



**Minutes of Willingham Primary School  
Full Governing Body Meeting  
held 'online' on Wednesday 24th June 2020 at 7pm**

**Present**

Katy Stevenson (KS) Chair  
Jo Aldhouse (JA)  
Sarah Ashworth (SA)  
Justin Aves (JA)  
Emma Fuller (EF)  
Louise Johnston (LJ)  
Elise Kinnear (EK)  
Matt Lockyer (ML)  
David Morel (DM) Headteacher  
Sarah Morgan (SM)  
Sarah Nelson (SN)  
Chris Shaw (CS)  
Kate Van Dort (KVD)  
Angela Walker (AW)

**Also in attendance:** Christine Brandon (Camclerk).

The meeting was quorate.

**1. Welcome & Apology**

All Governors were welcomed to the meeting. An apology for absence was conveyed to the meeting on behalf of Dan Lentell.

**2. Declarations of Interest**

No pecuniary or other interests were declared.

**3. Minutes**

The Minutes of the meeting of the Governing Body held on 29th April 2020 were approved as a correct record and will be formally signed by the Chair at the next ordinary meeting.

**ACTION: Clerk**

**4. Head Teacher's Report**

In advance of the meeting, Governors had received a copy of a summary report from the Head Teacher upon which he had invited questions from Governors in advance of the meeting. Responses to pre submitted questions were circulated before the meeting.

**Provision Update**

Governors were reminded that, in accordance with Government Guidance, the School had prioritised the re integration of Early Years, Y1 and Y6 children,

Headteacher: David Morel. Chair of Governors: Katy Stevenson



children of key workers and those considered to be vulnerable. The Head reported that the LEA had now asked the school to consider increasing their capacity and to extend an invitation to return to additional children. To provide a foundation for their decisions and to be able to respond to complaints about the School's approach, the Head suggested that he should draft a criteria to support the selection of pupils to be offered places i.e. those pupils who the school believes have not been accessing material the school has provided during closure. It was confirmed that the LEA would be required to approve a revised criteria but provided that this was reasonable and had received Governor approval such decisions were being made quickly.

In response to questions, the Head advised Governors that he did not know yet how the additional places would be arranged whether this would be across existing pods or via a newly established priority pod. In terms of numbers, the School were aware that approximately 30 children had not accessed learning provision during lockdown and that of these he had concerns about 10 pupils who needed to return to school immediately. Although, a small additional percentage of children in overall terms, to encourage small numbers back into school would really help those children of immediate concern. Regarding the selection of children who would be invited to return, DM advised that these pupils had been identified through school contact by Zoom or telephone, FSM deliveries, their inability to access IT provision and parental contact already. Places not taken up will be offered to other children to maximise the number in school given the availability of time before the end of term.

**ACTION: DM to draft updated criteria for circulation to Governors to review and approve by return.**

Subject to approval by the majority of Governors (and the LEA), DM to be given consent to implement the criteria without delay.

### **Summer Arrangements**

DM confirmed that the School had not been asked to remain open over the summer. In any event, with significant building works scheduled on site it would not be possible to open anyway.

Governors discussed the leave arrangements of the site caretaker who had a significant amount of leave entitlement remaining. Given the exceptional circumstances during the 2019/20 school year, Governors agreed that Mr Thorley-Wraight should be permitted to take more leave during the summer holiday than he would normally be contractually allowed to do. Despite building work on site during the holiday, DM explained that the LEA had agreed to provide a site manager for the scheme so that Mr Thorley-Wraight would not be required to supervise in school whilst the works were progressing.

**ACTION: JA to write to Mr Thorley-Wraight to convey the FGBs decision and to explain that this arrangement would apply to this year only.**

Governors were reminded of existing problems with drainage in School and apprised of the building works that would be undertaken on the school site over the summer to seek to resolve the issues. DM understood that the cost of the





scheme would be met by the LEA. In response to concerns expressed by Governors regarding the timing of the works relative to the laying of the running track, DM undertook to verify that these would not impact on the new track.

**ACTION: DM to check timescales and plans for managing drainage and running track schemes.**

### **Safeguarding, Health, Safety & Wellbeing of Staff**

DM reaffirmed that a questionnaire had been issued to all staff regarding their well-being and that responses received would be reported to the Personnel Committee. Those staff still working at home or shielding had been requested to revisit their risk assessment/health advice with the outcome also to be shared with the Personnel Committee.

In addition to the figures quoted in his report, DM added that the number of families with social care involvement had increased to seven and potentially might rise to eight over coming days. In response to a question from a Governor, DM reported that the school was becoming more aware of vulnerable children and that it was these who would be prioritised for invitations back to school.

Following concern expressed by Governors at the last meeting, DM confirmed that members of the SMT (who had been working since closure) had been encouraged to take shorter hours or a day at home on one day a week.

### **Staff Structure 2020/21**

DM presented the staff structure proposed for 2020/21 in which he had attempted to balance less/more experienced staff and full/part time and job share teachers. Although difficult to plan in advance, he envisaged full classes from September potentially working in pods and, were this to be the case, Governors were advised of plans for three Y1/2 classes. Governors discussed the impact of the proposed structure on teaching staff and children and DM acknowledged that some challenges lay ahead. In terms of additional support, CVs for Sports and PPA agency cover had been requested. It was confirmed that initial class lists had been completed by teachers and would be finished by 3rd July. Although there were a small number of siblings across school, Governors asked DM to consider whether it would mitigate risk were family members in the same year group to be placed together in the same 'bubble'. It was accepted that Government guidance on this point might emerge over the summer.

In terms of preparations for the new academic year, DM proposed that School should close two days earlier than scheduled. Alternatively, there were options to programme additional training days in early September ahead of school opening or call in teachers during the school holidays. Following discussion, Governors indicated a preference for an additional training day in September and requested DM to ask the LEA for guidance and additional flexibility/discretion in this respect.

**ACTION: DM to contact the LEA for advice on ability to arrange/bring forward an additional Training Day in September.**

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### **School Funding**

Governors were made aware of additional funding offered by the Government to mitigate the impact of the pandemic on education. It was anticipated that this might be a per pupil amount (approximately £22,000) which could be used for 1:1 tuition, small group tuition or 'self-regulation' or behavioural activities. DM undertook to advise Governors should this funding be confirmed.

Reference also was made to the opportunity to attract additional classroom readers and the failure, thus far, of the Government to provide additional PCs to school to help with distance learning.

**ACTION: DM to update Governors when able.**

### **Honey Pot Report.**

Governors were pleased to receive a report, in advance, from KVD, Honey Pot Pre School Manager which confirmed that 43 children had returned to Pre School of which 29 would be starting in Reception in September. KVD commended all staff for their support during the lockdown period.

### **5. Chair's Action**

The Governing Body considered whether it should delegate authority to the Chair (or a wider Group) to allow decisions to be made/policies approved in the event of urgency during current circumstances.

Governors indicated a preference for an arrangement whereby a small Group should be consulted, as necessary, on matters that might need quick decisions.

Whereupon, it was

### **RESOLVED**

**that a Group comprising the Chair of the Governing Body and current Committee Chairs, Sarah Ashworth, Louise Johnstone and Sarah Morgan be established to make urgent decisions as necessary during the pandemic period using Microsoft Teams or What's App as appropriate and that the need for this arrangement to continue be reviewed at each successive FGB meeting.**

**ACTION: DM**

### **6. Policy for Review & Ratification: Covid 19 Complaints Policy Addendum**

Having suggested that the proposed new criteria (under Minute No 4) might be attached as an appendix to this policy (a copy of which had been circulated in advance to Governors), the Governing Body

### **RESOLVED**

**that the COVID-19 Complaints Policy Addendum (June 2020) be approved.**

**ACTION: DM**





## 7. Updates from Committees

Chairs of Committees updated Governors on key issues discussed at recent meetings of the Curriculum, Finance & Premises and Personnel Committees.

A copy of the Minutes of the Curriculum Committee following its meeting held on 10th June had been circulated in advance to Governors.

Whilst much of the business had already been discussed at the meeting, most noteworthy were the following points –

- There was an early surplus in the budget of £14,000;
- A claim for COVID Exceptional Costs had to be submitted by 21st July although there was a further opportunity to do so in the Autumn;
- A contingency plan was in place in the event of the sickness absence of all the SLT;
- The Head Teacher's appraisal had been deferred to September; and
- Recognition that the Policy Schedule would need to be reviewed to avoid Governors being overwhelmed in Autumn Term.

## 8. Governing Body Business

**i. Recognising Success:** Appreciation to be conveyed to Jon Thorley-Wraight and the Cleaning Team for their contribution to keeping the school safe over recent weeks.

**ACTION: DM**

**ii. Membership:** The Chair reported that the terms of office of Sarah Morgan and Emma Mason were due to expire in August but that both would consider over the summer whether they wished to be reappointed. It was confirmed that Emma Fuller was due to continue to serve as Governor until May 2022.

**ACTION: Chair**

**iii. Calendar of Meetings 2020/21:** The Clerk was requested to prepare a draft programme of meetings based on the current cycle of dates. All meetings to continue to start at 7pm.

**ACTION: Clerk**

## 9. Date of Next Meeting

To be advised.



Chair

*The Meeting ended at 8.57pm*

