

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 2nd APRIL 2020 - VIRTUAL**

Minutes of the Full Governing Body meeting held on Thursday 2<sup>nd</sup> April 2020 by video using Office Teams at 1.30pm.

**PRESENT:** Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)

Before starting this video meeting, the Chair confirmed with everyone individually that they were able to hear all other Governors and Clerk, and see (4 out of 7) at any one time. Governors were also asked to confirm their agreement to the Protocol document sent out prior to the meeting. All individually confirmed their agreement.

The Chair advised Governors that should they wish to ask a question at any point, to raise their hand and wait, or call out that they wish to ask a question. The Chair would also ask each Governor individually at appropriate moments of the meeting if they wished to ask a question or to confirm their vote.

|    |  | <b>Action</b> |
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|    | Prayer by Rev Jo.  |               |
| 1. | <b><u>ACCEPTANCE OF APOLOGIES</u></b><br><br>None – all present.   |               |
| 2. | <b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b><br><br>Governors were asked individually to state any business or pecuniary interest in any matter on the agenda. No interests were declared.  |               |
| 3. | <b><u>APPROVE MINUTES OF MEETING 2<sup>nd</sup> MARCH 2020 – to accept as a true record; CONFIDENTIAL MINUTES TO BE ACCEPTED AT A FUTURE MEETING</u></b><br><br>The minutes of the meeting on 2 <sup>nd</sup> March 2020 were accepted as a true record of the meeting. Proposed – JM; seconded – LG. All agreed.  |               |
| 4. | <b><u>MATTERS ARISING FROM MINUTES – None to be discussed at this meeting</u></b>  |               |
| 5. | <b><u>BUDGET 2020/21 + 4 yrs – for discussion and approval by FGB, including new document for 2020 – ICFP – Integrated Curriculum Financial Planning Workbook – PS/SD</u></b><br><br>SD gave a brief overview of the budget being presented, giving reasoning for the base figures, Governors having had an explanation of the Funding Statement at the last meeting. SD explained the anticipated lower carry forward.<br>PS continued with explanations and reasoning behind various budget lines.<br><b>A Governor asked</b> why there was a forecast in-year deficit in years 4 and 5? PS replied that the increasing core staff costs, against decreasing estimated Pupil Premium and SEND income, and varying pupil numbers create this scenario. However, as always, pupil needs and financial situations change over time, staffing costs change and so this is likely to look different in 4 years' time.<br><b>A Governor asked</b> what provision for school meal catering might there be in the future? PS replied that this needs to be a discussion at another meeting but as at close of school on the 20 <sup>th</sup> March, meals were being provided cooked for serving to pupils.<br><b>A Governor asked</b> if school staff were being furloughed or any let go? PS advised that Government had confirmed that all school staff should be retained on their current contracts on full pay. Government has confirmed that schools will receive |               |

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|    | <p>the budgets as advised at budget setting for this year. We had been asked to consider any staff on zero hours contracts with regular patterns of work but the only staff in this category were supply Teachers who only covered absence and there was no regular pattern to their work in school.</p> <p><b>A Governor asked</b> if there were likely to be savings made as school was only open to pupils of Key Workers? PS replied that as a high percentage of costs are staff costs and fixed operational costs, there is likely to be minimal savings seen, however, consumables will of course be lower.</p> <p><b>A Governor asked</b> why curriculum budget lines had low budgets? PS replied that historically school has been unable to spend in these areas, due to low budget income. SD supported this by advising that in actual fact, on occasion, equipment and resources can be found at relatively low costs but that also, she and PS are to look more closely at the School Development Plan and allocate further funding to these areas. The budget as it stands has the capacity to increase some areas of spend for the year. <b>The Governor asked</b> if it was possible to see a breakdown of Capitation spend?</p> <p><b>A Governor asked</b> if, in the current circumstances, there was difficulty for the PTA to continue to provide financial support to the school. PS was able to give Governors an idea of current PTA funds, some of which is always held back for future known support such as the cost of coaches for the whole school Panto trip at Christmas. The PTA have earmarked funds to be put towards more ICT hardware during this coming financial year.</p> <p><b>A Governor asked</b> about high paper spend. SD advised that some of the new teaching schemes require photocopying of sheets and printing out of resources for pupils to work from.</p> <p>Finally, PS and SD pointed out the new requirement from the LA to have a contingency fund of 2.5% of funding. This has been put into the budget at this level.</p> <p><b>Governors asked</b> if this was a fixed ring-fenced amount and if it was a reserve that was unable to be used. SD advised that no, it could be used by viring to other budget lines as required throughout the year.</p> <p>SD went on to explain the Integrated Curriculum Financial Planning document, new for this year. <b>A Governor asked</b> what the TLPU/TLP was? SD explained this showed the teaching periods per timetable and PPA time allocated to Teachers, and teaching periods for Cover Supervisors.</p> <p>The RAG rating sheet was discussed, with the red indications explained by pupil numbers, number of classes against teaching and other staff costs. These ratings would change in colour if pupil numbers rise, change in teaching staff costs etc.</p> <p>Governors agreed to approve the Budget plan and ICFP document. Proposed by TF; seconded by JM. All Governors agreed.</p> | <p align="center"><b>SD to provide<br/>breakdown of<br/>Capitation</b></p> |
| 6. | <p><b><u>INFORMATION ON SUPPORT BEING GIVEN TO PARENTS/PUPILS TO HELP EDUCATE AT HOME - PS</u></b></p> <p>Parent Governors felt that there was an excellent balance of work and creative ideas being set for pupils at home and communication had been good. The Chair and Governors wished to minute their sincere thanks to PS and staff for continuing to educate the children at home.</p> <p>PS explained the provision for all children - weekly newsletters for each class containing directed ideas for work on core subjects, topic and ideas for developing other areas too. The school website has additional information on the class pages - audio clips of Teachers reading chapters of the class books, creative ideas, access to other learning resources such as TT Rockstars, Sumdog and Accelerated Reader.</p> <p>Teachers are using Parentmail to communicate with parents via new class email addresses, to which pupils and parents can send photos and examples of work</p>   |  |

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|    | <p>throughout the week.</p> <p>Teachers are using weekly record sheets to show each pupils activity on learning platforms, contact via email and phone calls made. This enables Teachers to easily see where additional contact needs to be made.</p> <p><b>Governors asked</b> if PS had any concerns? Not at present – the new system needs time to bed in for both school, parents and pupils alike. Teachers have used Office Teams for weekly staff meeting and OneDrive to store documents and information accessible to all Teachers.</p> <p>The overriding approach has been to offer support to families. An Easter Newsletter will be sent out before the end of term.</p> <p><b>A Governor asked</b> if there was a Collaboration approach to operating in the current circumstances. PS advised that the Heads have set up a Whatsapp group to communicate more easily and discussions on supporting Key Worker and vulnerable families had taken place.</p>   |  |
| 7. | <p><b><u>PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN – PS</u></b></p> <p>PS informed Governors that school had surveyed parents before school closure on the 20<sup>th</sup> to gain an idea of numbers needing support. In the first week, on the first day, there were 6 children requiring childcare, which reduced over the week and is now at 2 most days. PS feels this will continue at this level, possibly with 1 more. <b>A Governor asked</b> if any of these had an EHCP? No.</p> <p>PS informed Governors that school would remain open over Easter for children of Key Workers. <b>A Governor asked</b> what provision, and how many staff were required over this period? The first 2 weeks has seen a rota of a Teacher plus 2 TAs, with a Designated Safeguarding Lead either in school or available by phone. During Easter, there will be 1 Teacher and 1 TA in place.</p> <p><b>A Governor asked</b> about food provision during this time. PS advised that Local Food Links had ceased operating currently; school provided gift cards for local supermarkets for FSM families and there is now a Council system of eVouchers, which we are using going forward through Easter. After Easter, the DfE eVoucher system will then be used.</p> <p><b>A Governor asked</b> if there was any support for families entitled to Universal Infant FSMs? No.</p> <p>We have signposted families to apply for Free School Meals via the Council webpage to check eligibility and if we have been advised by County, then we can offer support via the eVoucher system.</p> |  |
| 8. | <p><b><u>MONITORING OF VULNERABLE CHILDREN INCLUDING THOSE WITH EDUCATION HEALTH CARE PLANS (EHCPs) - PS</u></b></p> <p>PS informed Governors that during the first week of ‘closure’ conversations took place with the families of pupils with EHCPs and risk assessments were made and shared with those parents, to decide whether those children should come in to school.</p> <p>DfE has since advised that risk assessments should be done in partnership with the LA. An email from a Caseworker has advised us that a risk assessment has been done but not yet shared with school.</p> <p>School is making phone call contact weekly and wherever possible speaking to the child too.</p> <p>These phone calls are being done from school currently but during holiday periods may need to be done from home. An annex to the Safeguarding Policy is being drafted presently.</p> <p><b>A Governor asked</b> if phone call contact was recorded on My Concern? Yes, allowing the DSL and DDSs to view records. In addition, the weekly record sheet will continue showing all contacts made, shared with all Teachers.</p> <p><b>A Governor asked</b> if there were any active Safeguarding concerns? PS advised there were none at the moment but any mild concern would be followed up and support put in place.</p>  |  |

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| 9.  | <p><b><u>MONITORING THE WELFARE AND WELLBEING OF PUPILS, STAFF &amp; STAKEHOLDERS - PS</u></b></p> <p>As discussed in the previous item, engagement with pupils has been important and having an open communication system key to monitoring the welfare of the children.</p> <p>Staff – a Whatsapp group has been created and has been very successful in keeping morale high and offering support to each other where needed; a virtual pub quiz is planned shortly, and a virtual coffee morning planned for another week. A wellbeing sheet with many links to support has been circulated.</p> <p>SD advised the Governors that the staff team are very supportive of each other and is working very well.</p> <p>PS is to send an Easter Newsletter to parents which will include wellbeing ideas and links to online resources. It is acknowledged that this is a difficult time for parents.</p> <p><b>A Governor asked</b> whether it might be possible to have a virtual assembly or something that would bring the school community together? Rev Jo advised that she had been thinking about this and is looking into the possibility of it via a video platform, for example.</p> <p>PS said that the school community is working together to offer a creative approach to enabling pupil connection.</p> <p><b>A Governor asked</b> what plans are in place for the September intake of new Reception children?</p> <p>PS advised that transition, for all pupils will be considered as time progresses.</p> |  |
| 10. | <p><b><u>DATE &amp; TIME OF NEXT MEETING – to be decided</u></b></p> <p>The next meeting was planned for 29<sup>th</sup> April. It was agreed to keep this date in the diary, although a change in time would be preferred. Governors also felt that perhaps more frequent but shorter meetings might be more useful for all.</p> <p>The Chair advised that this could be discussed further by email and for Governors to keep an eye on their school emails more often during this time.</p>  |  |

The meeting finished at 3.00pm with a closing prayer from Rev Jo.