**Tutshill Church of England Primary School**

**FGB 5 meeting**

**G5 Monday, 18th May 2020 18:00 – 20:00**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  James Bradbury  Vicar David Treharne  Alex Watson  Lisa Hebborn  Amanda Cooper  Natalie Fryer  Abigail Ryder  Jo Kibble  Tom Robinson |  |  |
| Marion Evans – FGB 5 Chair  Also attending Nina Williamson (Clerk) | | |

Meeting held virtually through Microsoft Teams.

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **72.** | **Opening Prayer** | 5 mins | Chair |  |
| **73.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **74.** | **Appointment of Parent Governors** | 5 mins | Chair |  |
| **75.** | **Appointment of co-opted Governor** | 5 mins | Chair |  |
| **76.** | **Declarations of Interest** | 5 mins | Chair |  |
| **77.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **78.** | **Approve Minutes of Last Meeting** | 10 mins | Chair | Pen portraits still to be sent to Clerk to upload on website |
| **79.** | **Matters arising from last minutes** | 5 mins | Chair |  |
| **80.** | **Approve 20/21 Governors’ Budget Plan** | 20 mins | Vice Chair |  |
| **81.** | **Raising Additional Funds** | 10 mins | Vice Chair | How can this be achieved? |
| **82.** | **Heads Report** | 15 mins | HT | Presented differently due to school closure. Questions are welcomed in advance to allow a prompt response in the meeting. |
| **83.** | **Parent views/ communication** | 5 mins | Chair |  |
| **84.** | **Safeguarding** | 5 mins | HT | Much of this will be covered in the Heads report but will address site safety etc |
| **85.** | **School collaboration** | 5 mins | HT | Letter sent to all stakeholders: current feedback |
| **86.** | **Chair’s Comment & Correspondence** | 5 mins | Chair |  |
| **87.** | **Any Other Business** | 10 mins | Chair |  |
| **88.** | **Dates and times of next meetings:**  **FGB 6, Monday 6th July 2020 16:30 – 18:30** | 5 mins | Chair |  |

FGB 5 Chair – Marion Evans

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **72.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **73.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. No apologies or absence. |  |
| **74.** | **Appointment of Parent Governors**  Two applications for parent Governors were received in response to the two advertised vacancies. Parent Governors were therefore elected unopposed. Term of Office commenced on 28/04/2020 for a four-year term. Mrs Jo Kibble and Mr Tom Robinson were formally welcomed at the meeting and introductions to all made. |  |
| **75.** | **Appointment of Co-opted Governor**  Mrs Alex Watson term of office as parent Governor ended on 21/04/2020. The Governing Body formally appointed Mrs Alex Watson by unanimous vote as co-opted Governor at the meeting for a term of four years. |  |
| **76.** | **Declarations of Interest**  No declarations of interest. |  |
| **77.** | **To agree items of Any Other Business previously notified**  No items. |  |
| **78.** | **Approve Minutes of Last Meeting**  Comments were received that responses to points 66 and 67 in the minutes were in the wrong order. Minutes from FGB4 on 18.03.2020 were approved. | Clerk to amend points 66 and 67 in FGB 4 minutes. Completed 19.05.2020 and final minutes sent to Chair for signing. |
| **79.** | **Matters arising from last minutes**  Photos and pen portraits still required for James Bradbury and Lisa Hebborn. It was agreed that these would be sent to the clerk by 01.07.2020. It was also agreed that the new parent Governors, Jo Kibble and Tom Robinson would send photos and pen portraits to upload to the website by 01.07.2020.  A Governor commented that a foundation Governor had also been appointed by the Diocese and that the information would be sent to the clerk in order to pass on to the Co-Chairs to make contact. | Governors to send required information to clerk by 01.07.2020. Information received from Tom Robinson 19.05.2020 |
| **80.** | **Approve 20/21 Governors’ Budget Plan**  All details of the plan have been discussed at the Finance & Premises committee meeting on 08.05.2020 and plan is now bought to full Governing Body meeting for approval. A Governor commented that of the £90,117 balance brought forward from the 19/20 accounts, £7,012 would need to be justified as this is above the permitted 8% that school should carry forward. School was able to justify 8.9% with ring fenced funds from Pupil Premium, Sports Funding and Educational visits. A Governor commented that the amount for educational visits had been set aside to refund to parents for trips that had not happened due to COVID-19. School is predicted to have an end of year carry forward balance currently of £16,494. A Governor asked why this figure is so much worse this year compared to last year. It was answered that although the National Funding Formula is now in operation, in real terms this only equates to an additional amount of approx. £100 per child. Some schools have benefitted greatly from the formula and others not so. It was also noted that income for 20/21 has been reduced due to the unknown situation with COVID-19 whilst expenses have remained at the same level.  A Governor asked why the predicted and actual budget carry forward positions in previous years differ so much and whether this was likely to be the case again this year. It was noted that the school is able to generate additional income throughout the year which cannot be forecast and this year’s budget is a cautious approach due to the current COVID-19 situation. A Governor asked how many pupils the budget was based on. The budget figures were given on 209 pupils at the October 2019 census. A Governor asked if costs were expected to change given the current situation for example decrease in utilities. It was noted that there would be additional costs due to COVID-19 such as ensuring premises meet required standards for reopening, additional cleaning costs and associated products. School is hoping to be able to reclaim these from central Government as suggested but unsure currently how this will work. A Governor asked whether school had to pay for catering staff currently as the kitchen was not in operation. It was explained that catering was purchased as a traded service from Gloucestershire County Council and although the service is not being used, school is expected to pay any contracts and services in place as it is still receiving the budget as planned.  The Chair asked if there were any further questions and whether all agreed the budget. All Governors unanimously voted to agree the 20/21 budget. The Finance and Premises committee were thanked for their work in preparing and presenting the budget. | Chair to sign Governors’ Budget Plan approval slip and send to SBM for forwarding to LA by 22.05.2020 |
| **81.** | **Raising additional funds**  The subject was raised in light of the budget getting tighter each year and the finance and premises committee felt that it would be beneficial to ask the full Governing Body for thoughts and ideas on how the school can raise additional funds. It was noted that it would be a challenge to raise any additional funds given the current climate however it was suggested that perhaps a working group could be formed to look forward to ways in which this can be achieved in 2021. A Governor commented that the school was hoping to access Section 106 funds from which the school would be able to fund the build of a Multi-Use Games Area (MUGA) which could then be let out to users. A Governor asked if there were opportunities to think outside the box for raising additional funds. It was asked whether any Governors would like to volunteer for the working party. James Bradbury, Lisa Hebborn, Jo Kibble, Jenny Lane and Amanda Cooper all volunteered for the working party. There would be a need to gather intelligence and look at what other schools are doing and identify whether there are any trends or similarities and what opportunities could be presented.  A Governor asked whether there had been any progress with the land transfer of the school field. It was advised that no further contact from the solicitor had been received despite being asked on a regular basis. A Governor asked whether the school still pays for the lease of the school field. The school no longer pays to rent the school field but still has access. | Working party to schedule first meeting towards end of Summer Term. |
| **82.** | **Heads Report**  HT advised that report would be presented in a different way due to the school being closed since 20.03.2020  Teaching & Learning  There has been an online learning presence for children since the first day of school children. All teachers made sure children had access to activities but there has now been a change in the delivery of the teaching. At the start of school closure, the learning consisted of consolidating what children had already learnt however teachers have begun to introduce new concepts and have filmed themselves or given worked examples so that children benefit from active learning. There have been lots of positive comments from parents who appreciate the amount of work the teachers are putting in. Teachers have also been delivering work packs to homes where they are unable to access online learning.  School has had the same keyworker children throughout the period of school closure although there has now been a small increase in the numbers attending where parents can no longer work from home. These children have been using the Hall and Year 3 classroom along with the kitchen area but they will now only be based in the hall so that the rest of the school can be prepared for reopening on 02.06.2020.  School has a matrix of vulnerable children and regular contact is ensured through weekly phone calls to give the opportunity to identify whether additional support is needed. No children with EHCPs are currently attending school but the same support is offered. Welfare checks are completed by HT.  Attendance is submitted daily to the DfE. When school reopens attendance is not compulsory therefore it will be difficult to conduct 1st day calling checks for absent children. HT advised that she would ask parents to contact school if children are not planning to attend.  SENCO is making contact with all children with My Plans to find out how they are meeting their targets. It is hoped that parents are helping children learn towards their targets but if this was not possible they could still participate in whole class learning.  HT advised that there had been many difficulties in accessing the Edenred website to provide school families with free school meal vouchers. Initially HT purchased vouchers from Tesco to provide to families but the system is improving.  The Reception teacher, school office and HT have spent a lot of time preparing induction information for new starters in Reception in September 2020. HT has made decision to cancel any induction sessions in June/ July and instead plan for them to take place in September at the start of term. It was advised the decision was made due to no additional parents being allowed on site currently and with measures that have been put in place to prepare school for reopening, the classrooms do not look welcoming. A video induction is instead being created and will be sent out to all new parents. This was filmed before the environment changed.  Reports have been written by staff and HT planned to send to all parents by 2nd week of June, however this may need to be pushed back to 3rd week due to the planning and preparation time required to reopen school.  It has been advised that children in Year 6 are not to attend their secondary schools for transition days. The Year 6 teacher has been working to submit reports and pass on information needed to secondary schools.  HT noted that a lot of information and guidance had been sent to Governors regarding the recovery and reopening of school. HT would appreciate responses to ensure that all Governors are aware of plans being. SBM and HT are currently conducting risk assessments of the site which will be sent to all Governors on 22.05.20. HT asked that all Governors read and respond by 26.05.2020.  A Governor asked how school will manage online and home learning. HT advised that there are four or five staff who cannot return to school due to being in a category and they will be able to deliver online learning. The Government website (Oak Academy) can also be used.  Human Resources  HT advised that a member of SLT was always on site. Staff have been working on a rota system although additional staff will be needed over the next two weeks to ensure rooms are ready for children. Staff have been completing learning logs at home and CPD evidenced and sent to HT. Some staff are unable to return to work due to being in or living with someone who is extremely clinically vulnerable as per Government guidance. HT has completed welfare checks with staff. Staff have been upset and find the situation overwhelming but there have been no circumstances of positive COVID-19 infections although some have been tested for symptoms.  Safeguarding  Risk assessments have taken place and parts of the school have been closed to minimise access to areas not used. Vulnerable children have been identified and those with underlying health conditions are not expected to attend. Social worker meetings for PEP have taken place virtually. It was noted that staff also are concerned about the return to school.  A Governor asked whether there would be consistency in education for all children once some have returned and how can HT allay fears that education delivered on site will not adversely impact on the quality of education for children still learning at home. HT confirmed that this is a major issue and teachers would not be able to teach the same content online as those children at school.  A Governor asked how many children were expected to return. It was advised that the poll issued to parents indicated that 55% would send their children back to school. There is a possibility that some children may return and decide they do not want to after seeing the environment. HT suggested that she would like to share pictures of the new classroom layout and environment so parents can prepare their children for return. HT asked if Governors agreed with this approach. All Governors agreed that this would be beneficial for parents to know. HT advised that desks have been positioned and children will be required to only use the desk allocated to them. The playground will be zoned and positional dots spray painted to ensure distance kept. A Governor commented that Year 6 children would be left with an adverse memory of their time at Tutshill School.  A Governor asked what preparations were being undertaken for a September return given that there is likely to be little change in the situation. HT advised that school were not given guidance ahead of time. A Governor asked whether there should be another meeting prior to the next FGB meeting to discuss scenario planning for September. All Governors agreed that this would be beneficial. HT commented that school will not be the way it was but strong vision and values will guide us and the safety of children and staff are central to all decisions.  Data  There is a new data tracking system and this is only the second data look that is comparable to others. Data was submitted the week after school closure but it was noted that attendance had already begun to dip from 9th March therefore there is half a term data missing. DfE is not requesting any data returns this year for EYFS, Phonics screening, KS1 or KS2. The data set shows where children were and looking at what they have been taught during closure it is hoped teachers can pick up the gaps. The document will be a starting point for discussions with teachers. HT advised that she would meet with new Governors when able to discuss data tracking in more detail.  A Governor commented that there is a checklist to show that school has completed all risk assessment checks prior to reopening and thanked all staff. |  |
| **83.** | **Parent views/ communication**  No views/ communication received. |  |
| **84.** | **Safeguarding**  Taken at point 82. |  |
| **85.** | **School Collaboration**  A letter has been sent to all stakeholders informing of the collaboration and to notify school office if there were any questions or comments. There had been no emails or correspondence other than congratulations. HT wanted to note that should collaboration extend past the initial year there would need to be a parental consultation. HT was concerned that with the current situation parents may not have given attention and therefore for transparency HT would send letter again at end of Summer term. Governors agreed that this was a good idea. | HT to resend collaboration letter before end of Summer term. |
| **86.** | **Chair’s comments and correspondence**  Chair noted that there was a collaborative agreement with the Governing Body of St Briavel’s and they had asked for assistance in conducting a meeting. Chair was able to provide the support needed. Chair thanked HT for a great job during tough times. |  |
| **87.** | **Any Other Business**  HT would like feedback on reopening plans which will be sent to Governors on 22.05.20. Responses from all requested by 26.05.2020. | All Governors to respond to communications regarding school reopening. |
| **88.** | **Date and Time of next meeting:**  G6 Monday, 6th July 2020 @16.30 via Microsoft Teams | Additional meeting to be arranged for scenario planning for September. |
| Meeting Closed at 19:50  **Date and time of next meeting: Monday 6th July 2020 @ 16:30** | | |
| Approved by Chair as being a true record of the meeting  Signed  Name: Dr Marion Evans Date: 24th June 2020 | | |

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |