

BROADWINDSOR CE VC PRIMARY SCHOOL – FULL GOVERNING BODY MEETING
MINUTES 11th JUNE 2020 - VIRTUAL

<p>Minutes of the Full Governing Body meeting held on Thursday 11th June 2020 by video using Office Teams at 9.30am. <u>PRESENT:</u> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Rev Jo.	Action
	The Chair reminded all Governors about the agreed protocol for these virtual meetings.	
1.	<p><u>ACCEPTANCE OF APOLOGIES</u></p> <p>Apologies accepted from Lucie Goss.</p>	
2.	<p><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></p> <p>Governors were asked individually to state any business or pecuniary interest in any matter on the agenda. No interests were declared.</p>	
3.	<p><u>APPROVE MINUTES OF VIRTUAL MEETING 30th APRIL AND VIRTUAL EXTRAORDINARY MEETINGS 22nd AND 29th MAY 2020 – to accept as a true record.</u></p> <p>The minutes of the meetings 30th April, 22nd and 29th May were accepted as a true record of the meetings. Proposed to accept – JN; seconded – JM. All agreed.</p>	
4.	<p><u>UPDATE ON PHASED RETURN – any issues, concerns, numbers, feedback from parents</u> <u>HEALTH & WELLBEING OF STAFF & LEADERSHIP</u></p> <p>PS gave an update on phased return which started on Tuesday 2nd June for year groups Reception, Yr 1 and Yr6, joining the ongoing Key Worker group in school. In the first week, numbers in each group have been small but risen slightly during week 2 and another rise is expected in week 3. Largest numbers returning seen in Yr 6. The Key Worker group varies across the week but can be up to 11 pupils. For week 3, there will be an extended session for Yr 6 and Yr 1 on one day; then building up to 2 and 3 days where the sessions will be extended. This will be evaluated on an ongoing basis and adjusted where it is felt necessary. As the Yr 6 group is the largest, there are 3 members of staff allocated to it, as they have to be spread across 3 spaces – classroom, library and mezzanine. Workload is high as play needs to be supervised too. Transition, assessment and report writing also needs to be done, as well as continuing with home-learning and communication with pupils and parents. In both Yr6 and Yr1 short bursts of learning appear to be favoured and work best as concentration levels are low. Benefits of children socialising are clear.</p> <p>The structure for the Reception children group will remain as initially outlined. In the Key Worker group, the challenge is having a wide range of year group pupils (Yr2 – 5) and some with EHCPs.</p> <p>Overall, the challenges are intense but being with the children and having them in school is welcomed by all staff.</p> <p>PS reiterated his view that he will not want to open during the summer holidays and will look to the Governing Body to support this decision.</p> <p>Collaboration Heads have met using Teams and this proved useful. Items discussed included welcoming more children back into school, adhering to the Government guidelines and the risk assessment. Heads will be making queries of Dorset Council in the coming weeks.</p>	

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	<p>Home learning continues for many families with email support and frequent phone calls to vulnerable families. Over the next 2 weeks, all families will receive a phone call to check in and see what additional support might be required. Work is being done to make use of Teams with some class groups – probably Thomas Hardy class first, then Yr5.</p> <p>A Governor asked if Worship had been possible? PS and Rev Jo confirmed that she is providing a weekly video link which is sent to all families and used within school with the children.</p> <p>There had been some more frequent phone calls from parents who were needing support and some adjustments were planned for the home learning newsletters to reflect some of the new difficulties some families were experiencing.</p> <p>A Governor asked if the numbers of pupils were increasing, would that have an impact on capacity? PS confirmed that at the moment the structure could cope; maintaining shorter sessions currently was important to allow for other tasks to be completed by Teachers such as reports and transition plans. PS also reminded Governors that in the case of staff absence there was no flexibility on moving staff from their fixed groups, so that remained a challenge and could mean at short notice, a group would not be able to attend.</p> <p>A Governor asked what the plans were for the transition of year groups within school? PS replied that this was at the forefront of Teachers’ minds and that if Government guidelines change, then school would like to invite in other year groups. Otherwise, some kind of remote transition will be planned.</p> <p>A Governor asked if there was any scope for using a day in the summer holidays for this? PS did not feel this was feasible.</p> <p>PS outlined the changes in Government guidelines that would help – the removal of the ‘bubble’ system, which might enable a rota system of more groups of children to come in; a change in the social distancing measurement would enable higher number of pupils in a classroom space. Mobile classrooms may be needed to enable all groups in.</p> <p>A Governor asked if home learning will continue into the summer holidays? PS replied that no, not in its current format but that, just as in previous years, summer challenges would be set, to prepare for the new school year.</p> <p>PS took the opportunity to thank the Governing Body for their gift of chocolates for the staff team.</p> <p>PS also highlighted the continued positivity of the whole school learning community – staff, pupils and families.</p> <p>A Governor asked if there would be a requirement to provide support for Key Worker families during the summer holidays? PS advised that Dorset Council have heard the views of Headteachers on this and so they will be looking to provide some kind of support. No detail as yet. PS will continue to talk to Key Worker families and communicate the school’s view on this.</p>	
5.	<p><u>INFORMATION ON THE TYPE OF ADDITIONAL COSTS BEING INCURRED DURING CLOSURE AND PHASED RETURN; SUPPORT OF LOCAL FOOD LINKS MEAL PROVIDER</u></p> <p>SD gave an outline on the type of additional costs incurred during school closure and for planning for phased return. A spreadsheet is being kept for submission to the LA when required. Examples of costs incurred include purchase of PPE, overtime for cleaners during Easter and half term holidays, an additional casual</p>	

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	<p>cleaner due to one cleaner being shielded, additional household & cleaning materials, additional class resources to enable each child to have their own set of resources. We are looking at providing additional handwashing facilities for one class.</p> <p>A Governor asked if Free School Meal support would be given during the summer holidays? SD said that it was only known that FSM support was in place until the end of June. Still waiting for an answer on July and beyond.</p>	
6.	<p><u>AGREE PROCESS FOR ELECTION OF VICE-CHAIR (CHAIR IS IN POST FOR 2 YRS – TERM EXPIRY JUNE 2021)</u></p> <p>The Clerk outlined the requirement for the election of Vice Chair at the next meeting, if possible. Current Co-Vice Chairs may not wish to continue as this was a temporary agreement and one will be leaving in any case. Governors need to consider succession too.</p> <p>It was also mentioned that one Parent Governor will leave as their child will be leaving school. Parent Governor election will also need to be conducted before the end of term.</p>	<p>ALL</p> <p>The Clerk</p>
.	<p><u>DATE OF NEXT PLANNED FGB MEETING – MON 13TH JULY</u></p> <p>Governors agreed to a change in the next meeting to Thursday 9th July at 9.30am</p> <p>The Chair offered very grateful thanks to PS and the staff team for their hard work during this time.</p>	

The meeting finished at 10.35am