

NON-CONFIDENTIAL MINUTES
OF VIRTUAL FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 13th July 2020

Chair for this Meeting:	Joanne Lambdon (JL)
Clerk:	Susan Cherry (SC)
Meeting held at:	Burghfield St. Mary's School, 11.00 am
Present:	Antony Gallagher (AG), Geri Briggs (GB) (Left Item 14 at 12.47 pm), Karen Carmichael (KCA), Anthony Dench (AD), Steve Dunham (SD), Dave Godwin (DG) (Joined the Meeting Item 6 at 11.44 am, left Item 8 at 12), Carol Jackson-Doerge (CJD), Joanne Lambdon (JL) Ruth Leuillette (RL) (Joined Item 8 at 12.08 pm), Deborah Marsden-Kwan (DMK) Craig Hudson-Peacock (CHP), Colin Thompson (CT).
In attendance:	Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<p>Opening Prayer and Apologies. A Foundation Governor led the Meeting in the opening prayer.</p> <p>Apologies were offered and accepted from Lenice Prosser. Dave Godwin and Ruth Leuillette had both indicated they would be late.</p>	
2.	<p>Declaration of Pecuniary Interests.</p> <p><u>2.a. Pecuniary Interests.</u> No pecuniary interests were declared.</p> <p><u>2.b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.</p>	
3.	<p>Governing Body Matters.</p> <p><u>3.a Co-option of the current Chair, Election of Chair and Vice-Chair and agree end dates.</u> The current Chair (who is a co-opted Governor), term of office is due to expire on 6.9.2020.</p> <p><u>Governors agreed to co-opt the Chair for another term.</u></p> <p>The Meeting then moved on to the election of officers. The Clerk confirmed no Governors had indicated they wished to stand for the post of Chair. The Chair indicated she was happy to re-stand for the post of Chair. <u>The existing Chair was therefore duly re-elected.</u></p>	

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<p>Q: The Chair then asked if the current Vice-Chair was willing to continue to serve in office. A: He indicated he is happy to do so. <u>Governors agreed the current Vice-Chair will continue in Office.</u> <u>The End Dates agreed will be the end of September 2021.</u></p> <p><u>3.b Posts of Responsibility and Committee Membership.</u> Q: The Chair asked Governors if they were happy with their current posts and wished to continue to serve on the Committees they were members of at present. A: All agreed they were. <u>The Clerk will list this on the next FGB Agenda when the new Parent Governors will be in post.</u> <u>The Chair of the FGB reminded the Committees to elect their Chairs at the first Committee Meeting of the new term.</u></p> <p><u>3.c Appoint 3 Governors to the Pay Panel.</u> The Governors agreed the decisions regarding the performance management process and pay awards were the responsibility of the Staffing Committee. This will therefore form the Pay Panel.</p> <p><u>3.d Elect new Chair of Sites and Buildings Committee.</u> <u>Governors agreed to postpone this until this Committee next meets.</u> <u>The Clerk will list this on the next Agenda.</u></p> <p>Q: A Governor asked if a Sites and Buildings Meeting needed to be scheduled prior to November. A: The Headteacher informed Governors the Reception class roof is being replaced shortly, with work due to commence on resurfacing the playground and removing the tree root. Both matters have already been discussed at previous Committee Meetings so only an update will be required. Another Governor on this Committee made the point that Governors need to carry out a walk around; it may be too early to do this in September. <u>Governors agreed the next Sites and Buildings Committee Meeting will take place on 20th November as per the Schedule.</u></p> <p><u>3.e Vote to re-appoint LA Governor.</u> The Clerk advised the paperwork was now complete and all that remained was for Governors to formally re-appoint the LA Governor. <u>Governors discussed the skills required and agreed her skill set was clear and agreed and would be an asset to the Governing Body. She was duly re-appointed to the Governing Body.</u></p> <p><u>3.f Resignation of DG as a Co-opted Governor and his appointment as an Associate Governor.</u> The Chair advised DG had agreed to resign as a Co-opted Governor. The intention was to re-appoint him as an Associate Governor.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>This removed the burden of having to attend Meetings which has proved difficult as he is so busy professionally and personally while still allowing the Governing Body to benefit from his experience.</p> <p><u>Governors agreed to appoint DG as an Associate Governor.</u></p> <p>The Chair wished to formally thank DG for all his hard work while serving as a Governor and looked forward to continue working with him as an Associate Governor.</p> <p><u>3.g Co-opt RL as a Co-opted Governor.</u></p> <p>The above Governor's term of office as a Parent Governor is coming to an end. She would like to continue to serve the Governing Body. The Chair feels her skills have proved of great value to the Governing Body and this is why she wishes to propose that she be co-opted to the space vacated in Item 3.f.</p> <p><u>Governors voted to co-opt RL onto the Governing Body.</u></p> <p><u>3.h Update regarding Foundation Governor vacancies.</u></p> <p>The Clerk reported the Diocese have approved Rev G Lautenbach as a replacement for LP when her term of office expires in September. She has been sent the Annual Schedule of Meetings, other Induction paperwork and details of online training available.</p> <p><u>The Chair asked the Clerk to add her to the Contact List, Governor Hub, the Key, provide her access details to the website and anything else she might need.</u></p> <p>The Chair wished to formally thank LP for her service.</p> <p><u>The Clerk advised the Application Form for the other Foundation Governor to extend her term of office has been forwarded to the Diocese. She will report back when any further information is available.</u></p> <p><u>3.1 Update to Annual Report Statement.</u></p> <p>The Governor responsible for this explained this would look a little different this year. There will be a section on the impact of COVID 19, another on the SDP which will require significant amendment, another on the results achieved over the first two terms which will be written by the Headteacher and another section on the Budget which the Business Manager is preparing.</p> <p><u>He is planning to have a draft ready to share with Governors at the next FGB Meeting.</u></p> <p><u>Once this draft has been finalised and pupils have returned to school, the Governing Body's aims can be agreed upon at the Meeting in September. The Clerk will list this as an Item on the Agenda for the next FGB Meeting.</u></p> <p><u>3.j PPG Annual Report.</u></p> <p>The Governor responsible said there is no point starting to write this until September.</p> <p>The Clerk advised HCC had prepared a draft template because of the challenges faced by Governing Bodies writing this Report because of the impact of the Lockdown.</p> <p><u>She will obtain a copy and send it to the Governor responsible for producing this document.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>CT</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Please also refer to Item 3.d on page 2. Fencing will be erected around the whole of the Reception class to ensure the safety of pupils.</p> <p>He also informed Governors that there has been no re-emergence of the Japanese Knotweed on site which means this area of the hedge can now be cut.</p> <p>Q: A Governor asked if Funtastic Kids will carry out their own risk assessment for the Summer Holiday Club.</p> <p>A: The Headteacher said yes adding he and the Business Manager are meeting with them tomorrow.</p> <p>Q: Will a risk assessment be carried out ahead of the return of pupils in September.</p> <p>A: The Headteacher said yes advising his plan is to work on it in the summer. He has received updates from the LA and the Unions. He will also wait and see how the virus progresses over the summer.</p> <p>There will two INSET days on the 1st and 2nd September so he can share the risk assessment with staff and discuss how the school will operate.</p>	
6.	<p>Safeguarding Update (Standard Agenda Item).</p> <p>The Safeguarding Governor advised she attended the Safeguarding Forum on 8th July which was held via Zoom.</p> <p>The emphasis was on sharing the experiences had over Lockdown and since the return of pupils on 1st June. Her approach has been to trust the Headteacher and Deputy. She has every confidence in them and has waited for them to seek her support if necessary; she has been conscious of not wishing to add to their workload.</p> <p>The Forum also considered the well-being of staff and pupils, particularly those vulnerable pupils on roll.</p> <p>Another matter discussed was e-safety being a priority for schools now much more work is happening online.</p> <p>Finally, the changes to 'KCSIE September 2020' were reviewed.</p> <p>She wondered if the annual check of the SCR needed to take place this year. From a risk point of view the Register has been checked the last 2 terms and is up to date. She also does not wish to endanger pupils, staff or herself by un-necessarily visiting school.</p> <p>Governors then discussed the suitability of the Safeguarding Policy. The LA advised it is due to be reviewed shortly; this time any changes will be highlighted.</p> <p><u>The Safeguarding Governor said she will review our Policy once the changes to the County model have been carried out.</u></p> <p>The Deputy Heateacher advised that most pupils with EHCPs had been in school, this offer had been extended to their siblings.</p> <p>She has also continued to monitor other vulnerable pupils and has had regular contact with them. A number have received home visits to have resources and food boxes delivered.</p> <p>Q: The Safeguarding Governor asked if she had any particular concerns as a result of her observation of/contact with pupils with EHCPs/and other vulnerable pupils.</p>	Clerk

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	<p>A: Some families have had difficulties at home. Those who have not been in school have had the opportunity to return for end of year picnics.</p> <p>Q: Another Governor asked what type of support had been offered to these families.</p> <p>A: The Headteacher said the Deputy and year 6 teacher have been in regular contact with families. The Deputy added most are coping well but there are times when they just need to talk through their concerns and problems. She is just there to listen and direct them to external agencies as appropriate.</p> <p>She has also sent out advice on e-safety. This is also covered in year 6 and she is aware the year 6 teacher has issued her own guidance to her pupils.</p> <p>Q: Another Governor asked if any causes for concern had emerged from her regular contact with families.</p> <p>A: No. Often her role is just to be a sounding board and to do her best to reassure people. It has been hardest for those families whose children have not been able to return to school at all.</p> <p>Q: Is there any mechanism for continuing to provide support over the summer.</p> <p>A: The Deputy Headteacher made it clear she will not abandon those families she has been looking after.</p> <p>A: The Headteacher added he too will be available over the summer to parents if they need him. Food vouchers will continue to be supplied to eligible families.</p> <p>Q: A Governor asked if the LA can provide any further assistance.</p> <p>A: The Headteacher thanked her for the offer but said not at this stage.</p> <p>A: The Deputy Headteacher said the EP Service had been very helpful and were talking direct to a number of families.</p>	
7.	<p>Curriculum Updates (Standard Agenda Item).</p> <p>The Headteacher said he is in the process of reviewing the catch-up curriculum. Both the Deputy Headteacher and the year 6 teacher have been attending relevant Webinars.</p> <p>On 1st and 2nd September there will be two INSET days dedicated to devising the plans for the autumn term.</p> <p>Q: A Governor asked if the curriculum from September will be different.</p> <p>A: The Headteacher said the curriculum will have to focus on ensuring any gaps are addressed and pupils can catch-up. There is funding available but he does not believe the school will quality.</p> <p>There will be pupils who have done no work at all and others who have been very well supported at home. Supportive assessments will therefore take place the 3rd week of term to see where pupils are.</p> <p>The Deputy Headteacher reassured Governors teachers are well used to identifying gaps and devising strategies to close these. It is what they do. She added the support of the TAs on staff will be invaluable.</p> <p>Q: Will the focus be on English and Maths.</p> <p>A: The Headteacher said the focus will be on providing emotional support to pupils and ensuring they feel safe. But if teaching is limited to English and Maths pupils will switch-off.</p> <p>Q: Are there guidelines from the Government or has the ownership of the contents of the curriculum been left to schools.</p>	

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	<p>A: Schools can decide; next term's topic is art based and resources have already been purchased.</p> <p>A: The Deputy Headteacher said she had her year 6 colleague had attended training last week on the 'Catch-up Curriculum' and it was reassuring to note that many of the strategies suggested the school already employs.</p> <p>A close eye will be kept on those year groups who have not been able to return to school.</p> <p>Lockdown has allowed her to develop further the relationships with many parents and she intends to pursue this in the autumn term.</p> <p>The Headteacher also advised that the new RSE curriculum does not now have to be in place until the summer of 2021. He has to decide how to consult with parents, via a Parents Evening or virtually.</p> <p>A Governor suggested both options could be employed so as many parents as possible could be reached.</p>	
8.	<p>Headteacher's Verbal Report.</p> <p><u>8.a Staffing Structure for Summer Term.</u></p> <p>The school has recruited a new teacher, Charlotte Norton, to work in year 4.</p> <p>Over the last few months 3 TAs have left or resigned. Another is on a fixed term contract which is due to end this term.</p> <p>Four new TAs have been appointed. One will work with a child joining year 6 with a high value EHCP and will provide support for the rest of this year group and year 5. She is also an HLTA which will hopefully reduce the need for supply.</p> <p>There is another TA to support a child with an EHCP in year 3 with another due to work part-time in the mornings and over lunchtime in year 4. Another will work in year 1.</p> <p>The two LSAs working in years 3 and 4 are on one-year fixed-term contracts.</p> <p>Barna Ahmed is moving to work in year 4 and Laura Parry will support the new year 5 cohort who she knows well.</p> <p>The Headteacher thanked the Chair for participating in the interview processes for all of the above appointments.</p> <p>He said the school has a good team in place for September.</p> <p><u>He agreed to share the Staffing Structure with the Governors.</u></p> <p>Q: A Governor asked if all the staff were happy with their roles.</p> <p>A: Yes.</p> <p><u>8.b Lockdown Update.</u></p> <p>June has gone with positive communication with and feedback from parents.</p> <p>Pupils in year R, 1 and 6 have returned with 3 groups of key workers. Overall, 100 pupils have been back in school every week.</p> <p>Years 4 and 5 have seen the least return of pupils (in terms of pupils in these cohorts in the 3 key worker groups) so will be targeted for additional support in September.</p> <p>Q: A Governor asked if there have been any unhappy parents.</p>	AG

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A: The Headteacher said a few have complained to West Berkshire. They have requested Zoom lessons for their children but at the advice of the LA and Unions no school in West Berkshire has offered this.

8.c Transition Arrangements.

The school has arranged end of term picnics for pupils to visit school and meet up with their class teachers. The take-up has been good.

All pupils have received a Transition Booklet, either at the picnic or in their Report.

New year R pupils will be able to watch an online video the Headteacher is preparing introducing, himself, the school etc.

The year R teacher has contacted all parents and Nurseries/Pre-schools.

Q: A Governor asked if all year R pupils will start at the same time in September.

A: The Headteacher said he feels it would be too much for pupils and the year R team. He would like to propose one group starting on the Wednesday, another group visiting on the Thursday with all the class in from Friday.

Q: What percentage of pupils joining year R are siblings.

A: Another Governor said 16 are.

Governors agreed this was sensible.

The Headteacher will invite parents accordingly.

8.d Plans for September.

Please see Item 7 on pages 6 and 7.

The guidance made available has referred to 'bubbles', i.e. class bubbles, year group, Key Stage or whole school bubbles. The one issue not addressed is siblings.

A Governor commented it makes no sense to have class bubbles when so many pupils have siblings at the school. Even year group or Key Stage bubbles would present the same problem.

Q: Another Governor said if a whole school bubble was agreed the school would need to carefully plan what would happen if a pupil or member of staff tested positive for COVID 19.

A different Governor said when sharing the final plan with parents this issue of siblings and how it complicates matters should be explained. She would prefer to err on the side of caution.

Another Governor said the school must bear in mind the science behind the DfE's advice. Logically, the whole school bubble approach is the most sensible but a plan is needed as to what would happen in the event of a positive diagnosis.

The Headteacher said this will be addressed when the risk assessment for the return of pupils in September is written. It may be that if a diagnosis is in a particular year group that year group has to isolate along with siblings. Staff will still mix with pupils but will ensure social distancing is maintained.

He added no whole school assemblies will take place, these will continue virtually.

Lunchtimes will be staggered in three groups with the break after being reduced.

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<p>Q: A Governor asked what about break times. What will happen then? A: The Headteacher said if the whole school bubble approach is adopted pupils will be reminded to ensure hygiene procedures are followed and social distancing requirements met. Playtimes will be outside and no equipment will be used. Drop off at the start of the school day and pick up will continued via the school field. He is still working out what to do about families who have siblings in different year groups. Q: The Chair asked if any Parent Governors had any comments to make. A: A Parent Governor said practical concerns have to be balanced against the risks. Most parents want some form of normality back. Q: A Governor asked if there have been any reported cases. A: No. Any possible incidences have been followed by immediate testing with no cases reported <u>The Headteacher said he will write the risk assessment and share it with Governors over the summer.</u> Q: A Governor asked if a contingency plan will be devised in case a case of COVID 19 is identified or a local lockdown imposed. A: The Headteacher said a contingency plan will be part of the risk assessment. He does not believe it likely a local lockdown will be imposed. West Berkshire as a County has one of the lowest COVID 19 rates of all due to its rural nature and low population density. <u>Governors agreed to record their support of the Headteacher's plans as explained thus far.</u></p> <p><u>8.e After School Provision.</u> The Headteacher advised he is meeting with the Oaks shortly. They could certainly not operate class bubbles. Q: A Governor asked if any external pupils attend the Oaks. A: No. He added the only external children visiting the school are in the Brownies or attend Rock School. These Clubs have both been suspended. He expanded the Oaks Breakfast and After School Clubs will be run from September. Other After School Clubs will start in October.</p> <p><u>8.f Future Ofsted/SIAMS Inspections.</u> Q: A Governor said she had heard Ofsted will in future be carrying out Visits on schools picked at random. A: The Headteacher explained the pool of schools chosen from will be those at RI.</p> <p><u>8.g Leadership Forum.</u> Q: A Governor who had attended the above on 7.7.2020 said the guidance was a Recovery Plan needed to be prepared. A: The Headteacher said this will be discussed at the INSET days on 1st and 2nd September. Q: Perhaps parents could be consulted as to the work pupils have done at home. Q: Another Governor said at the Safeguarding Governors Forum Meeting a suggestion was a Questionnaire to parents regarding the emotional health of families and children and their experiences in Lockdown.</p>	AG
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	<p>A: The Headteacher said this is planned for September. The Deputy Headteacher said class emails could be used. The Chair said this would further enhance relationships with parents.</p> <p>The Headteacher suggested a Lockdown focused Questionnaire be issued to parents at the beginning of the autumn term. <i>He and the Governor who provides the analysis of Parent Questionnaire will work on drafting this together.</i></p> <p><u>8.h Approval of INSET Days.</u> <i>Governors approved the INSET days suggested for 1st and 2nd September at which teachers will discuss the catch-up curriculum.</i> <i>Other INSET Days will be approved in September.</i></p>	<p>AG and RL</p> <p>Clerk</p>
9.	<p>SEND Update to include approval of Annual SEND Information Report. Most pupils with SEND have been in school. As detailed earlier the SENCO has been in regular contact with parents of pupils with EHCPs and other vulnerable groups. Three Annual Review Meetings have been held via Zoom. Some pupils have enjoyed their time at home while others value the structure offered by the school. Careful assessment, monitoring and support will be required in September. She will continue to offer her support to the above groups of pupils over the summer as necessary. Prior to the return in September, she will send home to pupils' ideas of how to prep their children for the return.</p> <p>She advised she had update the Local Offer to parents on the website and had amended the Information Report. The latter had been changed to reflect the loss of an ELSA. She had also tweaked the SEND Policy as appropriate. <i>Governors approved the updated information Report and SEND Policy.</i> <i>The Clerk will update the Policy Review Cycle and update the website.</i> The SEND linked Governor praised her devotion to SEND and other vulnerable pupils and said her plan for the return of such pupils in September was well thought out and comprehensive. Q: A Governor asked if any of the new LSAs are interested in training as an ELSA. A: The SENCO said one or two may be. She will discuss the matter with the Headteacher in due course. There will be a great need to offer emotional support to the pupils when they return to school.</p>	<p>Clerk</p>
10.	<p>Committee Feedback. <u>10.a Finance Committee Meeting 16th June 2020.</u> The Minutes of the June Meeting will be circulated shortly.</p> <p><u>10.b Staffing Committee Meeting 30th June 2020.</u> The Minutes of the latter Meeting are in the secure area of the website.</p> <p>Governors had no comments or questions.</p>	

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11.	<p>Sports Premium Reports. The Business Manager is still writing this. <u>This will be carried forward to the next FGB Meeting.</u></p>	Clerk
12.	<p>Approve programme of Off-Sites Visits for this academic year. The Headteacher said there will be no external visits in the autumn term nor external companies visiting the school. Sealyham will take place in the summer term if the company is still in business. <u>Governors approved the Off-Sites Visit List and any others arranged in support of the curriculum during the year.</u></p>	
13.	<p>Policies: The draft Policies listed below were all on the website. The majority were due for review as part of the annual cycle. Governors had read through them. <u>Governors approved the following:</u></p> <ol style="list-style-type: none"> <u>1 NQT Policy.</u> <u>2 Staff Discipline and Grievance Policies.</u> <u>3 Performance Management Policy.</u> <u>4 Fire Safety Policy.</u> <u>5 LAC and previously LAC Policy.</u> <u>6 SEND Policy.</u> <u>7 Complaints Policy.</u> <u>8 Finance Policy.</u> <p><u>A Governor said with regards to number 3, the front page with the school's Christian statement on the front needs adding.</u> <u>Another Governor said, also with regards to number 3, the date of the Headteacher's Performance Management needs to be before that of the staff.</u> <u>The Headteacher agreed to make contact with the LLP so his PM cycle can be completed ahead of the FGB Meeting in September.</u></p> <p><u>13.a KCSIE September 2020.</u> A Report detailing the major changes is in the website. Governors were urged to read Appendix H of the full document. The SENCO advised the introduction of this new version had now been delayed according to guidance she has received. <u>The Clerk will update the Policies Review Cycle.</u></p>	Clerk Clerk AG Clerk
14.	<p>Any Other Business. <u>14.a Leavers Service.</u> Q: A Governor noted there would be no physical Leavers Service this year. Are there any other plans in place to mark the transition of year 6? A: The Headteacher said a video containing all the elements of a normal Service will be posted online for year 6 on Wednesday.</p> <p>At the end of term picnics on Friday, the Certificates, Bible, Cross and medals will be given to pupils. There will also be a personal message to year 6 only which will be made available to them later this week.</p>	

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	<u>14.b Summer Holidays.</u> Q: The Chair asked the Headteacher to contact her and/or the Governors if he needed to during the summer. They are here to support as needed. <i>A: He said he will contact them at some point to send them his risk assessment for the return of pupils in the summer and will request their feedback at this time.</i>	AG
	Part I of the Meeting closed at 12.47 pm.	

Date of next Finance Committee Meeting: Is 22nd September 2020 at 9.30 am.

Date of next Sites and Buildings Committee Meeting: Is 20th November at 9.15 am.

Date of next Staffing Committee Meeting: Is 10th November at 9.15 am.

Date of next FGB Meeting: Is 28th September. Location and Time to be agreed.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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