



**Minutes of Willingham Primary School
Full Governing Body Meeting
Wednesday 23rd September 2020 at 7pm (Virtual)**

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)
Angela Walker (AW)

Also in attendance: Trudie Davidson (Camclerk)

The meeting was quorate

1.	<p>Election of Chair & Appointment of Vice-Chair of the Governing Body The Clerk reported she had not had any nominations for the position of Chair and one nomination for CS as Vice-Chair.</p> <p>Governors in attendance voted and <u>RESOLVED</u> that KS would continue as Chair and CS Vice-Chair.</p>
2.	<p>Apologies and Welcome from the Chair Apologies were received from Dan Lentell and Kate Van Dort.</p> <p>KS welcomed everyone to the meeting and reported she had been into school a couple of times (following all the social distancing guidelines) and was amazed at how smoothly everyone was managing 2 weeks on. It was obvious a lot of hard work had taken place, and she wished to pass on huge thanks to everyone in the school for making it one of the calmer places in society during this difficult and challenging time.</p>
3.	<p>Annual Declarations of Interest/Code of Conduct (previously circulated) The Clerk had previously circulated the Code of Conduct and the Pecuniary Interest forms with the request that, in the absence of face-to-face meetings, the forms be signed, scanned (or electronically signed) and emailed back to her. ACTION: All governors to complete this by end of next week.</p>
4.	<p>Minutes (previously circulated)</p>

The Minutes of the meeting of the Governing Body held on 26th June 2020 were APPROVED as a correct record and will be formally signed by the Chair who will send a copy to the Clerk and the school. **ACTION: Chair to complete.**

Actions outstanding and matters arising (not covered in the agenda):

- i. Policy schedule – Chair and SA to review policy review schedule **ACTION: c/f**

5. **Head Teacher's Report** (previously circulated)

Governors were invited to submit questions in advance. These and questions submitted during the meeting are summarised below.

In KVD's absence DM reported that he had been at the Honeypot team meeting this evening with staff and it was very positive. There had been positive feedback from parents at the school gate and he was impressed with the amazing work taking place to keep the youngest children as safe as possible.

In the primary school there had been around 94% attendance (national average being 88%). DM reiterated that staff were working incredibly hard and beyond their job descriptions. Lunchtimes were proving difficult ensuring staff were getting sufficient breaks. Will continue to talk to staff and this will be looked at next week.

Most children have settled back well with routines, and sitting and working, and it was very pleasing to see work in books across the school stronger and better than pre-last September. There are some gaps which will need looking at.

Q. What was the attendance for Free School Meals (FSM) pupils?

DM - Attendance is lowest in the FSM group. Not sure why yet, most have come back but have had more time off. Some are self-isolating due to a sibling, some may be slow to access tests for varying reasons. Pleasingly this is in line with the national average but there is more work to do and AW/JS will be doing an attendance analysis next week.

Q. Will the absence analysis be able to differentiate between COVID and other reasons?

AW/DM – yes there is a specific COVID code and these absences will be removed first to check against historical absence data.

Q. Although reassured by the good attendance rate, are there any children who have not returned at all?

DM – yes there are a very small number who have not returned including some who have moved out of county and we are following up on this.

Q. Will there be additional provision needed to ensure safeguarding for FSM children not attending?

DM – Yes when isolating it was easier to keep checking on children as staff had time for food deliveries, book drops and zoom calls but this is harder now staff are teaching. The school are still responsible for providing food packages to FSM children who are isolating so looking into this. If need be we will recruit or increase hours (ie new TA and cleaner hours will also be increased to cover lunchtimes to free up teachers).

Q. Can you clarify catch up tuition is prioritised for those most vulnerable - is this most need of support no matter what their status or is it priority for vulnerable children even if they are achieving?

DM - Maths, Reading and Writing will be assessed alongside FSMs and information from parents' evening next week. Will also refer to the mission statement to ensure those who have less time left in primary to prepare for secondary school get help. All information and data will be looked and judgements made on what we know about the child and how long they have left in school, so 'most in need' rather than 'vulnerable'.

Q. Can you give details of your distance learning plan - just in case changes are brought in?

DM – DM and AW had meeting on Monday to look at the guidance and felt incredibly overwhelmed at what needs to be provided (daily catch-up and lessons including videos with content and time spent similar to that provided in school). Felt impossible to provide this alongside also teaching those in school whilst maintaining staff wellbeing but, starting next week, will be using Oak Academy and White Rose alongside bespoke WPS content. Content for home learning might be slightly different from what is delivered in school, but it is broadly the same material. Maths is possibly the trickiest subject and we may use some of the COVID money to release teachers to prepared slides and videos.

It is important to remember most children will not actually be off school for long (maximum of 10 days unless very ill in which case they would not be accessing).

There is some concern around more vulnerable pupils and how they will access. Some plans are in place (ie using the IT curriculum to teach them how to access) but unsure what is happening around laptops for those without the technology. School can produce paper copies but this will not be the same as other children are accessing. The key will be to get children back into school as quickly as possible.

Q. How can we increase, both practical and understanding, of what others are doing (ie local hubs to share)?

DM – Other schools are at different positions locally – WPS were ahead in terms of use of MS Teams, online videos, Loom videos and use of Zoom sessions compared to the cluster schools. However, WPS will continue to look further afield to gain the best insight into what good practice is evident in other schools.

Q. How will OFSTED inspections look at distance learning?

DM - The framework has not changed but there should be nothing formal for Section 5 and 8 until possibly January. There should be "help and support" however they will be sending a letter to parents.

EF - Two schools have had a visit recently. **ACTION: EF to forward information.**

DM - has one set of questions he is able to share. **ACTION: DM**

Q. Can the governing body support in any way?

DM - Thank you for the offer. We need to get through Thursday's PD Session and look at it next week. DM will come back to FGB if need be.

Q. I had wanted to say how pleased I was that the Corkscrew Theatre Group came to the school. Daughter enjoyed the production very much. My only note was to say

	<p><i>that some more notice would have been good (the email alerting parents came less than 24 hours before curtain up). Also, it would have been useful to have received some supporting materials, similar to the "now you have read this book together, ask your child the following questions" - type guidance. Quite a few parents had forgotten the story or missed the email. As John Gielgud would say in rehearsals, "more and better please."</i></p> <p>Chair proposed this was an operational matter. DM acknowledged that greater communication could also support and that the Oscar Wilde classic is in the Y12 Literary Spine, with the pupils studying the book later in the year. There was a last minute chance to get the group into perform the play so WPS took that chance. DM was glad to hear that the Governor's daughter enjoyed the performance.</p> <p><i>Q. I'm very glad that the School Safety Marshals are out every day.</i></p> <p>DM – they have been very successful so far. Did have a couple of more aggressive responses early on but this has quietened down.</p> <p><i>Q. What are the rules around the school's stock of tests?</i></p> <p>DM - there are strict rules (see report) and DM has now completed training. Two had already been sent out and will be replenished (can only do this in 10s at certain times).</p> <p><i>Q. Are the tests allowed to be used for key staff?</i></p> <p>DM - Yes all staff are able to access.</p> <p><i>Q. Delighted with increase in numbers on school role – are they WPS or WPS and Honeypot?</i></p> <p>DM – yes it's very pleasing – 324 as of today (just WPS). Honeypot has around 60 on role.</p> <p><i>Q Has there been more than normal safeguarding referrals after the summer holidays?</i></p> <p>DM - There was a major increase during lockdown and there are a few we are still worried about and are working with, but referrals have not been as high as might have been expected. This could be good but they may come in later. All staff had a safeguarding update at the start of term as a reminder.</p>
7.	<p>Governor Visits Schedule</p> <p>DM reported that after the latest risk assessment and following all current procedures there was no reason why planned visits could not take place in some capacity following safety guidelines.</p> <p>KS agreed and suggested governors give the school until half term but then visits and reports should re-start and aim to be up to date by January 1st 2021. Anxieties were understandable and if any individual governor has specific anxieties please speak with KS.</p> <p>ACTION: All governors to arrange in advance visits to school between half term and Christmas</p>
8.	<p>Appointment of Committees, Adoption of Terms of Reference & Updates</p> <p>Committees to stay the same.</p>

- i. Finance & Premises – LJ reported there were minor changes to the Terms of Reference around new bank signatory, quotes etc. LJ asked the Clerk for confirmation around business interests. Clerk confirmed Pecuniary Interest forms were collected and held by herself and the school, and information would go on the website. Any interests specific to the agenda should be declared at the relevant meeting.

LM thanked JA for all her great finance work on the budget. There should hopefully be another window for claiming COVID costs.

Q. Will Ofsted want evidence of COVID spending?

JA/DM - Yes we are able to put a different cost centre code to track spending

Q. It is important to recognise wider school commitment – ie WSA work on raising funds has been excellent.

DM – agreed, they are funding some of the running track and other things are planned.

- ii. Personnel – SA reported the Personnel Terms of Reference have been sent round.

Q. Does there needed to be a minimum number of governors on the committee for sign-offs?

SA – Yes. Do have enough at the moment if no absences. **ACTION: KA & SA to discuss re new governor recruitment.**

Q. Is there a recruitment update?

SA - Interviewing on Friday for KS 2 Phase Leader. Have got some good candidates. Did think hard about face-to-face interviews and how to do this safely. We should know the outcome on Monday. SA thanked governors involved for giving up their time for this.

DM – we have also recruited 1 new TA and are considering whether a further TA is needed.

SA reported the Head Teacher review has been done. DM submitted a lot of very good evidence. Will now be doing shorter termly reviews focussing on objectives due to exceptional circumstances. Wider staff reviews will be around 1st week of October to allow JA to put payments through by 14th Oct.

- iii. Curriculum - SM reported Terms of Reference will be discussed at first meeting. DM will be writing a 100 days COVID Recovery RAP.

ACTION: All committee Chairs to circulate Terms of Reference once finalised.

Q. Could DM give an update on the drainage situation?

DM - The work will hopefully be completed next week. LA agreed to pay and do most over the holidays but had a slight problem with flow and needed a pump which turned up last week. Once finished the running track can be put down. The insurance will cover new carpet in the office and DM's office and new phones.

Q. Will this cure the puddle outside the school?

DM - The plan was to link the soakaway under the puddle to the new soakaway however they thought oil may have been found. This is now not the case so they were linking last week.

Chair requested committee Chairs to circulate dates of meetings as soon as possible and that they could tie in to allow minutes to be included in FGB agendas.

ACTION: committee Chairs

Governors discussed how many committee meetings would be required this year. Chair proposed that as curriculum is more routine it needs 2 meetings per term. Finance and personal may need more at busier times. Will keep review of committees on each agenda but if they haven't met that's fine.

9. **Policies** (previously circulated)

i. Safeguarding policy

The safeguarding policy (based on LA model) was previously circulated. Governors agreed to ratify this policy pending review by EK who would email any questions after the meeting. RESOLVED.

ii. Green policy

KS proposed that since the implementation of the safe parking zone, the school should implement a Green Policy to encourage all staff, children and families who live within a certain distance to walk to school.

Q. Should the school council should be involved?

DM - School Council were not meeting at the moment but this would be perfect for them to be involved in.

Q. How would staff react if they lived in Willingham and no longer had a parking space?

DM - This term more have been walking, there has been a shift with both staff and parents so now is potentially a good time to look at this.

CS noted governors could look at best practice (ie in Sweden) for provisions for bad weather.

DM suggested looking at Cycling to Work scheme

Q. Where would parents put their bikes while taking children to the classroom?

KS - logistics need looking at and thought through.

DM suggested governors could involve local press and Halfords. There are ways to make it 'a thing'. However, he noted it would be a lot of work and staff don't the capacity to push it at the moment.

	<p>KS proposed a working party be set up. ML volunteered to be part of the working party. ACTION: anyone else interested in taking this forward should email KS.</p>
10.	<p>Governing Body Business</p> <p>KS reported that SM and EF have agreed to carry on for another term of office.</p> <p>Further to Chair's Action resolution at the last meeting KS proposed decisions should now go back to the full governing board as previously. All agreed. <u>RESOLVED</u></p> <p>Governor Services Updates – Clerk circulated dates previously and KS urged governors to sign up for one if possible as it is crucial to stay informed at the moment. ACTION: All to sign up if possible.</p> <p>Link Governors – KS and CS will be doing a review. ACTION: any governors not happy with their current responsibility to email KS.</p> <p>Skills audit last year is still valid ACTION: governors to send any updates to KS.</p> <p><i>Q. Is there any reporting on staff wellbeing?</i></p> <p>AW – everyone is overwhelmed but very pleased to be back. Lunchtimes are difficult but these are being looked at. SMT are talking each week about any problems and trying to change where can or keep an eye on, especially home learning. Staff are getting tired and need some 'headspace' time, children were excited when they first returned but hard keeping stamina up. Will be reviewing each week and staying aware.</p>
11.	<p>Date of Next Meeting</p> <p>11th November 2020 at 7.00pm (virtual)</p>
12.	<p>Review of Outcomes from Meeting/ Key Messages/ Close</p> <p>KS reiterated her heartfelt thanks to everyone involved in the school during such a tough time. The next few weeks are again unclear but if the governing body can help they will.</p> <p>DM thanked governors for their support.</p> <p>Meeting closed: 20:40</p>



Katy Stevenson
Chair of Governors
23/09/2020