. Namely that there were a couple of places that still referred to committees rather than link governor responsibilities. Another governor thought these changes were made last year and queried if this was the newest version. The clerk said it was the newest version she had but the HT and another governor offered to send their copies to the clerk to check she had the correct version.</p> <p>It was agreed the Clerk and J O'S would update the policy and send out to the GB for comment and obtain approval at the next meeting.</p>	
3.1 Cont	<p>5.44pm the HT re-joined the call</p> <p>A governor asked the HT when she planned to update parents on the maternity cover as parents had been asking. She replied it would go in next week's school newsletter.</p>	
3.2	<p>SDP Update Already discussed under HT Report</p>	
3.3	<p>GDP Review The Clerk said she had requested this on the agenda to clarify with the governors what topics should be on it as there still seemed to be confusion as to whether safeguarding needed to be on it or on the SDP. The Chair had forwarded her draft copy to the clerk and distributed prior to the meeting. Governors felt they could not continue the discussion on the content of the GDP in her absence as she had been working on it and would postpone the review until she was available.</p>	
3.4	<p>Review of GB structure, implications & Governor Recruitment The HT requested clarity on whether one of the parent governors had stepped down. The Clerk responded that she had received a resignation letter and therefore she had.</p> <p>The Acting Chair said she was aware how low on numbers the GB was again and whether it was possible to instigate a parent governor election this term. The HT said she usually run them but was concerned there was not enough time this term to do so. The Acting Chair offered to get together with the HT to see it was possible. She had spoken to Governor Services and Nicky suggested an election could be started and if only 1 parent came forward there would not be a need for an election. Or now that the GB was not parent heavy anymore, if any other parents came forward, if they were suitable they could be considered as a co-opted governor.</p> <p>The Acting Chair suggested the HT approached the Collaboration to see if other schools might have teachers looking to increase their skills by becoming a governor.</p> <p>A governor said they had approached someone in the community they thought would be an ideal candidate but they declined for the moment.</p>	

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	<p>The clerk said she had had a conversation with one of her neighbours who had no experience of school governance but was keen to find a volunteer role. Her background was in strategic planning and leadership. The clerk had arranged to meet her and explain the role.</p> <p>The Acting Chair said she would talk to ND at Governor Services and the HT to see if they could start the parent election process. The HT said she wanted to look at the timeframes and if it was possible, put something in the following week's school newsletter.</p>	
<p>4.0 4.2</p>	<p><i>Policies & Documents for Review & Approval Continued</i> Progress on the Asset Register</p> <p>The HT said an office staff member was working on the Asset Register. It was recognised this was a very big task as it had not been done in 10 years. Two classes had been completed and the tool used was proving very useful as the stored data could also produce documents like a PAT testing list.</p> <p>The Acting Chair asked how long it would take before complete. The HT was confident the majority would be done soon. With the electrical elements taking longer, it was agreed the clerk to add a further update to the next FGB agenda.</p> <p>The Acting Chair asked the HT to thank the office staff member for her efforts.</p>	LC
<p>5.0 5.1</p>	<p><i>Governor Visits – (n/a at the moment)</i> How should Governors continue to “challenge remotely”</p> <p>The Acting Chair said all the governors could see from the HT Report what the school was doing at this time and they were now far more aware of what was happening which included evidence of the on-going School Risk Assessments, that Plans for re-opening were in place and ensure staff welfare was being considered.</p> <p>The HT said she had a concern that the government was working on a plan for “catch-up” for children and may ask staff to work through the summer holidays. She felt that teachers couldn't keep going and needed a break.</p> <p>A governor asked if there was a way to support the HT and staff by formally backing the HT if she felt she could not open.</p> <p>The HT replied that she was waiting for further guidance from the government on this matter.</p> <p>In summing up, the Acting Chair said it was very helpful if the HT could continue to send out her reports to ensure the governors had seen evidence of how the school was operating and it was positive that she could show evidence of her comprehensive risk assessment was in place and that she was following up on staff well-being.</p> <p>The HT checked to make sure the 2 Vice Chairs were still available for the Thursday weekly update meeting at 10.30 – 11am</p> <p>A governor asked if a message could be sent to the Chair, saying the GB was thinking of her. The Acting Chair agreed to send her a message</p>	TR/All
<p>6.0</p>	<p><i>Date of Next Meeting</i> Meeting to be held on Wednesday 8th July at 3pm</p>	All
	<p><i>Meeting Closed at 6.12pm</i></p>	

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Item	Action	Owner	Date Raised	Date Due
2.1	Find suitable Premises Inspection Plan document	HT/Chair	13.05.20	08.07.20
2.1	Re-establish Priority List to fix maintenance issues	HT/DB	18.12.19	30.11.20
2.1	Obtain copy of LA Safeguarding Audit Report	HT	25.02.20	Open
2.1	H&S checks carried out & written process in place	HT/Chair	25.02.20	Sept
2.1	Personal paragraph to Clerk for posting on website	Clerk	13.05.20	17.06.20
3.1	Additional running cost total added to future HT Report	HT	10.06.20	08.07.20
3.1	Provide total FSM costs in case LA require money back	HT	10.06.20	08.07.20
3.1	Out-turn sent to Acting Chair & Vice Chair for approval	HT	10.06.20	12.06.20
4.1	Amend Governor Standing Orders Policy	Clerk/J O'S	10.06.20	08.07.20
3.4	Parent Election initial letter in school newsletter (if possible)	HT	10.06.20	16.06.20
4.2	Add Progress on Asset Register to next FGB agenda	Clerk	10.06.20	08.07.20