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**Little Paxton Primary School Governing Body**  
**Minutes for the Meeting of the Full Governing Body held on**  
**Monday 27<sup>th</sup> April 2020 at 6.30pm**

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

**Present:**

Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Katie Delgado	Staff Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Christopher Muwanguzi	Parent Governor
Richard Fairbairn	Co-opted Governor	Paul Warmington (Chair)	Parent Governor
Tim Gawler	Parent Governor	Austin Willett	Parent Governor
David Jones	Co-opted Governor		

**In attendance:**

Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk
Alison Gatward	School Business Manager (SBM)

**1. Welcome and apologies**

Apologies received and accepted from:

Ellen Barrett	Co-opted Governor
Gemma Manning	Co-opted Governor

The meeting was quorate.

**2. Declaration of interest in any of the following items**

No new interests were declared.

**3. Approval of the minutes of the FGB meeting 16.03.20 & review of the agreed actions**

Meeting minutes were circulated to governors for review prior to the meeting. There were no amendments and the minutes were agreed and approved. Signed copies will be provided for storage in school when school returns as normal.

#### **Actions update**

	<b>Action</b>	<b>Who</b>	<b>Status</b>
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	On hold
2019/2020 - 060	Scenario planning for budget carryforward and deficit	HT/SBM	On this agenda
2019/2020 - 062	Review and improve Equality Policy	RF	On hold
2019/2020 – 065	Arrange next Governor visit with SENDCo	EB	On hold
2019/2020 - 088	Save and upload previous FGB minutes	Clerk	Complete
2019/2020 - 089	Share the 10 actions for the next 100 days and updated SDP with governors for their information	HT	On this agenda
2019/2020 - 090	ASC to draft a letter for parent from the GB about OFSTED report and GB changes and share with PW for input.	ASC & PW	On this agenda
2019/2020 - 091	Review website information about GB and work with office to ensure website is correctly updated with governor information.	GP	Complete
2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	In progress
2019/2020 - 093	Contact LA about in-school Governor training options.	TG	On this agenda
2019/2020 - 094	Start a Central Training record including any undertaken since the Leadership and Governance review	GP	Complete
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	In progress
2019/2020 - 096	Share LA yearly business planner with Chair	GP	Complete
2019/2020 – 097	Review policy schedule and standardise policy format	SBM, HT, Office	On-going
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	To do
2019/2020 - 100	Find and circulate link for Safer Recruitment training.	TG	On this agenda

2019/2020 - 101	Invite KD to join the Premises and Health and Safety working group	PW	Complete
2019/2020 - 102	Update constitution of committees and work with school to ensure new GB info is updated on the school website	GP	Complete
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	On this agenda
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	RF	On this agenda
2019/2020 - 105	Contact to contact all Governors with low attendance at meetings.	PW	Complete
2019/2020 - 106	Review date of next C&S meeting	GP, PW, NM	Complete

#### 4. HT Update on provision by school during Coronavirus

Prior to the meeting the Head Teacher (HT) provided the GB with a report on the schools actions in operating and supporting the pupils during the Coronavirus pandemic.

The GB noted that this is an unprecedented situation and a hugely trying time for school due to the rapidly changing situation and guidance. The GB praised the HT and the school for their actions and felt they were doing a brilliant job. The HT told the GB that weeks are challenging and she feels under a lot of pressure to deliver for the pupils. She told the GB that the staff are doing a fantastic job in very difficult circumstances.

**QU: How many children are attending?** Now at about 12 a day although it fluctuates with parent shift patterns. The maximum would be 18.

**QU: What is day to day like and what are the challenges that the team are meeting?** The day starts about 8am when staff arrive in school, children of key workers and vulnerable pupils arrive from 8.30am. The team that is in school do some physical activity to start the day. The children are then split in to groups: EYFS and Y1; Y 2,3,4; Y5&6. In the morning the children do the same work that teachers are setting to children at home as parents were worried that children in school would fall behind. In the afternoon activities are run around a week's theme. Children are provided with a school lunch. In school things are going ok, children seem to be dealing well with the situation and the structure is working. There are a few challenges, these include supporting and monitoring vulnerable children and satisfying parent requests for work for children to complete at home. A lot of time is spent trying to sort out the free school meals issue but there is not much more that can be done. There is a lot of correspondence and guidance from the LA to keep up with.

**QU: How are staff doing?** On the whole staff are ok – people understandably have difficult days now and again but there is regular communication amongst the staff. There are daily Zoom meetings for staff teams. The HT reiterated that everyone is doing a fantastic job. The governors praised the HT and school for how they have risen to the challenge.

**QU: How is the mental state of pupils?** In school the children are happy and doing well. For those not in school teachers are keeping aware of any families that are not engaging on Dojo and ringing anyone who is not, just to make sure families are ok. Some parents have contacted school about their child's mental health and teachers are talking to the child if necessary. The HT talks to any pupils she sees passing by when she is in the playground and generally they seem to be doing well.

**QU: How many vulnerable children are school not in contact with – are any causing concern?** There is one but CLT will call social services tomorrow.

**QU: How is home learning going?** Teachers have been communicating with parents through Dojo (Up to Y5) and Google Classroom (Y6). They send daily packages of work and respond to parent's questions and work sent in. Generally this has been well received. There have started to be some requests for more work and some for video lessons. The HT sought advice that said that government guidelines say it is down to Central Leadership Team (CLT) to decide on forms of communication with parents and schools are not required to provide video lessons. The CLT have discussed this and currently feel that video lessons are not something the school can provide at this time. They have some concerns regarding safeguarding, not all staff are comfortable or able to deliver them, they have concerns about staff privacy and they feel it is not inclusive as not all children will be able to access.

The GB fully supported the CLT in their decision making. They agreed that it is their operational decision about how to deliver learning at this time and they understand their concerns. The GB are available to support communication regarding learning at this time if the CLT feel it is necessary. They agreed that there are no policies in place about the safe use of video lessons and the associated safeguarding issues and support that this an important consideration before this could be an option. The GB understood that this is currently providing a lot of pressure to the CLT who are constantly considering the best options to support pupils at home and the GB offered support wherever necessary.

## **5. 2020/21 Budget update and approval**

The GB were provided with the proposed BCR in advance of the meeting.

The GB were informed that the budget for 2020/21 was based on 360 children across 14 classes, which is what the CLT feel is needed to meet the objectives post OFSTED. It would still allow the school to operate in the black. The school income was better than expected with entitlement increased by £47000 due to the new funding formula.

The SBM informed the governors that following their meeting with the school financial advisor (FA) all parties felt the budget was workable and realistic. It was noted that the budget was set assuming 'business as usual' and does not take in to account if the school does not open normally in September.

**QU: Compared to 2019/2 budget what are the similarities?** Although the school would be moving to operating 14 classes the % of the budget spent on staffing is not changing a lot. Staff expenditure remains the biggest proportion of the budget. It was noted that the budget increases the maintenance budget as the 'new' section of the school will be 2 years old and so maintenance required in this area will start to be required, it will also allow the building of a maintenance fund.

**QU: Since school gets paid per child, what is expected Foundation intake, is the school growing?** School believe it will be 55 although there are a few days left for parents to accept their places (48 currently accepted, 2 more have requested a place on appeal). This maintains intake but is not growing the school. The 2019/20 budget was based on 359 children, the 2020/21 budget is based on 360. However operating 14 classes means that there is opportunity to take children who want to join the school in higher years. In 2019/20 the mixed Y3/4 classes meant that some children had to be turned away who wanted to join in that year group. 14 classes allows more opportunity for the school to grow.

**QU: Going forward in to future years the figures become negative, what would you do about this?** DfE is still to confirm £64k of teachers pay and pensions grant which disappears in 22/23 budget. May be some movement from DfE on that but would not know until nearer the time. There is so much uncertainty in future years projections and these will be reviewed yearly.

**QU: Which part of the budget makes you most nervous?** Overall the SBM felt they were very pleased with what had been achieved with the budget, the school is financially in a much better place than a year ago. The FA was also very happy with the budget. The biggest area of concern remains the roll-forward and future years as there are so many unknowns. The SBM is aware that there are some areas where school could still save money and she continues to look at cost saving opportunities.

**QU: SEN funding seems to go down in future years; looking at the current school cohort going forwards is this likely to be accurate or will the number of SEN pupils moving through the school mean SEN funding will be higher in future years?** It is already known that some of the 55 new starters will have extra needs and the school are aware they need to consider how this will be funded in budgets going forward. School is aware that they don't want to have to claim money retrospectively and will be proactive in identifying and securing funding for SEN pupils.

The GB approved the school budget plans for 2020/21.

## **6. Annual report to parents**

Previously the GB have produced an annual report to parents providing an update to the parents on the GB activity over the year. It was noted that this is no longer a statutory requirement but that communication with parents is important. It was also discussed that there have been a lot of recent changes to the GB which have not yet been communicated to parents and so this is an opportunity to do this. It is also an opportunity for the GB so give their perspectives and actions following the OFSTED report. It was therefore agreed that it is still important to produce this report. ASC volunteered to support the writing of this along with PW, RF and NM.

It was agreed that the report should focus on annual developments and any specific communication from the GB with regards to supporting the school during coronavirus should be dealt with separately as needed.

**ACTION:** ASC, PW, RF and NM to prepare draft of the GB annual report to circulate to GB fore review within 3 weeks.

## **7. Policies for ratification**

Policies for ratification had been circulated to governors for comments prior to the meeting. No comments were received.

- Updated Child Protection Policy – LA suggested appendix relevant to Covid-19.
- Bereavement Policy – written to support school if necessary during the coronavirus pandemic.
- Critical Incident Policy – updated at the first indication of the severity of the Coronavirus situation.

All policies were approved.

## **8. Governor's Visits**

The GB discussed that since school is currently closed to all children, except those of key workers, and school is not functioning as a 'normal' school all Governor Visits should be suspended until school resumes 'business as normal'. It was agreed that social distancing means that Governors should not be in school and since school is not functioning in a normal way there would be no point to governor visits at this time. However it was agreed that the plans should be put in place for what governor visits should take place upon re-opening in order that these can be scheduled as soon as reasonably possible.

It was also noted that there are a number of governor visits that have been talked about for a number of meetings but have not taken place. Therefore, in line with the new strategic direction and in support of the updated SDP, these would be removed from the schedule and the plan for future visits would start from new.

The GB was informed that a report on new staff induction, which was one of the scheduled visits, was almost complete and so the GB agreed that it made sense to complete this report since most of the work had already been completed.

**ACTION: ND and KD to complete report on their visit to monitor new staff induction.**

## **9. Sub Committees**

The GB discussed whether sub-committee meetings should also be suspended until school returned to normal. It was agreed that it is very important the GB continue to monitor safeguarding activities and DJ (link governor for safeguarding) and the HT agreed to arrange a meeting for this. It was agreed that it made sense to take a view on each individual committee meeting as they arise as there may be issues that are important to be discussed at the time and it is important that the GB are available to support the HT.

**ACTION: DJ and NM to arrange safe-guarding meeting**

**ACTION: Committee chairs to review previous minutes and actions and review if future meetings are needed, in conjunction with the HT, 2 weeks before the meetings are scheduled.**

## **10. Governor vacancies**

The GB currently has vacancies for one Local Authority (LA) Governor and one co-opted governor. It was agreed that since the GB is not operating as normal that filling these positions would be put on-hold until school resumes business as normal. In this time the GB can consider people that could fill these vacancies, the skills that could support the current GB and how to identify new members.

The Chair informed the GB that he had discussed with Gemma Manning about her role. Gemma has been part of the GB for several years and the GB particularly value her support on HR matters as this is her expertise. However Gemma is not able to attend all meetings or support other activities which are expected of governors, such as completing governor visits. The Chair had discussed with Gemma about becoming an Associate Member of the GB such that she could continue to offer HR support. Gemma was very supportive of this idea. This was put to the governors and they fully supported this suggestion. Gemma Manning is therefore now an Associate Member of the GB, leaving an additional place for a co-opted governor.

It was noted that the Chair, PW, is currently a parent governor whose term ends in November 2020 at which point he would be happy to be considered to move to a different governor position.

## **11. Strategic Update**

Before the meeting the governors had received the updated School Development Plan (SDP) and the 100 day plan from the HT following the OFSTED inspection.

The GB complemented the HT on the structure and detail within the documents. They felt the details were timely, specific and easy to follow and would provide a good framework which they could monitor with HT reports and governor visits when school resumes.

It was noted that the coronavirus shut down of schools and the subsequent disruption and time required to re-settle pupils when school resumes will impact on the time frames.

It was agreed that upon children returning to school the FGB would promptly arrange the first set of governor visits to monitor the children's return to school and the start of the implementation of these plans, but this cannot be done until more details are available on the timing and structure of schools when they re-start.

## 12. Governor training

Tim Gawler (link governor for training) had circulated an email with upcoming training options and the key details were highlighted to the governors in the meeting. He informed the GB that he had contacted the LA to find out their plans for face-to-face training from June onwards but has had no reply yet. He has also contacted the LA about the possibility of an in-school training day and is also awaiting a response on this.

**ACTION:** Governors to review training options and make plans for their individual training needs.

**ACTION:** Any governor completing training to send details to the Clerk.

## 13. Correspondence received

No correspondence had been received.

**ACTION:** SBM to arrange transfer of chair@littlepaxton email to PW.

## 14. Any other urgent business

There was no other business

## 15. Dates of next meetings of the Governing Body

Curriculum & Standards 18<sup>th</sup> May 2020 (confirm 4<sup>th</sup> May)  
Resources Committee 22<sup>nd</sup> June 2020 (confirm 18<sup>th</sup> June)  
Full Governing Body 13<sup>th</sup> July 2020

The meeting closed at 8.10 pm

## Actions carried forward from previous meetings

### FGB

	Action	Who	When
2019/2020 - 062	Review and improve Equality Policy	RF	Next FGB meeting

2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	On-going
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	On-going
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	ASAP
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	On-going
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	RF	On hold

## C&S

2019/2020 - 008	Governor monitoring visit – follow up visit to review data 2018/19 Y4 and Y5 (now Y5 & Y6)	EB	Summer 2020
2019/2020 - 016	Governor monitoring visit to impact of strategies in place to improve writing	RF and ASC follow up visit required	Second half of Spring Term
2019/2020 - 068	Notify governors of the date and time of the assembly in the summer term when pupils will share their work on the big questions with the whole school	RJ	ASAP
2019/2020 - 069	Clarify the data with class teachers as to whether they were rating children against current expectations or the expectations for the end of the year	RJ	ASAP
2019/2020 - 070	Circulate the report for Governor visit for provision of reading	ASC	ASAP
2019/2020 - 071	Carry out and circulate the report for Governor visit for provision of Maths	RF, PW, ASC	ASAP
2019/2020 - 072	Arrange governor visit to look at impact of strategies to improve reading and writing	ASC, RF	Second half of Summer Term
2019/2020 - 073	Correct SMSC policy then file and upload	CLT and Clerk	ASAP
2019/2020 - 074	Correct Education visits policy	CLT and Clerk	ASAP
2019/2020 - 075	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	ASAP

## Resources

2019/2020 - 030	Arrange meeting of governors to review the school's vision and values	HT/PC/EB	Next FGB
2019/2020 - 053	Governor visit to monitor TA	EB and RF	Spring term

	deployment		
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term
2019/2020 - 076	Complete budget scenario planning	SBM and CLT	Next RC meeting
2019/2020 - 077	Complete and save Internal Financial Procedures document	SBM and Clerk	ASAP
2019/2020 - 078	Governor visit to review Internal Financial Procedures	JP and CM	Summer term
2019/2020 - 079	Merge Internal Financial Procedures and Financial Responsibilities policies	SBM	Next review date
2019/2020 - 081	Review lease agreement documents from LA	SBM, ND	When received
2019/2020 - 082	Continue tender process for school caterer	SBM	Update next RC meeting
2019/2020 - 083	Finalise and save policies from this agenda	SBM and Clerk	ASAP

### New actions from this meeting

<b>FGB</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
2019/2020 - 107	Save and upload previous FGB minutes	Clerk	ASAP
2019/2020 - 108	Prepare draft of the GB annual report to circulate to GB for review within 3 weeks.	ASC, PW, RF and NM	By 18 May
2019/2020 - 109	Complete report on their visit to monitor new staff induction.	ND and KD	ASAP
2019/2020 - 110	Safe-guarding during Coronavirus meeting.	DJ and NM	ASAP
2019/2020 - 111	Review previous committee minutes and actions and review if future meetings are needed.	RF, ASC, PW, NM	2 weeks before scheduled meetings
2019/2020 - 112	Review training options and make plans for their individual training needs.	All governors	ASAP
2019/2020 - 113	Any governor completing training to send details to the Clerk.	All governors	On-going
2019/2020 - 114	Arrange transfer of chair@littlepaxton email to PW.	SBM	ASAP