



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

FULL GOVERNING BODY - STRATEGIC VIRTUAL MEETING MINUTES

6 MAY 2020 at 5pm

Present:	Andrew Stockton (HT)	Headteacher Governor
	Robert Rees (RR) (Chair)	LA Governor
	Marisa Lamb (ML)	Co-opted Governor
	Sharon Hamblin (SH)	Co-opted Governor
	James Whittingham (JW)	Parent Governor
	Steven West (SW)	Parent Governor
	Roxanne Lines (RL)	Parent Governor
	Rebecca Paddock (RP)	Staff Governor
	Janet Dullede (JD)	Foundation Governor
	Sandy Matheson (SM) <i>from item 14</i>	Foundation Governor
	Richard Mackenzie (RM)	Foundation Governor
In Attendance:	Kelly Reid (Clerk)	Clerk
Apologies:	Lynsey Rose (LR) (Vice-chair)	Co-opted Governor
	Charlotte Weavers (CW)	Associate Member
Quorate:	Yes	

Item		Action
1.	<p>Welcome and Apologies</p> <p>The meeting opened at 5.03pm. Governors were welcomed to the virtual meeting by the chair. Apologies had been received and accepted by LR and CW.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>There were no declarations.</p>	
3.	<p>Agree any urgent business</p> <p>There was no urgent business.</p>	
4.	<p>Minutes of the FGB Strategic meeting held 22 January 2020</p> <p>The minutes of the FGB Strategic meeting held on 22 January 2020 were circulated to governors before the meeting. The minutes were agreed as a true and accurate record and will be signed by the chair.</p>	

5.	<p>Matters arising from the FGB Strategic meeting held 22 January 2020</p> <table border="1" data-bbox="220 226 1351 421"> <thead> <tr> <th data-bbox="220 226 384 259">Item</th> <th data-bbox="389 226 979 259">Action</th> <th data-bbox="984 226 1075 259">By</th> <th data-bbox="1080 226 1351 259">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 266 384 338">22.01.20 14</td> <td data-bbox="389 266 979 338">FGB agenda item: GB officers for 2020-21</td> <td data-bbox="984 266 1075 338">Clerk</td> <td data-bbox="1080 266 1351 338">Yes</td> </tr> <tr> <td data-bbox="220 344 384 416">22.01.20 14</td> <td data-bbox="389 344 979 416">FGB Strategic agenda item: Placement of modular unit for additional class</td> <td data-bbox="984 344 1075 416">Clerk</td> <td data-bbox="1080 344 1351 416">Yes</td> </tr> </tbody> </table>	Item	Action	By	Completed	22.01.20 14	FGB agenda item: GB officers for 2020-21	Clerk	Yes	22.01.20 14	FGB Strategic agenda item: Placement of modular unit for additional class	Clerk	Yes	
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6.	<p>Finance and Resources Committee minutes</p> <p>The minutes of the Finance and Resources Committee were circulated to governors before the meeting. The draft budget for 2020/21 was reviewed at this meeting and the committee had recommended that the full governing body approve the budget.</p>													
7.	<p>Approve 2020/21 and three-year budget</p> <p>The 2020/21 three-year budget had been circulated to governors before the meeting. The headteacher commented that the figures for the next three years put the school in a secure financial position. The school is fully staffed, and the budget includes the appointment of four additional Learning Support Assistants (LSA). Underpayment for residential and day trips is factored in the budget. A surplus of £18,000 is anticipated.</p> <ul style="list-style-type: none"> • Total Income: £1,762,559 (one million, seven hundred and sixty-two thousand, five hundred and fifty-nine pounds) • Total Expenditure: £1,747,045 (one million, seven hundred and forty-seven thousand and forty-five pounds) • In-year Surplus: £15,514 (fifteen thousand, five hundred and fourteen pounds) • Cumulative Surplus: £18,808 (eighteen thousand, eight hundred and eight pounds) <p>Q - What happens once the budget has been approved?</p> <p>A – It is uploaded to the local authority who monitor spend against the budget set, as do governors. A revised budget is produced in October where we consider if tweaks or significant changes are required.</p> <p>Governors approved the 2020/21 three-year budget.</p> <p>The chair thanked the headteacher and Louise Leon for their work preparing the budget.</p>													
8.	<p>Headteacher's update</p> <p>The headteacher gave a verbal update to governors. The school has established an average of 20-22 children in school daily over the week. Children are from key worker families or are vulnerable. There is a higher percentage of vulnerable children attending than the average attending cluster schools.</p>													

Staff keep in close contact with vulnerable children who are not accessing school places. The headteacher is reassured that vulnerable children are being cared for at home well. Children that there has been a concern for are attending school.

The assistant headteacher (AHT) is the special educational needs coordinator (SENCO) and has completed a risk assessment for vulnerable families not in school. The local authority has contacted these families to check that the school is supporting them.

The headteacher commented that the team is going above and beyond in all areas. A sense of community has been retained. The next step is considering how to build momentum and motivation for home learners. This has begun to dip after the initial enthusiasm, especially after the Easter break. There is a focus on targeted activities carefully matched to pupils' confidences. Bespoke work and Zoom activities have been introduced. A governor commented that their child had benefitted from the Zoom activities and the headteacher remarked that all staff have embraced new methods of teaching. Whole class activities include quizzes and treasure hunts. There are also focused teaching opportunities in small groups.

Q – How are you providing free school meals?

A – We decided as a cluster to avoid issuing vouchers. We made food hampers available on a Monday and these are either collected or delivered. There is a 95% take-up of hampers, compared to a 25% take-up when packed lunches were offered. We are confident that children in need are supported by this strategy.

There are regular updates between staff and parents, and this lifts parents' morale as well. Parents have embraced the activities sent home. There has been a drop in email contact. Zoom lessons will be increased with a variety of activities. We hope to introduce live assemblies so that the whole school community can come together. The website and Facebook are used to advise resources. We are confident that there are sufficient resources for parents to provide activities at home, especially when teachers time is focused in school as it begins to reintegrate.

The usual safeguarding procedures are followed in school. There is a COVID-19 appendix issued to the Child Protection Policy. There is a protocol for staff and parents following the introduction of Zoom. Teachers can exclude a child from a Zoom session if they are concerned and this would be reported to the headteacher.

The headteacher and AHT use the safeguarding software CPOMS and are in regular contact over this. The school is persistent if it thinks children should be in school.

Q – Are these children identified as a concern by the school or the local authority?

A – Both. The county has a list of eight children that we watch closely. We have three children in school, and we are satisfied about the others as we contact parents regularly. We have reassured families concerns with our risk assessment procedures. We social distance where we can. It is better for some children to be in school with staff and their friends than at home in an emotionally challenging environment.

Q – Has the education psychology guidance been sent to all parents?

A – Yes, we have shared resources widely, especially on our Facebook page.

There is an effective rota with staff timetabled over two weeks. There is a mix of teachers and LSAs across the weeks so that children see a familiar person from their year group. Support staff are managing well with a balance of administrative work and resource preparation. There is specific and targeted support in school for the increasing numbers of vulnerable children and children with an education health care plan (EHCP). Staff morale and spirits are high. There is an online drive so that teachers can pick up on work. Teachers are flexible in year groups that they work with and picking up activities from the previous day. The leadership team meets weekly.

The chair commented that it was fantastic what the team had put together and wished to convey to staff the gratitude of the governing body. The chair requested that the governing body are alerted if any resources are required.

The headteacher remarked that he wanted to be careful to avoid speculation about the long-term plans and did not want to raise anxiety in staff. It is important to plan and be proactive based on current understanding. The Prime Minister is expected to loosen lockdown on Sunday and the school can anticipate what this might look like. It is anticipated that larger numbers of children will be in school, potentially Year 6. Challenges will be ensuring that there is sufficient staff to teach with social distancing strategies. There will still also be a commitment to children learning at home.

Schools are expected to be asked to review activities to ensure that they are essential or appropriate. Residential visits would not meet these criteria. The school cannot cancel planned residential trips until the local authority does. Currently, the local authority has only cancelled trips up to April. Further guidance is expected from the Outdoor Learning team. The headteacher has written to parents to advise that it is highly unlikely the residential trips will take place. In the likely event that county consider trips not appropriate or essential the school will consider what the implications are for parents.

Q – Is the cancellation of the residential trips covered by insurance?

A – Yes, there is a process to follow. In Hampshire, families will be refunded the full cost of the trip less an excess of fifty pounds per child. We have negotiated with Stone Farm to reduce the cost of the trip by fifty pounds so that families are not at a loss.

The headteacher has also spoken with the parents' association about the summer fair. This would not be considered appropriate or essential.

The priority is to reintegrate children into a warm and welcoming school environment that balances the needs of mental health and academic as the children prepare to transfer to secondary school. The school must be a safe and reassuring place for both staff and children.

The chair commented that it was a challenging time and thanked all members of staff.

9.	<p>Staffing update</p> <p>Support staff interviews will be held next Friday, via Zoom. ML will assist with interviews. It will be challenging to interview virtually as it will not be possible to observe applicants working with children. Instead, wider experiences that applicants have will be explored. Detailed references will be taken and there will be a probationary period.</p> <p>Interviews for the additional emotional literacy support assistant (ELSA) position will be completed by half term if possible. This will be an internal position and there are five strong candidates. A distanced face to face meeting will be held for the interview.</p> <p>Q – What is the deadline for teacher resignations? A – 22nd May. There is no indication that we will not have our current staff in September.</p>	
10.	<p>Placement of modular unit for additional class</p> <p>It has not been possible to meet with the local authority regarding the placement of the new modular building. The headteacher advised that there is only one place that would be suitable and that is where the current music room is. It will be requested that the local authority place a double unit here so that the school can continue to accommodate music lessons – the school is one of the biggest subscribers to the Hampshire Music Service. Two classes would be placed in the modular building with the music room moved internally.</p>	
11.	<p>Hampshire Inspection and Advisory Service (HIAS) Support</p> <p>The headteacher has received the HIAS notification of the outcome of the Leadership and Learning Partner (LLP) review. The school is confirmed as a low priority for local authority support. The chair commented that this was a real accolade and thanked all staff involved.</p>	
12.	<p>Governance during COVID-19</p> <p>The chair commented that governance continues as much as possible. Governors cannot visit but can get in contact with teachers.</p> <p>Potential shortfalls are health and safety. Most of the school is locked down and not in use. The site team is deep cleaning the school and beginning to prepare the building to be reopened. It is assumed that all classrooms will be in use as there will be 10-12 pupils in a class to allow for social distancing.</p> <p>The chair passed on governors’ gratitude to the cleaning team.</p>	
13.	<p>Governor monitoring during COVID-19</p>	

	<p>The suggested monitoring plan for the summer term was circulated to governors before the meeting. Governor committee meetings will continue.</p> <p>Q – What should governors be doing to monitor safeguarding?</p> <p>A – Seek assurance from the headteacher and AHT on the progress of vulnerable children. The feedback from the local authority is that they are happy with the decisions we have taken. There has been a COVID-19 addendum agreed to the Child Protection policy.</p> <p>SM joined the meeting at 6pm.</p>	
<p>14.</p>	<p>Governing body officers for 2020-21</p> <p>A document detailing the organisation of the governing body was circulated to governors before the meeting.</p> <p>Governor roles were agreed as:</p> <ul style="list-style-type: none"> • Safeguarding governor - ML • Special educational needs (SEN) and Pupil Premium governor – ML • Development and training governor (DTG) – RL • Health and safety governor – JW • Literacy link governor – JW • Maths link governor – RM • Year 3 link governor – RL • Year 4 link governor – LR • Year 5 link governor – LR • Year 6 link governor - SW <p>Committee membership was agreed as:</p> <ul style="list-style-type: none"> • Personnel, Performance and Pay Committee – JD (chair), HT, RR, SM, SW, LR, RL, RM • Finance and Resources Committee – SW (chair), HT, SM, ML, LR, JW, RL • Child and Curriculum Committee – LR (Chair), HT, RP, SH, JD, ML, JW, RL, RM 	
<p>15.</p>	<p>Governing body meeting dates for 2020-21</p> <p>Dates for the academic year will be as agreed in January with no changes.</p>	
<p>16.</p>	<p>Governor training particularly WGBT training for 2020-21</p> <p>Governors were requested to consider any areas that they would like to cover with whole governing body training (WGBT). The chair suggested that the use of self-evaluation would develop a strategy for the future. The headteacher commented that looking at the strategic role of the governing body would be a useful refresher. A governor commented that the strategic role of the governors in the expansion of the school would be useful.</p>	

	WGBT will be considered again at the FGB meeting in June.	Clerk
17.	<p>Consider further issues or opportunities of a strategic nature/ recommendations for committees</p> <p>Q – Is staff or pupil absence being recorded?</p> <p>A – There has been no staff absence, staff have been available when they needed to be in. Absence monitoring of pupils during this period is different. All children came off the register on 23 March and are given a Y code to account for the emergency closure of the school. The school is not accountable for children not on site. We do complete a daily register for the DfE so that they can monitor the number of children in school. Due to the current climate, we do expect an extension of the Y code for families that are shielding. We do not expect that absence will be monitored in the usual way in the Summer term.</p>	
18.	<p>Agreed urgent business</p> <p>There was no urgent business.</p>	
19.	<p>Items for the next agenda</p> <p>WGBT will be an agenda item for the next FGB meeting.</p>	
20.	<p>Dates of the next meetings</p> <p>The dates of the next meetings, all at 5pm, are:</p> <ul style="list-style-type: none"> • Child and Curriculum Committee – 13 May 2020 • Personnel, Performance and Pay Committee – 3 June 2020 • FGB Year Leaders' Presentation– 24 June 2020 • FGB 1 July 2020 	

The meeting closed at 6.15pm

Summary of actions

Agenda Item	Actions Agreed	Responsibility	Completed
6.5.20 16	FGB agenda item: WGBT	Clerk	