

Minutes of a meeting of the local governing body of Sparkenhoe Community Primary School held virtually via Microsoft Teams Monday 22nd June 2020 at 4pm

Present

Rhian Jones – Headteacher
Jo Webb – Local Governor (Chair)
Emma Cull – Local Governor
Jenny Bosworth – Local Governor
Kassam Mohamed - Local Parent Governor
Nazma Hamid – Staff Local Governor

In attendance

Penny Cooper – Deputy Headteacher
Tom Bott – Business Manager
Robyn Cooper – Clerk to the Local Governing Board

1. Apologies for Absence

Apologies were received and accepted from Mr Hoque.

2. Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted. For transparency purposes:

3. Jo Webb was a governor and Vice Chair at Fosse Primary School, which had recently received an academy order.

4. Confirmation of the Minutes of the Last Meeting – 11th May 2020

The minutes of the meeting held on the 11th May 2020 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

5. Matters Arising from the Minutes

There were no matters arising not already covered on the agenda.

6. Headteacher's Update

- **Information on pupil attendance (physical and online if appropriate)**
- **Provision in school for vulnerable children and those of critical workers**
- **Update on planning and support for all pupils, including SEND, Pupil Premium and FSM Pupils**
- **Safeguarding and well-being (assessment of risks and any actions to mitigate)**
- **Virtual teaching and learning (including monitoring of pupil engagement and progress) if appropriate**
- **Arrangements for staff working remotely (availability/reliability of technology, CPD, wellbeing and mental health)**

The Headteacher's update was circulated to all governors. Ms Jones took the governing board through key points of the update and highlighted the following:

- Attendance of the key worker group of pupils (4 pupils)

- The planned timetable for wider re-opening was shared in the update as well as the attendance for those groups so far. Ms Jones highlighted that the numbers were stable. She explained that they had sent all parents of pupils in those year groups a message asking them to let them know whether they would be sending their child back to school.
- Ms Jones explained that the provision, planning, safeguarding and wellbeing sections were as in the May 2020 report.
- Ms Jones explained that in terms of the wider re-opening from the 1st June, all the risk assessments had been completed and shared with the Trust. She highlighted that an anonymised list of those staff not available and the reasons was included in the report. Ms Jones stated that the school currently had capacity to deliver to those pupils in school.
- Ms Jones stated that they were looking at how to support transition for pupils and families, including written and video messages.

Q (JW): How do you feel the wider opening has gone?

Ms Jones stated that the pupils were really happy. She explained that the older pupils were following all the social distancing rules. Ms Jones stated that there was no social distancing for the younger pupils in the classroom but were doing structured games at lunchtime. She reported that there had not been any issues or worry.

Q (EC): Were parents asked to give a reason why they were not sending their child/children into school?

Ms Jones stated no. She explained that in the information to parents it had stated that they did not need to say why, and they would not be fined.

Q (EC): In terms of staff, are there any measures you are putting in place for September or are you unable to plan?

Ms Jones stated that they currently could not plan for September. She stated that the assumption was that everyone would be back in school, but schools needed clear guidance, particularly for those staff shielding.

Ms Jones explained that the information on opening further had been sent to years 4 and 5 families just before the news was released on the spike in cases in Leicester. She stated that the take-up was about the same as the rest of the school. Ms Jones stated that at this stage they planned to go ahead with the wider re-opening.

7. Covid-19 updates on operations and communications

The following documents had been sent to governors for information:

- Risk assessments
- Safe working procedures
- Information sent to Parents

Ms Jones explained that the Trust had been happy with the documents and that they were thorough. She explained that a lot of cleaning was taking place, social distancing, and bubbles. Ms Jones stated that everything was in place to mitigate risk.

The governing board discussed the information sent out to the pupils and agreed It had been well put together, clear, accessible and friendly.

8. Autumn 2020

Ms Jones explained that the Headteachers had discussed the autumn term in their Trust meeting and agreed that pupils would not be back into school until the 1st September. She explained that some staff will not have been in school since March and the full week was needed to ensure staff knew their classrooms, the procedures and the school could provide training over a few sessions if they needed to maintain social distancing. Ms Jones stated that the training in groups had worked well for the Covid-19 procedure training.

Ms Jones explained that they had put from September 1st in case a staggered start was needed. She stated that if all pupils were back, it would be with no social distancing. Ms Jones stated that they would provide a more staggered start for nursery and F2 than they normally do.

Q (JW): Have you had any thoughts on catch up tutoring?

Ms Jones stated that she had looked briefly at the information. She stated that the school confident that they could put extra in for those pupils that need it without overloading staff. Ms Jones stated that they would wait to see who needed additional support in the autumn term as they would not know until they were back in school.

9. Business Continuity

There was nothing further to report under this item.

10. RSE [Standing Item]

There was nothing further to report under this item.

11. Finance Updates

a. CIF Bids [Standing Item]

Mr Bott reported that there had been no further updates since the last meeting. He stated that it had been agreed that if the school were successful in their bid, the work would be deferred until next summer in order for staff to have a break this year. He highlighted that this was important for staff wellbeing. Mr Bott highlighted that the work planned was not urgent.

Revised Budget

The revised budget had been circulated to governors. Mr Bott highlighted the following:

- The budget had been analysed based on the recent recruitment. Mr Bott drew attention to deficit balance - £90,000 reduced to £64,000. Mr Bott explained that they aimed to reduce the carry forward, however, did not want to drop too much too quickly. He explained that £40,000 of the carry forward had been set aside for the work on the playground, so the in-year deficit was £20,000. Ms Webb asked whether the playground project was taking place this year. Mr Bott explained that they needed formal approval from the diocese and the Trust's solicitors were involved. He stated that they could not commit for the summer and realistically it was looking like the work would take place over Easter 2021.
- Ms Jones highlighted that there had been costs related to Covid-19 including additional staff costs, cleaning products, PPE and outdoor sinks had been installed. She stated that there was also an extra cleaner on site. Mr Bott stated that some of the costs would be off-set by the Government grant if the school

got back what was claimed. He stated that he would keep the governing board informed about the final carry forward balance.

The local governing board agreed the revised budget.

12. Local Governing Body Business

a. Local Governor Vacancies and Recruitment

Ms Webb would post the local governor vacancies on the Inspiring Governance site.

ACTION: JW

b. Training and Development

Ms Webb reported that she had attended a virtual NGA session on the wider re-opening of schools.

13. Review of Policies, Procedures and Publications

There were no policies to come to the meeting.

14. Attenborough Learning Trust

There were no updates to bring to the meeting.

15. Documents Received by the Chair of Governors

There were no documents to bring to the meeting.

16. Any Other Business

There was no further business.

17. Date of Next Meetings

The dates would be circulated to the governing board.

18. Autumn 2020 cont.

a. Staffing and recruitment

A staffing update had been circulated to the non-staff members of the board for information. Ms Jones took the non-staff members through the update and provided an update on recruitment.

The recruitment in Foundation Stage was noted and discussed. Ms Jones suggested that Mrs Bosworth undertook a follow up visit to Foundation Stage in the autumn term. She explained that she and Mrs Cooper would oversee Foundation Stage in the absence of a Foundation Stage coordinator.

The staffing arrangements for the autumn term were discussed.

The governing board stated that they appreciated all the work being undertaken and asked Ms Jones and Mr Bott to pass that on to colleagues.

Signed**Date:**