

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 20th August 2020 4.30-6.30pm
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 Matt Denman Mr Jack Mellor Mr Martin Willis
Apologies: Mr James Lutton	In Attendance: Mr J. Gilbert (Acting Headteacher from September) 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 introduced themselves to Martin Willis, prospective LA Governor. MW introduced himself to Governors, highlighting his relevant career experience and connection with Ashton Hayes. • Apologies from James Lutton were noted. • No conflicts of interest.
2.0	Governing Body Membership updates <ul style="list-style-type: none"> • SV updated Governors on the process of MW joining the Governing Body, noting the requirement for Governors to ratify the LA's decision. MW briefly left the meeting while Governors voted, the outcome from which was unanimous support for his joining the Governing Body. He was then welcomed formally to the meeting. Clerk to update membership document with this and other changes for the coming year.
3.0	Minutes of last meeting and matters arising <ul style="list-style-type: none"> • Governors confirmed their approval to the minutes from the last meeting. • SV queried the status of boys toilets repairs, which JG confirmed hadn't yet been completed. Other matters arising to be covered in today's meeting.
4.0	September Reopening <ul style="list-style-type: none"> • JG updated Govenors on a recent letter sent out to parents about procedures for reopening in September. He highlighted some updates for Governors, noting that 132 children will be returning to school in September. This takes account of 3 leavers, including 2 who are moving to private education and 1 child who is moving to a school closer to his home. The numbers across school are fairly evenly spread, the largest classes will be 32 children (Peregrine and Buzzard), Kestrel will have 17 children and Owl 26. JG noted the allocation of staffing as per the letter, with the recent appointment of Kelly Barlow providing an additional 2 days per week of TA time. TS queried why no TA was allocated to Peregrine class, given its size. JG noted

that TAs are allocated to specific children but can be deployed creatively. Nikki Davison's situation will be the same as BC's in Sparrowhawk without a TA. JG noted that the rules around bubbles are changing however, with short term supervision from a staff member from another bubble now possible. For Forest School sessions, there will be 2 staff allocated to the group.

- JG highlighted **catch up funding** available from government, which may be used for support for specific children in both Peregrine and Sparrowhawk.
- JG noted that **extra cleaning** support for Mrs Salt continues to be provided by Emily Cuthbert for an hour each day.
- JG noted that the procedures for **entry and exit** had been tried and tested, each family will be given a time slot for drop offs and pick ups. Timings will be displayed at the front gate. **BC commented on the value of asking families not to congregate at the gate but to keep at a safe distance from each other.** JG agreed, noting that reasonable measures will be taken to maintain social distancing. He noted that playtimes will be staggered to avoid classes mixing. There was potential for mixing between classes during toileting, but the floors have safe distances marked out. Once within the classroom, it isn't essential to maintain 2m distance but to operate to the principle of minimum touch and maximum cleaning.
- **Lunches** will take place in the Hall again, KS1 are being encouraged to have school lunches to avoid the need for storage and contact issues from multiple lunch boxes. Kestrels and Sparrowhawks will have lunch together, sitting at designated spaces and staying together for the whole session with teachers accompanying the groups.
- All children are to return in **uniform** but school will not be applying the policy strictly in the event that e.g. children aren't wearing smart school shoes. For PE and Forest School days, children are to come into school wearing the right clothes for these sessions.
- There will be no **visitors** to classrooms initially. School's SIP or maintenance/tradespeople may visit school but this will be done at a social distance.
- The Curriculum still needs to be broad and balanced and JG noted staff have been working hard on this. There will be catch up units and he noted that school had bought in some units for English, which will help teacher workload. He noted that PPA will take place off site due to lack of space in school. **BC queried how staff meetings would take place**, JG responded that a combination of in-school and by Zoom will be used for meetings and training.
- MP offered Governors support with managing safe entry and exit from school, liaising with parents etc. JG noted that all help would be welcomed and Governors involvement had been helpful when school first reopened. **MP agreed to email all Governors to set up a rota.**

Governors raised and discussed the following logistics queries:

- **MW queried how parents would contact school in the event of a query**, JG clarified that Di Stubbs remains first point of contact for all queries and he will reiterate this in the next letter he plans to send parents. MH highlighted the Back to School Safely information on the DfE website, which would be worth referencing in JG's letter, which **JG agreed to include.**
- **SV queried whether timings would be better to be more staggered than currently proposed, as the whole school returns.** Governors discussed and JG agreed on the need to prepare children for these new arrangements. He commented that Sparrowhawks and Owls had already had some practice with this and, while Buzzards and Peregrines hadn't had practice, theirs is the latest slot from 8.50-9am.
- **RM queried arrangements with children arriving from Ashton House Club**, JG confirmed these children would be arriving in the early group like siblings from other year groups.
- **TS queried what parents would need to do if they arrived late/missed their slot.** JG confirmed that so long as distance is maintained, this is not a problem. The timed slots are intended to avoid bunching at the gate. After discussion, Governors agreed not to alter the timeslots already communicated to parents to avoid confusion. In a future letter, JG agreed to include the advice to parents to avoid congregating by the gate and

	<p>to keep pavements clear.</p> <ul style="list-style-type: none"> – MJ commented regarding CWAC’s promotion of active travel to school, which would require parents and children to wait away from school if they have cycled/walked and arrive early. MP noted the availability of the Village Hall car park as a space for parents to wait, JG will also contact the Goshawk to request the opportunity for parents to park there and walk to school. <ul style="list-style-type: none"> • JM queried whether staff or parents had been sent any guidance on how to deal with children’s wellbeing post-Covid e.g. in the event of losing a grandparent. JG clarified that the first 2 weeks of term will be all about assessing wellbeing and gaps in knowledge for children. He also highlighted various information relayed to parents including: <ul style="list-style-type: none"> – Links to the Anna Freud toolkit on mental health, which staff will cover as part of their INSET day – The first book the children will cover when they return to school is Here We Are by Oliver Jeffers, covering the topic of change – ELSA Lis Oates will be able to work with children needing this additional support – RM and MH highlighted the My Happy Mind provision and Conscious Discipline ethos which underpin mental wellbeing • SV queried whether the outdoor sink discussed in the last meeting was yet installed. JG noted this had not yet been installed but it was due to be fitted before the children return. DS is chasing this up. • SV queried plans for the INSET days at the start of term. JG clarified that Day 1 would cover procedures; an overview of the whole year including monitoring and mental health; plus an update from Ceri Bacchus on SEN related roles, responsibilities and procedures. Day 2 (Wednesday) would be classroom based, preparing for most children to return on Thursday. Vulnerable/EHCP children would also be welcomed on Wednesday.
5.0	<p>DfE updates. MH reported to Governors that:</p> <ul style="list-style-type: none"> • The catch up premium is £80 per pupil, equating to £10,880 for the whole school. He also highlighted the National Tutoring Programme, where schools can access help for children most impacted by the pandemic. JG agreed the scheme would be worthwhile investigating • The guidance for Winter flu immunisation is that all primary children and teaching staff, plus Year 7 should have the nasal spray. • Additional laptops and tablets are being made available for disadvantaged families. In the event of a further lockdown, schools would need to plan for mixed provision, both online and in person. • Guidance on attendance reporting is that daily numbers need to be reported, including of children absent due to shielding. • There are no planned Ofsted visits till Spring 2021, when there will be a phased return. It is unlikely Ashton will be revisited in Feb/March. • Guidance is available for achieving Mentally Healthy school status, linking with Anna Freud information that school already receives and the Barnardo’s programme for support. • DfE updates are now provided weekly, which is the same for CWAC. Next week, relevant information will be sent with JG’s letter to parents.
6.0	<p>Dates of future meetings: Thursday 17th September 4.30pm.</p> <ul style="list-style-type: none"> • SV emphasised the importance of Governors attending this meeting, at which the FGB meeting dates for the year will be set.
7.0	<p>AOB</p> <ul style="list-style-type: none"> • SV asked whether JM and MW could come up to visit school before the children return, to be shown around and get a sense of the environment and their responsibilities as Governors. JG agreed, SV to coordinate a date with JG, JM and MW.

Conclusion

- SV noted that this would be MH's last Governors meeting at Ashton Hayes and wished him every success on behalf of all the Governors. While MH will no doubt return to visit school, this is his last official meeting. MH thanked Governors and enthused about the 7 years he'd spent at Ashton Hayes. He thanked Governors for their kind leaving gifts and agreed with RM's suggestion to share a photo on Facebook for parents to see. JG and MH then left the meeting.

End of Part One of meeting, Part Two minutes reported separately