

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One – BY ZOOM	Term: Summer Term 2020
Place: Ashton Hayes Primary School	Date: Thursday 9th July 2020 4.00-5.00pm
Present: Mr Matt Hover (Headteacher) Mrs Sharon Varey (Chair) Mrs Ann Lowry (Vice Chair) Mr David Wilson Mrs Tracy Snell Miss Beth Carter	Mrs Margaret Papworth Mrs Mary Jefferson Mrs Ruth Mason Mr James Lutton Mr Matt Denman Mr Jack Mellor
Apologies: None	In Attendance: Mr J. Gilbert and Ms Vivien Couche (Clerk)

Item	Minute
1.0	Welcome, apologies, conflict of interest <ul style="list-style-type: none"> SV introduced the meeting and thanked Governors for their attendance. Governors confirmed there were no updates to their conflicts of interest.
2.0	Governing Body Membership updates <ul style="list-style-type: none"> SV updated Governors that she had spoken to Nicky Bebbington (CWAC) regarding MW's membership of the Governing Body and learned that there's been no progress made with CWAC registering him as an LA Governor. SV suggested he join the GB as an Associate Member from September. He will be unable to vote but can still attend Governing Body meetings. <u>Clerk to update membership document/SV to contact MW.</u> Election of Chair/Vice Chair (x2) for 2020-2021 <ul style="list-style-type: none"> SV mooted the idea of appointing 2 Vice Chairs to the Governing Body, to allow for continuity and succession planning. Governors agreed. AL nominated SV as Chair and MP seconded this nomination. <u>SV accepted the nomination but clarified this would be her last year as Chair.</u> MJ nominated AL as Vice Chair and TS seconded this nomination. <u>AL accepted the nomination but clarified she doesn't want to take on the role of Chair when SV steps down</u>, so Governors will need to put in place a succession plan for the end of next year. Governors discussed a second Vice Chair but no further nominations were proposed. <i>MJ suggested that Governors who might be considering taking on this role have a separate discussion outside this meeting</i>, to take account of other commitments. Governors agreed to do this and to appoint a second Vice Chair at a later date. Governors agreed not to appoint to the Sub Committees until the Autumn term, when the situation with returning to school would be better understood. SV thanked Governors for appointing her and AL expressed thanks from all Governors to SV for her outstanding support in recent times.
2.1	Chair's Action/Updates <ul style="list-style-type: none"> SV confirmed she'd approved spend above MH's normal authorisation limits as part of a rural broadband project, to be covered later in the meeting. SV had received the resignation of Ruth Froud, to which she had responded.

	<ul style="list-style-type: none"> SV noted she intends to write to parents next week and update them on Governors' work in recent months, thanking MH and all the staff. SV confirmed her plan to set the date for a further FGB meeting in August and the next Leadership and Strategy meeting in September. Governors agreed, noting not to set all dates for the year ahead but to plan these one by one as school reopens fully in the Autumn term. Dates agreed were: <ul style="list-style-type: none"> Thursday 20th August 4.30pm FGB meeting (by Zoom) Thursday 17th September Leadership and Strategy meeting (by Zoom)
3.0	<p>Minutes of last meeting and matters arising</p> <ul style="list-style-type: none"> Governors confirmed their approval to the minutes from the last meeting. Any matters arising to be covered in today's meeting.
4.0	<p>Finance: Budget Update</p> <ul style="list-style-type: none"> DW spoke to the budget update provided to Governors before the meeting, noting the projected carry forward in 2020-2021 of £18030. Governors agreed this is a positive picture and will enable school to purchase some small items this year. DW noted this may not reflect accurate numbers of Pupil Premium funding as some children will be leaving/joining school. MH noted that Sports Premium funding is continuing for another year, which is beneficial. He also noted that the details of the Catch Up funding from Government is not yet understood in detail, although it is thought to be allocated to tuition and budgeted at £80 per pupil. For disadvantaged pupils, there is expected to be further funding to cover 75% of additional tuition costs, but this is also unconfirmed. <ul style="list-style-type: none"> MH noted he's been investigating online tuition costs for Maths, but can't put arrangements in place until the budget is clarified. MH confirmed 17 new starters are expected in September however 3 children are due to leave school, either to begin private education or relocate. <i>JL queried the high needs top up funding and what this relates to</i>, MH clarified this supports children with EHCPs. As the number of EHCP children reduces after next year, so too does the high needs top up funding. <u>Governors approved the budget as discussed.</u> <p>Introduction of ½ termly budget proforma</p> <ul style="list-style-type: none"> SV updated Governors regarding the SFVS/budget implications, noting that going forward the budget need will need half termly discussion and approval. The proforma covers staffing updates, school numbers, children with high needs funding etc and is to be submitted each half term to Jo Morris, who then updates the budget. <p>Rural Gigabit Fibre Broadband Scheme</p> <ul style="list-style-type: none"> MH updated Governors on the scheme which aims to improve broadband speeds to rural schools. Download speeds of up to 1GB are anticipated, compared to the current 20MB maximum speed. Even if the average of 300MB speed is achieved, this will revolutionise connectivity at school. SV confirmed she'd authorised spend of £35k which will be reimbursed by government. MH confirmed ongoing connection costs remain unchanged with the current provider Virtue.
5.0	<p>Premises</p> <ul style="list-style-type: none"> <i>SV queried whether school had made any progress with identifying funding to make repairs to the fence at the back of school.</i> JG advised that in order to be eligible for capital funding from CWAC this would need to have been flagged on health and safety checks and audits. He added that as the gaps in the fence are in the pond area behind a locked gate, they wouldn't qualify as an imminent safeguarding risk. MH added that CWAC has real funding challenges at the moment, so accessing money for this type of repair is very unlikely.

- JG reported re the repairs to the boys toilets, which school aims to have refurbished over the summer, with funding from the insurance claim.
- **AL queried whether school had ever completed the DIY action list.** MH advised this had not yet been completed, there is still some painting to be done. **SV advised that that school's focus remains purely on safeguarding and health and safety considerations at the current time.** MH noted the anticipated issue in September over the number and availability of sinks for children to be able to wash their hands regularly. JG has investigated sinks suitable for outdoor use, with hot running water. The plan is to install one between Buzzard and Peregrine classroom in the summer. Alan Stubbs is quoting for the work, with sinks budgeted at £200/£300. Governors agreed this is a good idea and will help to tackle the issues with speed at lunchtimes. School plans to have specific times for outdoor play and toileting from September to ease any possible congestion.

School Update – current situation

- MH reported that he thinks the current situation at school is very good, aligned to risk assessments and all proceeding according to plan. He noted great commitment from the staff and expressed thanks to Governors for their help with managing entry and exit to school. Occasional backlogs have occurred when parents arrive early to pick up their children, when queuing needs to be spaced, but this hasn't caused issues.
- MH noted that the children have generally done very well with adapting to new arrangements. He noted their resilience and understanding of the rules, especially not mixing bubbles in the outdoor area. MH noted the key workers children situation changes daily and school is at the top end of numbers which can be accommodated. Staff members have met individual children's needs where mental health issues or vulnerabilities are evident.
- On Mondays and Fridays, MH reported that hot food is available and packed lunches are working well on other days. There have been some issues with food spillages on carpets as children are eating in their classrooms.
- MH noted that the Reception children attend on a rota system, either Monday and Tuesday or Thursday and Friday, with Wednesday reserved for cleaning. MH noted Mrs Salt's sterling work with the cleaning, with midday cleans added to normal end of day routines and regular steam cleans.
- Regarding staff wellbeing, MH has surveyed staff but only received 3 responses so far. Staff know the channels to access if they experience anxiety.
- MH noted that Forest School sessions had taken place this week for Year 3 and 5 children, next week Year 2 and Year 4 children will have these sessions, which TC and JM are leading. Parents have reported how well received these sessions were by the children.
- The focus on transition for Year 6 has gone well, with school recognising the importance of their send off from primary. Next week, Year 6 parents are coming in for the children's dance showcase on the school field, organised by DF and WM, followed by a BBQ and rounders game.

September DfE guidance/situation going forward

- MH noted 2 documents forwarded to Governors for review, one of which is a letter for parents and the other a summary of the main points from the government guidance. He invited comments from Governors and **BC queried whether Breakfast Clubs would be possible from September.** MH advised that Breakfast Clubs would be unwise in the current situation, to avoid cross-bubble mixing. **TS commented that Nursery are offering year group bubbles in their provision and queried whether school is liaising with them regarding this.** MH confirmed school would be discussing arrangements with Nursery, noting that only key worker children have been accessing their provision to date. MJ noted a number of parents are not accessing the Holiday Club due to the need to commit to regular days over a minimum term of 4 weeks in the holidays.
- Governors discussed the rules around bubble sizes, noting the wide variation in interpretation of the rules. MH noted that staff can move between bubbles, JM noted that in his school the whole year group of 280 children is classed as a bubble. At Ashton, each class is designated as a bubble so that in the event of an outbreak, it would not be necessary to close the whole school. **TS commented on the large class sizes in Buzzard and Peregrine,**

6.0

	<p>querying whether school is confident in managing safe social distancing between children in the classroom. MH responded that school is confident regarding this, although it was never a requirement for children to be 2m apart. The largest group is now 33 children and tables can be spaced out optimally. JG added that classrooms will look and feel different, with surplus furniture removed. MH added that children have proved they can cope with these new arrangements. In the Year 6 cohort, the previous issues with behaviour have not arisen in recent weeks.</p> <ul style="list-style-type: none"> • MH noted that he updates the Risk Assessment regularly but the outdoor plan, which he and JG are working on, needs to be included within this. MH plans for staff to have PPA time working from home rather than at school, noting that the Maple Room needs to be retained as an isolation room. DS will also continue some remote working from home. • MH referenced elements of the risk assessment including class sizes and the Trauma Recovery Model, which is a CWAC tool. MH showed Governors a short film to illustrate the model and confirmed he and JG had attended some webinars regarding this. He noted the complementary approach to conscious discipline at school, which is also trauma informed. MH noted the major focus on mental health and wellbeing when children return to school, as part of the broad and balanced curriculum. He also noted modules purchased from the Literacy Company to help children catch up on what they've missed since March. • Regarding communication with parents, JG confirmed that another letter will go out to parents before September to cover key practical information on dinners, uniforms, forest school, confirmation of classes and teachers. MJ suggested that all relevant information be sent out in a single letter in the form of a bullet point summary or FAQs. JG agreed and will also invite parents to ask further questions that school may have missed. BC queried whether an influx of uniform orders would be anticipated, impacting school office? MH confirmed there isn't an expectation of daily, freshly laundered uniform or for children to have 'proper' school shoes. Instead, clean indoor and outdoor shoes will be proposed.
7.0	<p>Staffing</p> <ul style="list-style-type: none"> • JG updated Governors that, as Ruth Froud is leaving, he and MH underwent a process to recruit a replacement for her. Kelly Barlow, who is also an ELSA and a Swimming Teacher, has been appointed. From September she will begin supporting a Year 3 child 1:1, following a transition period with RF and the child. She will be working 5 days a week, which will free up Lis Oates (another ELSA) to support other children. • MH noted that staff have been working on transition, developing social stories to help children return to school full time. Reception's return will be more staggered. BC has been working on transition with DF and JH, next week children will be having Zoom sessions with their new teachers. TS requested that Zoom details be sent out in good time, to make sure parents and children are well prepared for these key upcoming sessions. • SV queried the appointment of a new admin assistant, which MH confirmed is on hold until September and DS will be working flexibly until then.
8.0	<p>AOB</p> <ul style="list-style-type: none"> • AL queried who will now be teaching French at school, following MH's departure? JG confirmed all class teachers will be teaching French and that other topics like Science (which JH would normally teach) will be covered as part of Forest School sessions. • SV asked MH to thank staff for everything they've been doing and to have a good break over the summer. MH noted that staff have been faultless e.g. in their willingness to start early/finish late to accommodate school's and children's needs.

End of meeting – no Part Two discussion.