

HERTFORDSHIRE COUNTY COUNCIL
Potten End C of E Primary School
 Minutes of a meeting of the Governing Board held on
 Thursday 9th July 2020
 Held remotely on Microsoft Teams due to Covid 19

Present:	Simon Barnard (SB-Chair)	Marianne Barker (MB)
	Denise Kennedy (DK-Head)	Emma Harris (EH)
	Maura Gillespie (MG-Vice)	Revd Joe Roberts (JR)
	Chris Eaton (CE)	David Bowker (DB)
	Rob Dale (RD)	Mandy King (MK)
	Jamie Lam (JL)	Vicki Ford (VF-Associate)

In attendance: Ann Hingston (Clerk)

Meeting commenced at 7.05pm 1. <u>Welcome</u>-The Chair welcomed the Governors to the meeting. 2. <u>Apologies</u>- Apologies received from Geraldine Salt & Mel Hall- both approved. 3. <u>Conflict of Interest</u>- No conflict of interest was declared. 4. <u>Approval of Previous Minutes</u> -Minutes from 11/05/20 were approved by all present. 5. <u>Matters arising from Minutes 11/05/20</u> • Parent-Giving meeting will be carried forward to the new year due to the economic effect of Covid 19 on families. • Clerk contacted HFL and there are no potential LEA governor candidates at present. Clerk to speak to Governance about moving MK from Co-opted to LEA, as she has an education background. • Governors should continue to familiarise themselves with the curriculum maps. MK: There are none for English just Reading at present. DK: Mapping has been done and the next step is to write the intent. • The Annual Safe-guarding Audit is on the Hub for Governors to review confidentially, and it has been sent off & receipt confirmed. 6. <u>Other Business</u>- <u>Policies for Approval</u> • Admissions Policy – It was re-written by SB who sits on HFL admissions appeals panels- Approved • Child Looked After Policy-Approved	Clerk
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- **Code of Conduct Policy-staff- Approved**

Q: How hard do we enforce this policy with staff?

A: If a member of staff is acting in an unacceptable way then DK would draw their attention to the policy before taking further action. If a parent has a concern about the conduct of a member of staff then they should be guided to the Head, who can address it.

- **First Aid Policy- Adopted and approved**

Q: There is a defibrillator by the Village Shop- should we get training for the staff?

A: Yes great idea. It can be added into the First Aid training sessions.

- **G.D.P.R Policy- Approved** –This was re-written by EH so that it is more specific to the school.

DK: Thanks to both EH & SB for their work on these two policies- it is great for the school to be able to use experts in their fields in this way.

- **Governor Allowance Policy- Approved**
- **Food Policy- Approved**
- **Lockdown Policy –Adopted and approved.**

Q: Have we established a safe evacuation place in the event of a major emergency ?

A: No not yet. There is a basic agreement with the village hall which could hold the headcount of the school-220. The Village Hall are reluctant to give us a key saying that it is always open during school hours. They also have concerns in case they have a booking when we may need it.

- **On-Line Policy- Approved**
- **Pay Policy-staff- Approved**

Q: This didn't appear to have any changes?

A: There was a small change in the pay grades, otherwise it was unchanged.

- **Remote-Learning Policy- Adopted and approved.**

DK: This was written 6 weeks ago when we first started using remote learning during Lockdown. Now we have got the latest guidelines from the Government it clearly states that going forward you must be able to provide blended learning. This is in case a bubble/child/whole school needs to go back into isolation/lockdown. This can still be remote learning via the website as we have been doing throughout, or on Google Classroom which we have just introduced.

The staff have worked extremely hard to get Google Classroom set up for all year groups whilst still teaching in school.

Q: Yr 5 parents have been anxious about not receiving an email on how it is going to be used going forward, can you explain how?

A: We are still upskilling the staff who have had to be trained on how to set it up and use it correctly. There will be more information in the newsletter this week for parents. It has a wider use than just for homework. It can be used in the actual classroom. So far we have used it mainly for Google Meets, and we are learning how to use it

if a cohort were to be isolated- then we can reach out and virtually teach them through it.

In Sept we will be able to train the children and give them the guidelines they need. It has been very chaotic to get it installed during a very turbulent time for the school.

Q: Is there a potential GDPR issue with the passwords?

EH: We will discuss how we can mitigate this and minimise the risk. It is a case of getting a balance between safe passwords and children forgetting them and teachers having the ability to re-set whilst teaching.

VF: The main reason the school went with Google Classroom is that it was recommended by the Government because it was GDPR safe.

Q: Do we have to buy it annually?

A: The Government have paid for it and Con Ed are an approved supplier. It was a one off cost paid by the Government.

EH: It works out at about £4 per child per month.

Q: Are we confident that all our children have access to a computer?

A: Before Lockdown DK contacted all families and asked if anyone needed Government funding and got no response. A couple of our vulnerable families did borrow a couple of school laptops.

Q: Were we obliged to write a Remote Learning Policy?

A: No, but DK wanted the school to be covered.

- **Social Media Policy- Approved**

Head's Report

SB: Thank you for your comprehensive report at this uncertain time.

We are almost a whole class down across the school so the headcount is low.

DK: This is why the budget is so tight, and directly affects staffing levels.

The projected number for Nursery was 15 but we only have 9 starting. Reception in September was 30 and oversubscribed, then 3 children withdrew, so we are at 29. This is because they are moving away due to Covid 19 (to live with family).

At the Dacorum Head's meeting it was a similar story across the board, especially in Berkhamsted.

Q: Was there a HIP visit during Lockdown?

A: Yes, it was a remote meeting focussing on Geography. The Vice Chair, MG was invited along with Rachel Holmes, the Geography subject lead. Nora challenged Rachel and it was a very productive coaching session for a potential visit. She did a good job and has been supported by Vicki Ford and given lots of CPD. In January it could be considered one of our strengths if we were to have a visit.

Ofsted are not doing full visits until the New Year. If they come in the Autumn it is just to see what you are doing in the interim.

SB: The Diocese have informed us that there will be no SIAMS until the New Year either.

Q: Your report says that Catherine Wonnacott is returning- where will she be teaching?

A: She will be sharing teaching Yr 5 and one day in Reception as Mel Hall is dropping to 0.8.

DK: All of the costs incurred during Covid19 can't be claimed back now unless you have a deficit budget. So the £2000 spent on free school meal vouchers will be a loss for us. Also all the extra cleaning/misting will have to be absorbed by the school. They only pay if there is an outbreak at the school.

Q: Have you had any clarity over the Catch-Up Fund from the Government?

A: No, not as yet- only thoughts on a possible figure. There may be a possibility of keeping Mrs Reid for one day a week for interventions.

Q: Is she able/willing- won't she possibly find another job?

A: She has agreed to go on a zero hours contract to cover supply. She only wants to work 2 days a week so has not found another placement yet.

Committee Minutes

Both Curriculum & Resources minutes were received and approved. No further matters arising.

School Development Plan

MB: Wanted it minuted – “a huge thanks from Governors to staff for the progress they have made with important targets. It is great to end on a positive and they have achieved a lot in a short space of time.”

Q: What are the priorities going to be in Sept- continue with the same?

A: It will be more of the same. The children will be coming back with different learning behaviours. We will need to re-establish learning stamina, focus, and motivation.

There will be a push on spelling. The staff in Yr3-6 have had CPD remotely- “Essential Spelling for KS2” from HFL.

There will also be a maths fluency focus led by Vicki Ford. We are also still continuing with the Well-Being Quality Mark, which will be unfrozen from September, and an important aspect of next term.

We have made enormous strides with reading, and the other subject leaders have come a long way. The curriculum is now mapped out and we now need to make sure that it is embedded.

Safe-guarding

The annual safe-guarding audit was completed and sent off, as well as the virtual school report for children looked after.

GDPR

EH: There have been no reported incidents. The new Office Manager and EH will need to discuss GDPR when they start in September.

Church Matters

JR: Huge thanks for sharing his Collective Worship videos on the website and to the children attending school.

The Year 6 Leavers Collective worship and gift of a wooden cross were well received by Year 6.

EH & new
Office
Manager

DK: On behalf of the staff a huge thanks to JR- his CW's have really helped them. From September plans will have to be thought through on how to proceed. It may be that JR can be invited into different bubbles, at different times, to deliver CW.

Sept plans

DK: Guidelines only came out from the Government on Friday and the SLT have just started thinking through the logistics of returning in Sept.

Q: From September is there no social distancing?

A: They will not need to social distance within their bubble, but will from other bubbles. There will be staggered start/finish times, breaks, lunches. Lunches will continue to be a cold option in their classroom (the dining hall would have to be cleaned between each bubble, which is impractical). Herts Catering have furloughed two staff leaving one to produce the free pack lunches. We will look to reduce lunchtimes so that the children get the correct amount of learning time, but also so that staff don't have to work until 6pm to fit in all the bubbles.

Q: Some parents might struggle with staggered start times with siblings, and work- can this be built in somehow?

A: The time gap from first to last start times is approx. 40mins and we are looking at the numbers of siblings when we decide which year group starts at which time slot, but also staff's needs have to be taken into account too.

Q: How soon will parents know? Some need to confirm childminder contracts over the summer.

A: We will be communicating over the next few weeks.

Q: Have you considered Google Classrooms for CW?

A: Yes

JR: Would like to come on board with this idea and do live streaming from the church.

Q: Is there an expectation that all children attend school in September?

A: Yes, it will be mandatory from September and fines can be issued. However this school's intent is to work in partnership with parents.

Governor recruitment/Succession Planning

SB: "This will be my last meeting as Chair of Governors as I intend to step down as Chair in September, but would like to remain a Foundation Governor."

DK: The Governing board has strengthened over the last year, and has strongly benefitted from the two committee structure, which is working well.

MG: As all her children have now left the school she would like to finish as a Parent Governor, but will remain until a replacement Parent Governor is voted in. This will also mean a new Vice-Chair will also have to be voted in at the September FGB.

Q: What happens if no one steps up in September to be Chair?

A: The clerk had already spoken to Governance on this matter and the guidance was that someone **HAS** to be voted in at that meeting, even if it is temporary, or shared between governors.

Q: Could we see a job description of the role to be able to gauge the commitment required to do the job ?

