



Minutes – Full Governing Body (FGB) meeting (via zoom)

Tuesday 19 May 2020 at 2pm

Start time: 2pm

Papers issued before the meeting: Extraordinary Heads Report, Self-Evaluation Form, Accessibility Policy and Relationships, Sex and Health Education Policy.

Attendees:

Governors: Lee Poultney (LP), Rachel Clements (RC) - Chair, Jackie Ferguson (JF), Joan Reading (JR), Diana Franks (DF) and Louise Nightingale (LN)

Clerk: Janet Ellis (JE)

1. Apologies:

Hanene McPhail (HMCP) and accepted.

2. Declaration of interests

No interests were declared.

3. Chairs Actions

There were no Chairs actions to report, however Dr Clements took the opportunity to thank Mr Morris, who unfortunately has resigned his position on the FGB and as a volunteer at the school; she stated that she would write to Mr Morris to thank him for his contribution to the school. Dr Clements then noted there would be an 'AOB' item regarding the re-opening of schools.

Action

RC Email Mr Morris with thanks from the FGB

End May

4. Approval of minutes

The minutes from: 12 December 2019, 26 February 2020 and 27 April 2010 were approved. The confidential minutes will be considered at the next face to face FGB.

5. Matters Arising from the minutes

12 December 2019

Governor monitoring training – would be reconsidered as a future FGB agenda, when there was more certainty regarding training options available.

e-safety – Dr Reading attended the lesson conducted by Mrs Nightingale.

Absence statistics – were provided on the 'normal' Heads Report.

Parent questionnaire – due to current circumstances this action was not completed and needs to be carried forward. Dr Clements stated she would reconsider the action after the half term.

26 February 2020

Learning walk 'training' – was not organised by HMCP, due to current situation; this action will be carried forward.

Actions

JE	Governor monitoring training to be on future FGB agenda	Completed
RC	Parent questionnaire – consider options	June
HMCP	Learning walk training to be re-scheduled	Autumn 20

6. Extraordinary Heads Report

Mr Poultney took Governors through this new format report, which had been introduced to cover the Covid-19 situation. He updated that the maximum number of children attending the school on one day had increased to 11 and one vulnerable child, who hadn't previously been attending school, was now attending. He further stated that the school had been in the pilot of the new 'Baseline Assessments' and had been successfully externally moderated; therefore, the nationwide introduction of these in September 2020 did not present an issue for the school.

The *FGB challenged as to what transition arrangements were possible this year* and Mr Poultney commented that internally something may be possible; however externally it was still not clear what the situation would be so no firm plans were yet to be formulated. Dr Clements suggested one approach may be to let children have extra days in middle school without other children being there. Mrs Nightingale told FGB that she had been in contact with Bredon Hill with regards to the Special Educational Needs children who would be going to the school from Broadway First.

Mrs Nightingale commented on the worrying situation that children were not generally as engaged or motivated as was previously the case during lockdown.

Mrs Franks took the opportunity, on behalf of the FGB to thank Mr Poultney and all his staff for their continuing hard work at the school in extremely difficult circumstances.

7. Finance and Premises Committee

Mrs Ferguson informed FGB that the meeting will take place on Friday 22 May at which they hoped to agree the 2020/21 budget. She stated that the new budget looked healthy partly due to the end of year (2019/20) budget position and the increase in block funding this year; she added that the committee also hoped to make progress on the capital budget.

8. Policies

Accessibility Policy – this was agreed by FGB, on behalf of the Quality Committee which did not meet in March due to Covid-19.

Website review – Mrs Ferguson kindly volunteered to conduct the next review

Relationships, Sex and Health Education (RSE) Policy – Mr Poultney explained that the main change in this policy area was that health and relationship teaching was now compulsory, however the teaching of sex education was not compulsory at primary level. The FGB had no amends to suggest to the content, therefore they approved the policy; however, they highlighted some issues with the formatting of the policy which they asked Mr Poultney to review

Action

JE	Accessibility Policy - Post up on website	Completed
JF	Statutory website review	End June 20
LP	RSE policy - Complete amends and post on website	End June 20

9. Self-Evaluation Form (SEF)

Mr Poultney explained that the School Improvement Advisor (SIA) had spent some of their allotted time with the school on this document, which has now been more closely aligned to the new Ofsted framework; he further stated that it was an important work in progress document which he hoped to update once a term.

Dr Clements thanked Mr Poultney and stated that the document was very well written and set out the school's strengths very clearly; but asked that more distinction was made in the text with regards to evidence and areas for development.

FGB questioned what the review of governance action was and Mr Poultney said he would clarify this with the SIA as it had been added by them.

Mrs Ferguson asked Mr Poultney to clarify what sequencing meant, to which he stated it was about the school sequencing learning, building on what children already knew, i.e. progression. He informed the FGB that every subject would have a progression map, detailing outcomes from pre-school to year 5. He also noted that eight topics would now be taught on a two-year cycle, so four different topics per year; as this would allow a greater depth of learning.

Actions

LP Clarify review of governance action with SIA and amend SEF June 20

10. AOB – School re-opening

Mr Poultney outlined the current situation as far as it was known, i.e. that schools had been asked to reopen to pre-school, reception and year 1 children from 1st June, plus continue with 'key worker' provision. He also stated that the Cluster had agreed that Year 5's would not be invited back at the moment, despite that being the final year in First schools.

He informed the FGB that the situation was constantly changing and documentation was still to be received but he was in receipt of a 45-page Risk Assessment template. He also told the FGB that he had written to parents with FAQ's and to also gauge who was likely to send their children back on the 1st June from the specified group.

The FGB accepted the fluidity of the situation and agreed that no extra paperwork should be completed for the FGB.

Mr Poultney stated that planning for 1st June was already in motion and the school were considering staggered start, finish and break times, a one-way system around the school and separate play areas etc. he also noted that if reopening did occur the suggestion was for the school to operate for 4.5 days a week to allow teachers working within the school premises their Planning, Preparation and Assessment (PPA) time.

After discussion on practical scenarios, including placement of desks, use of desks in Early Years and the 2-metre social distancing rule the FGB agreed in principle to the school reopening on 1st June if safety could be maintained and risks for staff and children be kept to a minimum. Mr Poultney agreed to consult with the Chair and Vice Chair on this ongoing situation and final decision.

Action

LP Manage reopening situation with Chair and Vice Chair Ongoing

Meeting closed 3.10pm