## Ruardean C of E Primary School

# Minutes of the Governing Body Meeting held via Microsoft Teams on Wednesday 23rd September 2020

Present: Simon Manning (SM) (Head) Mark Lake (ML) (Vice-Chair) Tony Hughes (TH)

Mark Wadsworth (MW) Kev Agnew (KA) Louise Bailey (LB)

Also Present: Kealey Broddle, (KB) (Clerk)

Apologies: Rev Clare Edwards (CE), Ceri Benwell (CB) (Chair), Emma Smith (ES), Jess Barzillia

(JB)

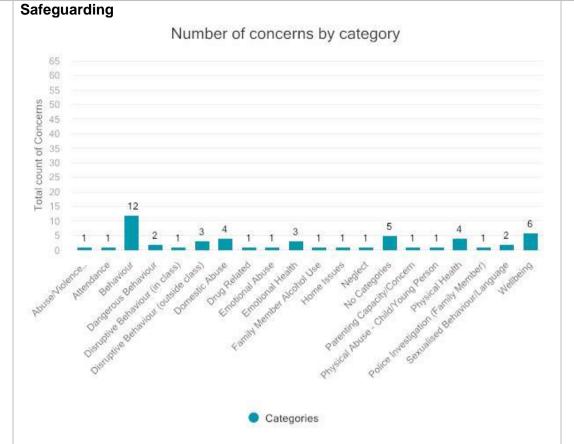
	The Clerk ope	ned the mee	ting at 7.05pr	n		Act	ion		
	Apologies								
01.20/21	Accepted								
02.20/21	Election of Chairperson and Vice Chairperson (Postponed)  KB (Clerk) advised that prior to the meeting a nomination for Vice Chair had been received for Mark Lake.								
	Due to low numbers of attendees it was agreed to defer the election until the next meeting and for the existing chair and vice chair to remain in post at this time.								
	KB agreed to chair the rest of the meeting.								
03.20/21	Declaration of Interest Annual Declaration of Interest forms were circulated to Governors via Forms prior to the meeting. All were reminded to complete annual declaration and return to the clerk.								
	There were no			J					
03.20/21	Minutes of last meeting/matters arising  Item Action								
00.20/21	No:								
	60.19/0 To complete on-site visit to review fully the COVID-19 risk								
	assessment and management plan - Completed								
	Minutes agreed and signed (virtually) by the Vice Chair.								
04.20/21	Headteacher's Report Pupil Numbers  The whole school numbers are: 98 (previously 102)  Firs have 6 children (previously 9)  Disadvantaged/Pupil Premium 35% of the school (previously 27%)  SEND 36% of the school (previously 34%)								
			Pupils	on roll					
			Class S						
	Willows	Beeches	Larches	Elms	Oaks	Firs			
	14 – YR	11 – Y1	12 – Y3	6 – Y4	17 – Y6	2 – Y3			

14 – Y2

8 – Y4

10 – Y5

4 – Y6



- Report showing concerns recorded since November 2019. We have recently started to use MyConcern to log more challenging behaviour in school.
- During our recent INSET staff were provided with information on the updates to KCSIE 2020.
- Safeguarding policy has been updated to reflect the changes to KCSIE 2020

#### Covid update

- Staggered start and end to the day is working well.
- One-way walking drop-off system in place on the top playground to ensure parents and children are not waiting in the road.
- Remote Education plan has been put in place see Teaching and learning section of the report
- A limited number of Covid tests have been received in school, that can be issued directly to individuals displaying symptoms if they have genuine difficulty in obtaining a test through the NHS website or due to personal circumstances are unable to get to a testing station.
- A small supply of PPE equipment has been provided from the Government. This is in addition to the ongoing stock that we are purchasing as a school e.g. soap, anti-bac, paper towels, etc.
- An anonymous questionnaire to monitor wellbeing has been completed by staff during our first two weeks. The questions and results are below.

Before returning to work, how safe did you feel about returning?
 More Details

16 Responses



2. Do you feel you received enough communication and reassurance about returning to work?





3. Do you feel you have sufficient resources to keep you safe e.g. soap, hand gel, visors, screens, PPE etc?





4. Now you have returned to work, how safe do you feel now?

More Details

17

Responses



7.76 Average Rating

5. Do you have any concerns about your safety in the workplace? please comment below

Nothing at this time, No current concerns, No major concerns, new to a Covid School Environment but feel safe and secure in the knowledge that if I don't know something I have staff to seek help and advice from. no None, Social distancing from the children has proved very difficult. This worry might be heightened when the flu season is upon us. No, everything is in place to stay safe. No. Not much time to clean high touch points due to teaching and pupil management. Worried about what will happen when cold/flu season hits.

I absolutely cannot stay clear of children and I know their families are not socially distancing. Some other adult colleagues do not respect the distancing rules. Not at the moment. My main issues is social distancing with such young children as it's near impossible. No. No. No. No concerns at this moment in time. No. I only have the general external ones.

#### **Staffing**

 Currently recruiting for a permanent KS2 teacher, to start after half term or after Christmas. There is a vacancy for a MDS for maternity cover.

#### **Attainment and Standards**

- Later in the Autumn term schools the school must complete a Phonics
   Screening assessment on all Year 2 children. This is because they did not
   complete it when they were in Year 1 back in July. Data is only shared
   with the Local Authority.
- Teachers have been completing baseline assessments to establish gaps in learning due to lockdown periods. Some children have clear gaps in their learning but there are also children who have made huge progress whilst learning at home. Work in school will be differentiated to support all children in making good progress.

#### **Teaching and Learning**

- Remote Education The government expects schools to be able to provide immediate support for remote education at home. This is a summary of our provision
  - A detailed plan has been drawn up to give guidance to staff on their role in providing remote education
  - Staff to provide activities to complete at home that relate directly to learning objectives that are being covered in school.
  - Staff plan online and paper-based activities
  - Children will be expected to complete work at home and systems will be in place to check this is happening
  - A questionnaire has been sent to all parents to gather information about what technologies that have (or not) in their homes for children to use for home learning (results below)
  - Home learning books will be provided.
  - Home school agreement with parents to confirm expectations from the school and those of the parents.
  - Online support to be provided by Seesaw learning platform.
- As part of CPD TAs are currently being 'buddied' up with each other. They
  will complete observations and feedback to one another. We completed
  this process last autumn and it provided quite a significant help to them to
  raise standards of teaching and learning across the school.

#### **Premises**

- During the summer, the offices and Firs have had their IT upgraded; three new PCs in the offices and two new laptops in Firs. Older laptops have been upgraded to Windows 10 where possible
- Caretaker has completed many maintenance projects during the break
   e.g. the doors into Larches and Elms, water pipe issues, site maintenance,
   etc
- Evolution Fencing
  - During the summer they removed the raised decking on the top site. The frame was, as we suspected, completely rotten and unsafe. This area will be developed into a quiet picnic area and vegetable garden for the younger children

 During the summer holidays they installed new fencing around the turning bay and replaced the broken fence around the lower car park.

#### **Health and Safety**

- A full risk assessment was completed in preparation for reopening the whole school in September. CB and ML completed an on-site walk through of the RA at the end of August. The RA is published on our website and submitted to GCC. It can be viewed by clicking the link <a href="here">here</a>.
- Glen Cleaning are our cleaning contractors; at the end of the summer term
  we were having issues with the quality of cleaning, which was of great
  concern especially as the whole school was returning in September.
  During the summer Glen Cleaning changed staff and allocated us two new
  members of staff, who are very experienced from other schools, they have
  greatly improved the standard of cleaning across the school and I am no
  longer receiving complaints from staff.
- Removal of unsafe decking see premises above.

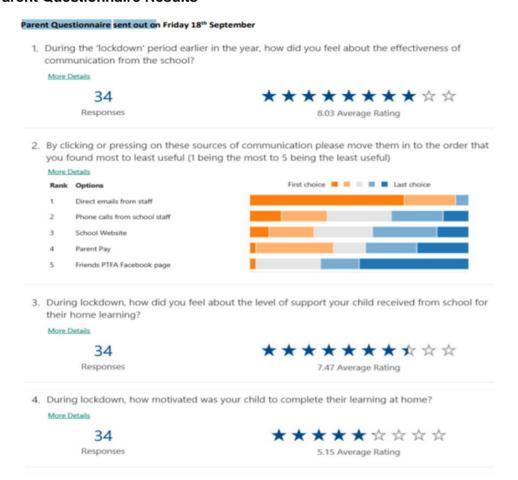
#### **Christian Distinctiveness**

Virtual Celebration and class worship is taking place

Action: SM to liaise with Rev Clare and TH plan how to safely engage with the church and community during this time i.e. online services – virtual Harvest.

SM

#### Parent Questionnaire Results



5. For your child, what do you feel were the biggest barriers to learning at home? (you can choose more than one answer) Lack of access to technology t... Distractions such as TV. food.... 21 Difficulty to find a suitable lea... Not enough resources e.g. pa... 4 Parents having to be teachers 14 Routines not as rigid e.g. getti... 16 6. During the summer break, how safe did you feel your child would be on returning to school? 34 **★★★★★★☆☆☆** Responses 7.24 Average Rating 7. Do you feel you received enough communication and reassurance about returning to school More Details Yes 28 Maybe 0 Other 8. Now that we have been back in school for a few weeks, how safe do you feel your child is now? 34 **★★★★★★**☆☆☆ Responses 7.47 Average Rating 9. How would you rate your child's happiness to be back at school with their friends and familiar routines? More Detail 34 \*\*\*\* Responses 8.00 Average Rating 10. Do you have any ongoing concerns about your child's safety with regards to Covid? please I have no concerns over safety. Another outbreak is my only concern No No I think the risk is getting higher, for people to catch covid. Including school children.

I do but it's in general, nothing the school is or isn't doing. Happy with the provisions being made but feel that worry will be there for a while. Really appreciate all the things school and the staff are doing. XXXXX was so happy to be back in school and the staff in Firs really helped alleviate our concerns as much as possible.

No more than the average person. No more than the average person No I believe the threat to safety is being mitigated as much as it possible by the school. We are still very concerned about the section of the general population that seems to either not care or doesn't understand. There is one member of staff on the upper site that wasn't maintaining social distance with parents. But the kids need to be in school, they've already suffered enough with the disruption and anxiety this has caused. The school can only do so much.

Always in the back of your mind - nobody knows once out of school who is doing what and wi people are going. Any one can come into contact with it and then take into the school, just trust that hand washing and surface, door handles etc are cleaned. And hope everyone is taking every caution to follow the rules. No No ongoing concerns as I believe that all that we can do is hope that the bubbles and levels of hygiene prevents an outbreak in school. Realistically this is difficult to achieve as many siblings are in different bubbles and mixing with other siblings and people from other schools and areas. It's an impossible task which we can only try to manage.

Only the long term effect the changes will have on young people and socialising with their peer group and having to cope with quite an adult concern at a young age. None No major concerns, just a few comments... - my child loves school, happiest they've been in a long time and back into a good sleeping pattern - understand about the top and bottom bubbles but this only works if teachers abide by this and that

there isn't a mix of teachers otherwise what's the point? - was really happy about not having pressure to complete significant amounts of school work over lockdown however I'd have liked a little more structure. Could teachers have done zoom learning for an hour a day (I understand not everyone has equipment but most parent have suitable phones these days)? I'd have been happy to send school work back in for marking on a regular basis. Most tasks were fun and less educational, it's the core maths and English skills I'd have like to have seen support - socially, it was important for children to continue to see each other (even digitally)... Some children were able to see their friends via Facebook and WhatsApp but would have been great if the teachers could have facilitated this some how so those kids who's parent aren't as well connected could get involved and see their friends. The class size in beeches My only concern is one being most people would be worried about and that would be the return of it again & just being prepared enough for my child to get used to the whole change of things again. However My son did adapt very well in lockdown. Hopefully all parents will keep the safe 2 metre distance as I have noticed it isn't always happening & I do worry what affect that might have on keeping are little ones as safe as possible. Question 8 is no reflection on school efforts. Only concern is so many children being together; plus observations of parents where social distancing is not abided by. Again through no fault of school efforts. No No concerns The children were healthy during lockdown and still are at primary but my eldest daughter returned to secondary and after 1 week has become ill and has been home for a week with a sickness bug With infection rates rising once again, I think everyone has concerns at this time. Yes I feel they returned too early No

The results of the recent questionnaire sent to parents show that on the whole parents were satisfied with the communication and plans for returning to school. This will be closely monitored, and a follow up questionnaire will be completed later in the Autumn term.

Seesaw (an online learning and communication platform) has been purchased for remote learning as suggested by our mentor school through the Ed Teach Demonstrator scheme. It is currently being set up and teachers are completing training and learning to use it. It will be launched before the end of Term 1. It will be used mainly in the event of local lockdowns or students having to isolate but will also be used for homework so that student and families will have experience of using it should the switch to home learning be required.

Each student will have their own learning journal and teachers and parents can view students work and communicate with each other.

Due to safeguarding concerns live lessons will not take place. There is now a video library linked to the website with unlimited upload capacity. Teacher's would record lessons and upload to the site and then send links to them via the learning journals on Seesaw.

# Q: Class size in Beeches was mentioned in the parent's comments, why would that be?

A: This could relate to the number of students in Beeches class, this is currently 26, which is the largest class in across the school in the mornings now that there is a third KS2 class. Beeches class does split into smaller working groups and uses the hall, Little Beeches and library, as they have a teacher and two HLTAs in the class. KS2 reverts to two classes in the afternoon. Each Key Stage area is one bubble and Firs is a separate bubble.

#### Q: Will the Results shared with parents?

A: Yes, an acknowledgement will be sent out and the results and common themes shared in the next newsletter.

No

#### 05.20/21 | Feedback from Project Meeting/ RAP review

Meeting held virtually at the end of July discussed and reviewed the re-opening plan. The next meeting is booked for the 25/09/20. Governors are invited to attend.

#### 06.20/21 Publication of Governors details

Action: Governors to check their governor profile information on the school website and provide up to date details to KB

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### 07.20/21 Standing Orders/ Code of Conduct

The current standing orders and code of conduct were reviewed and agreed.

#### 08.20/21 Committee Minutes & Feedback

#### **Parents & Community**

Communication/Events: Microsoft Forms is now being used for club booking and surveys - reduced the amount of paper between school and home and is much more effective and efficient. Feedback has been positive – paper copies of forms are available for few who do not have access to internet.

Parent survey was discussed and has been now been completed.

PTA/Friends are planning several virtual fundraising events.

#### Policies reviewed:

- 1. **Supporting pupils with medical conditions** Reviewed and agreed to put forward to FGB for approval
- 2. Homework Reviewed and Agreed

SIAMs/Christian Distinctiveness : As discussed under item 04.20/21 Virtual visitors from the shoe box appeal have been booked in and further virtual visits are being planned

#### **Performance & Standards**

Reviewed policies:

- 1. **Behaviour:** significant changes had been made due to Covid-19 restrictions. Policy has been updated by SM to reflect this Agreed
- 2. Anti-bullying: Definition of bullying updated Agreed
- 3. Complaints: Agreed
- 4. **Positive Handling:** Updated to include recording of any incidence on My Concern- Agreed

Curriculum: Recovery curriculum reviewed and discussed: Baseline assessments have been completed to inform planning.

Skills and knowledge progression documents have been updated and along with subject specific intent statements have been added to the curriculum page on the school website <a href="https://ruardean-cofe-primary-school.secure-primarysite.net/curriculum/">https://ruardean-cofe-primary-school.secure-primarysite.net/curriculum/</a>

The overall aim is by summer term 2021, a full broad curriculum will be taught. There is a clear focus on skills for Maths, English and managing wellbeing

Mrs Smith (KS1 and English Lead) has completed a full refresh and review on the Try it, Use it and Prove It approach at a recent staff meeting.

Report from Subject Leaders: Timetable for reporting will be reviewed at SLT with core subjects taking priority

Monitoring visits plan. KA, SM and MW to meet to form a working group to review and draft monitoring plan for all Governors.

Action Carried forward from Ofsted training: At meetings governors to practice triangulating evidence activities using Ofsted framework Grade descriptors and example questions to continue to prepare governors (and staff) for answering questions by inspectors.

#### **Resources Committee**

Reviewed Chart of accounts- additional expenditure incurred due to Covd-19 being tracked. Half-yearly budget plan review will take place in October.

Committee needs at least two more Governors as set out in Terms of Reference.

#### Policies Reviewed:

- 1. **Pay policy** no changes to main policy. Options for teachers' pay awards has not yet been put forward by county. Proposed pay award options will be shared with the resources committee once received for approval before submitting to county. Current staffing structure and salary bandings to be updated and added to the policy before final approval by FGB.
- 2. Charging No changes. agreed

Unofficial School Funds Audit/Review 18/19: The account has been independently audited but was delayed being presented due to lockdown. No concerns or queries raised.

Copy of audited accounts will be sent to GCC accountancy services in line with guidance.

Extraordinary items of expenditure: Quotes have been obtained for:

- Additional sinks for outdoors for the covered area next to entrance to Willows
- To convert area into a fenced area with raised beds for vegetable patches and improved access for students.

Items requiring consideration for budget planning: Phase one of the IT upgrades has been completed, recommendations in for the next phase of upgrades includes replacement of the remaining older laptops that teachers use and convert back up storage from tape to cloud based. Costing to be obtained.

School Buildings- Heating system upgrades may be needed in KS2. Works to repair the outside of Firs classroom are still outstanding.

Annual property inspection has not yet been completed, it is likely there will be repairs and maintenance items identified including works to the roof of the main building.

#### Premises:

A socially distanced governors site inspection for end of day is being arranged

Covid Risk Assessment was fully reviewed before opening. It remains a live document and is available to view on the website.

Outstanding Maintenance Issues:

Firs class: agreed repairs still outstanding on the exterior panels of the building.

External Doors in KS2 – Quotes obtained prior to lockdown, awaiting confirmation from GCC on planned repairs.

#### Capital Projects

School paid in full for car park fencing installed by Evolution Group over the summer, approx. £4000– GCC to reimburse 75% back to school.

Acorns Nursery Building is deteriorating rapidly – remedial works to the outside of the building are being completed.

Sub - committee to be formed as a matter of urgency to oversee management or maintenance of the nursery.

#### Personnel:

Mr McQuire left at the end of the last academic year, there is currently a KS2 Teacher vacancy. Recruitment process is underway, good response to date. A Supply Teacher (Mr Blake) is covering the post until the position is filled

Miss Natalie Williamson joined KS2 teaching team full time in Elms class. She is an NQT completing her induction year mentored by Debbie Arnett

Three TAs left at the end of the year, they were on fixed term contracts and was due to funding reductions due to EHCP students leaving the school.

There is now a higher Teacher /pupil ratio in KS2 which is in line with the school development and improvement plan.

#### 09.20/21

# **Policies**

Safeguarding Policy (Updated in-line with KCSiE 2020)- Agreed

**Pay Policy: Agreed (**Teacher's pay award has yet to be decided)

Supporting pupils with medical conditions: Agreed

#### 10.20/21

# **Safeguarding**

Keeping Children Safe in Education 2020 - All Governors were reminded to read and review

MyConcern: It was suggested that Governors could be added to MyConcern as basic users so that the document sign off facility can be accessed. Reports on document sign off can then be completed - Agreed

Action: KB to set up Governor access to MyConcern and Upload KCSiE for sign off

#### 11.20.21

#### **Governor Training**

Several virtual training opportunities are available for Governors with GCC,WGSP and other providers (often free). KB will send details to all.

Governance leadership development programme:

The Department for Education (DfE) has contracted 5 organisations to provide a funded professional development programme until March 2021.

The programme is suitable for those in governance leadership roles, like chairs, vice chairs or committee chairs. <a href="https://www.gov.uk/guidance/school-governors-professional-development">https://www.gov.uk/guidance/school-governors-professional-development</a>

Governors were reminded to notify KB (Clerk) of any training attendance

#### 12.20/21

## **Governor Monitoring/Visits**

A working group is in progress to devise a monitoring plan/timetable for this academic year. Visits to the school are restricted due to the current Covid safety measures but could possibly take place out of hours at a pre-arranged time following social distancing.

Monitoring will be completed virtually until further notice, through online meetings, website reviews and virtual tours and book looks.

Sample monitoring templates and tools for governors are available to use/adapt on SharePoint

# 13.20/21

# **Governor Vacancies**

There are two vacancies for co-opted governors. Currently advertised on the school website, newsletter and on local social media pages. Two enquires from interested parties before lockdown. KB will contact again to establish if they are still interested.

KA (Co-opted Governor) term of office expires on 20/11/20.

Action: KA to advise KB (Clerk) if he would like to be considered by the board for a further term of office.

KA

#### 14.20/21

# Correspondence

Nothing to report

#### 15.20/21

#### **Any Other Business**

Nothing to report

**Summary of Action Points:** 

Item No:	Action	By Who	By When
02.20/21	Election of Chairperson and Vice	All	Next
	Chairperson		meeting
	Carried forward to next meeting		
04.20/21	Headteachers Report: Christian	SM	End of term
	<u>Distinctiveness</u>		1
	To arrange virtual services and visits with		
	Rev Clare and Tony Hughes		
06.20/21	Publication of Governors details	All	Next
	Governors to check their governor profile		meeting
	information on the school website and		
	provide up to date details to KB		
10.20/21	<u>Safeguarding</u>	All	31/10/20
	To read and review KCSiE 2020		
10.20/21	<u>Safeguarding</u>	KB	01/10/20
	KB to set up Governor access to		
	MyConcern and Upload KCSiE for sign off		
13.20/21	Governor Vacancies	KA	19/11/20
	KA to advise KB (Clerk) if he would like to		
	be considered by the board for a further		
	term of office		

13.20/21	Governor Vacancies  KB to contact the individuals who expressed an interest about joining the board before lockdown.	КВ	Next meeting						
There being no further business, the clerk closed the meeting at 8.45 pm.									
CHAIRPERSON									
	OATE								

# **Meeting Dates for the Academic Year Wednesday:**

- 23<sup>rd</sup> September 2020
- 25<sup>th</sup> November 2020
- 20<sup>th</sup> January 2021
- 24<sup>th</sup> March 2021
- 19<sup>h</sup> May 2021
- 14<sup>th</sup> July 2021

Governing Body Meetings at 7.00pm

Resources Committee Meetings prior to main meeting (Time to be confirmed).

P&S/P&S Committee meetings on the Thursday before the main meeting. (Times to be confirmed).