

BROADWINDSOR CE VC PRIMARY SCHOOL – FULL GOVERNING BODY MEETING
MINUTES 9th JULY 2020 - VIRTUAL

<p>Minutes of the Full Governing Body meeting held on Thursday 9th July 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, Mrs Lucie Goss, 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.	<u>ACCEPTANCE OF APOLOGIES</u> All present	
2.	<u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u> Governors were asked individually to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<u>APPROVE MINUTES OF VIRTUAL MEETING 11th JUNE – to accept as a true record.</u> The minutes of the meeting 11 th June were accepted as a true record of the meetings. Proposed to accept – JM; seconded – DC. All agreed.	
4.	<u>MATTERS ARISING</u> The Clerk informed the GB that she had postponed the sending out of letters and nominations for Parent Governor until September, as there would be a greater pool of parents to distribute to.	Clerk – early September – send out Parent Election letter and papers
5.	<u>UPDATE ON PHASED RETURN – any issues, concerns, numbers, feedback from parents, health & wellbeing of staff inc leadership</u> PS gave an update on phased return which started on Tuesday 2 nd June for year groups Reception, Yr 1 and Yr6, joining the ongoing Key Worker group in school. Although Government had recently asked schools to take more pupils if they could, school did not have the capacity in terms of rooms or staffing and so year groups attending have remained as above. For Year 6 nearly all pupils are now attending, a couple on a part-time basis; in Year 1, the same; in Reception, nearly all attending. In the Key Worker group there is a total of 13 children attending, so overall we have 52 children on some days attending school. After Dorset Council confirmed the use of Zoom, Mrs Killick held a Yr 2 session with the pupils and this current week Yrs 2, 3, 4 and 5 will have sessions with their teachers. It has been a challenge, using new systems and persevering through technical issues but it has been achieved. There will be further sessions in the last week of term. PS also outlined the extension of in-school sessions for all year groups on some days of the week. As the end of term approaches, there have been seen additional challenges mostly for those at home but it is hoped that the Zoom sessions and the transition sessions in the last week will help. Transition sessions will include the setting of a summer challenge, and the handing out of postcards. School will finish on Thursday afternoon to enable the finishing of the current	

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	<p>bubbles, then the transition meetings for Yr 2, 3, 4 and 5 groups, as new bubbles. On Friday, the classrooms will be able to be changed for the new set up for September.</p> <p>PS is working on the new Risk Assessment which will need to be submitted to Dorset Council.</p> <p>A Governor asked if PS would like Governor attendance on the Thursday and/or Friday for support and help? Three Governors will be there anyway, in their capacity as Parents so it was felt that no additional Governors were required and to minimise numbers.</p> <p>A Governor asked why the transition sessions had been set at half an hour? PS replied that it was felt necessary to keep the sessions short (also supported by Dorset Council) to minimise the need for use of toilets and if longer then difficult to maintain protective measures.</p> <p>The Chair asked after the well-being of the staff and PS. All staff very tired but managing to continue.</p> <p>A Governor asked about the distribution of Reports? PS advised that there will be a mixture of going home with pupils who are attending school, by hand post for those local to school, the remaining ones will be posted. Included in the covering letter this year is an online 'Report receipt' questionnaire, which will ask appropriate questions to help inform some of the planning needs in September.</p>	
6.	<p><u>PLANS FOR SEPTEMBER – transition and any new guidance on what school may look like</u></p> <p>PS advised that the guidelines had been received and time was being spent going through them. Key issues include the importance of handwashing and social distancing if possible; class bubbles (approx. 30 pupils) with staff that would be fairly fixed but there can be some movement between groups. Guidance advises against whole school assemblies. Areas for thought include arrangements for lunchtime, possibly splitting KS1 and KS2 across 2 sittings with KS2 eating in their classrooms; hot meals are planned to be available; aim to give teachers downtime at lunchtimes so may need to utilise TA support; layout of classrooms means moving 2 interactive whiteboards to fit in with front facing desks – cost implication here; to improve handwashing facilities in the Reception classroom, looking at an additional toilet and hand basin, moving adult sink into the classroom – 1 contractor has visited to quote, another to visit soon.</p> <p>Anticipating a possible further lockdown and therefore planning for remote learning, more laptops are required and additional training on the use of Teams.</p> <p>A Governor asked how PS was planning to manage any gaps in learning? PS replied that teachers will use the first few weeks to observe, listening to children, using PIRA testing and looking at data in AR Reader to provide a quick picture of progress. The first 6 weeks will be a recovery curriculum.</p> <p>A Governor asked whether there were any decisions on school transport? No information has yet been received from Dorset Transport but the intention might be to retain the class bubbles in seating arrangements if possible.</p> <p>A Governor asked if any parents were reluctant to send children back in September? PS advised no such concerns had been voiced yet. Dialogue with parents will be maintained to highlight the expectation back to normal attendance. PS is updating the Risk Assessment which will need Governor support before sending to the LA. The Clerk advised there may need to be a brief extraordinary meeting for this.</p> <p>MC left the meeting at 10.30am</p>	
7.	<p><u>SUMMER OUTTURN REPORT 2020; VIREMENTS</u></p> <p>SD presented the Summer Outturn report. As described in the declaration form, since the budget had been agreed, adjustments in this outturn had been made for TA contract amendments starting Sept 2020, adjustments to SEN funding and tipping point funding following a) a change in the tipping point ratio calculation</p>	

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	(resulting in a loss of income) and b) an additional EHCP agreed which had then improved the financial position. SD advised the GB about the fragility of the budget giving examples of different scenarios which might change the outlook completely. A virement from Contingency to Catering to account for FSM expenditure for the year was agreed.(not previously accounted for in the original budget). All Governors agreed the Outturn for submission to the LA.	
8.	<u>APPOINT GOVERNORS TO HT APPRAISAL PANEL</u> The GB agreed to re-appoint DC, JM and LG to the HT Appraisal panel.	
9.	<u>ELECTION OF VICE CHAIR</u> The Chair advised the GB that JM had offered to stand as Vice Chair. The Clerk asked JM to leave the virtual meeting and to return in a few minutes, to allow discussion amongst the remaining Governors. Governors discussed JM for Vice Chair. It was agreed to elect her as Vice Chair and to check that she agreed to take on the Chair as part of succession. JM re-joined the meeting. She agreed to the plan of succession. DC advised the GB that he would be standing down at the end of his term – June 2021. DC proposed JM as Vice Chair; seconded by LG. All agreed.	
10.	<u>AGREE FGB MEETINGS FOR NEW ACADEMIC YEAR</u> The Clerk had drafted the meeting dates for 2020-21 academic year. Governors agreed to them in principle, bearing in mind the uncertainty of the coming school year because of Covid-19. Governors discussed timings and agreed on a provisional time of 4pm-6pm, to be virtual if necessary, for the first meeting on Monday 21st September. Future timings to be agreed.	

The meeting finished at 10.55am.