

HERTFORDSHIRE COUNTY COUNCIL

Potten End C of E Primary School

Minutes of a meeting of the Governing Board held on

Thursday 28th January 2021

Held remotely on Microsoft Teams due to Covid 19 Lockdown

Present: Rob Dale (RD-Chair) Melanie Hall (MH)
Denise Kennedy (DK/Head) Joseph Roberts (JR)
Emma Harris (EH- Vice) David Bowker (DB)
Chris Eaton (CE) John Slupek (JS)
Marianne Barker (MB) Pam Kirk (PK)
Geraldine Salt (GS) Beverley Hamilton (BH)
Mandy King (MK)

Ann Hingston (Clerk)

Meeting commenced on Microsoft Teams at 7.35pm	ACTION
1. <u>Welcome</u> -The Chair welcomed the Governors to the meeting. JR led a prayer and time of reflection focusing on the school's current value of Perseverance.	
2. <u>Apologies</u> - Jamie Lam and Vicki Ford- both moving house and were approved.	
3. <u>Conflict of Interest</u> -No conflict of interest was declared.	
4. <u>Approval of Previous Minutes 19/11/20</u> -Minutes from 19/11/20 were approved by all present.	
5. <u>Matters arising from Minutes 19/11/20</u>	
- The Clerk has booked the "Knowing Your School for Ofsted" course which is 7-9pm on 2 March 2021. This will be held remotely on Microsoft Teams and all Governors and Associate Governors are invited to attend. - GS, RD & EH have all attended a Complaints Course. - Prevent training Link was sent to new Governors. BH to send Clerk copy of her Certificate she has from her job role in Education. - RD & Clerk to look at recruitment needs separately before March FGB. - Parents were sent reminders but no further payments were made for Reading Eggs. Possibly add it to the Governor newsletter too. - Link Governor document was amended. - Fund raising is on hold at the moment but Chair asked for more Governors to support JS.	BH Chair/Clerk EH

• PK had volunteered to be our Rep at the Parish Planning Meetings. She has made contact with the Chair- EH to supply her with information on the Evacuation Plan proposal. <u>Other Business-</u> <u>Policies for Approval</u> • KCSIE update Clerk had sent the amendment to KCSIE to Governors prior to the meeting, so all Governors have been made aware of the updates relating to the UK leaving the EU on 31 Dec 2020. Copy attached to the minutes and on the Hub. <u>Head's Report</u> DK gave a brief summary as Governors have received regular updates on school operations since returning in January. Since the announcement about schools possibly re-opening on 8th March there has been an increase in anxiety amongst staff and parents. Currently there are approx. 40 children in school under the critical worker or Vulnerable categories, approx. 20% of the school. There are emails coming in daily to request a place and this will reach a point when staffing will become an issue. It may not then be possible to offer the live remote learning, which has been going so well. Most of the children are engaging- on average 90% of each class, with 80% in a couple of classes. If children are not participating in Google Classroom then staff are contacting the family to see if they need support. The school received 8 Laptops from the Government for children who do not have access to technology and these have all been given out to families who have requested help. We have also lent out further school laptops and iPads. Packs of hard copies have also been made up for some families. Exercise books have been left in the Lobby so that families can collect them if they need to. The school has ordered a whiteboard, pens and zip wallet for each child so that they can show the teacher answers easier on Google Classroom. These will be distributed when they arrive this week. The remote learning offering is clearly on the website in 3 places for parents to access. The Risk Assessment sets a maximum in each group as 12 and at the moment we are either at that maximum or over in some groups, so the bubbles have had to be split out. It means that a T/A has to take the other bubble due to teachers remote teaching live lessons. Nursery is open, with 3 children attending. The EYFS/KS1 group has had to be split already due to the gap between Nursery and Year 2. The Year 3&4 Group are the most vulnerable, with 1 x EHCP child, 3 others who are awaiting EHCP's, and 2 new children who are extremely	EH
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vulnerable. This group has had to be split into two classrooms and they only join together for P.E and breaks- this requires 4 adults. All T/A's are in every day, with teachers as much as possible working remotely.

Q: How are the Teaching Assistants feeling about that?

A: DK has just done a survey with staff about well-being and workload. Teaching Assistants haven't been in the whole time but from next week they will be, rather than working from home. This is because of the increased number of children needing to attend school.

Q: Have you asked critical worker parents to provide evidence?

A: Yes. The increase is partly caused by the guidance stating that just one parent needs to qualify as a critical worker. This has meant that staff patterns have changed constantly and some have had to do overtime. Also some parents are starting new jobs as Critical workers, which we can't predict.

Q: Would bringing in temporary supply staff help?

A: We are using Rosie Reid, who is on a zero hours contract, as an extra teacher in school to allow a member of staff to consistently work from home. Also supply staff would struggle to cope with the setup in school as the staff, especially in the lower years, have to be very hands on with google classroom and setting up laptops etc.

RD: If the numbers increase any more FGB may have to meet to discuss the way forward.

EH: Some schools have capped the number in and are saying that they are full. We would need to provide the best for all children, whilst supporting the vulnerable and key workers.

Q: Is this the picture in all schools in the area?

A: We are in line with most local school who have 20-25% in school. We have 20%.

Q: Are we sure that we have the most vulnerable children in school?

A: Absolutely yes. A strategic decision was made to invite all vulnerable children to attend. Our Christian ethos has guided DK, as it epitomises the need to support them by having them in school.

Q: Which should be our priority then? The maximum number on the Risk Assessment or the needs of CW & Vulnerable children?

A: We are near to the maximum we can accommodate and will get together again if this is reached to discuss again.

DK: Delighted with how the remote offering is going. The staff have been amazing and we are seeing a positive impact.

The staff survey results showed that for well-being most were happy with workload and that the majority were coping well with the new way of learning. 91% felt they could approach SLT for support, and 91% felt SLT were supporting their workload.

Q: Is there more that can be offered to help?

A: Circle Therapy will be offered to the staff who have said they need well-being support. As it was anonymous, an invitation will be sent out asking them to come forward for it. Rev Joe has also kindly offered support if they would prefer spiritual as well as mental support.

The survey offered no surprises. There is a structure in place, the Phase Leaders have been brilliant at supporting and communicating with their

staff. There has been regular SLT meetings, T/A meetings and whole staff Zoom calls weekly.

Q: Is there anything the Governors can do?

A: Moving forward there may be a possibility of offering interventions remotely and as Governors have DBS checks there may be a way they could listen to readers etc but we would have to investigate the safeguarding implications before launching.

FSM vouchers have been issued to all parents who qualify for them. These are paid for by the Government and replace the food boxes we have been supplying. These parents will also get Winter Grant vouchers from HCC to cover February Half Term week. They are being issued next week.

The staff have started doing Lateral Flow Testing. It is being Co-ordinated by DK and administrated by Ann Hingston. Staff are doing them twice a week, mainly on a Sunday and Wednesday evening. This allows DK time to plan if there is a positive result i.e. possible bubble closure. If a member of staff tests positive the bubble has to close until they receive a negative PCR result. All but one member of staff has agreed to take part in the testing.

Q: Have we had any closures?

A: Not since re-opening after Christmas. We have sadly had a couple of relative bereavements.

DK & AH did Track and Trace up until Christmas Eve, and will monitor email for Track and Trace over Feb Half Term too.

Q: Do we need a risk mitigation on our school Covid Risk Assessment if we have a member of staff refusing to take part in LFT?

A: No, because it is not compulsory. All staff in school are wearing visors and some are also wearing a face mask too.

School Development Plan

Q: How is it going at the moment?

A: It is best to assess how it went in the Autumn Term this early into the Spring Term.

It is Rag-rated mainly Pale Green and the Subject Leaders have been working incredibly hard. There have been huge strides forward. The Catch Up Curriculum has made a big impact and we have seen the pupils make small steps forward. After Oct Half Term we really saw an impact in what they were producing in terms of presentation, concentration, and content.

Rosie Reid's targeted interventions, along with Emily Drane's targeted phonics catch up sessions, saw those children making small steps forward.

There was a focus on Phonics in Year 2 and this saw us hitting our target apart from 3 children. We went from 40% to 70% of children passing, showing the interventions had a big impact.

DK pleased with the number of children in Year 1 who are ARE in Term 1 considering the current situation. However now that the school has been closed to many she expects to see some steps backwards for some children if they have not been participating fully in the remote offering.

Q: How do these results compare to other local schools?

A: Although we are not privy to their data until it is published, other local Heads have said that their children are not working at ARE and that the aim is to be back at ARE by the end of the academic year. However due to this extra closure it could take 2 years to get them back on track.

Resources Committee- Minutes Accepted

- EH to look into the Village Hall as evacuation site but this is on hold during lockdown.
- Finances were rag-rated as green. The spending and savings during the last period balanced out.
- SFVS- although HFL have advised that this can be put on hold we have decided to still go ahead as the school will benefit from us following through with the process. DK happy to participate when possible.
- Nursery- provision to be looked at in more detail to investigate at what point it doesn't become a viable option. Nursery applications have been delayed by a few weeks in the area on agreement by local Heads.

Q: Is there an update on the position of the Pre-School?

A: They have managed to raise the funds to continue at the present time.

- Training- If a Governor wishes to attend a course going forward then please contact RD, DK, JL & Clerk so that you get their agreement. Courses now cost the school and need to be monitored to ensure they are strategically beneficial to the school. A Governor training budget will be incorporated this year in the budget.

Curriculum Committee- Awaiting final approval of minutes

MB: The Remote Learning offering is on the Website in 3 places for parents to access it.

KS 1 are receiving a minimum of 3 hours of learning a day, and KS 2 are having a minimum of 4 hours.

Q: Will you be able to offer interventions remotely?

A: If we don't return on March 8 maybe the previously suggested option of Governors helping with some interventions.

Rosie Reid is budgeted for Catch-up interventions so this would continue and could be remote.

We have been able to continue with our spiritual provision.

RD: Please note the impressive breath of curriculum on offer still: P.E, remote music from Dragon of the North, R.E, Science, Geography, History, Art. It is not just English and Maths.

MH: A huge amount is being done to support mental health and well-being for the children, staff and parents too. Next week is Mental Health Week focusing on PSHE and there will be Collective Worship and activities in the afternoons. The following Wednesday the school is having a "screen free day", where the children will still be set work but it will different types of challenges/ activities.

Website

EH: Our school website is a year old and Primary Site, who created it and give us technical support, did a compliance review last week with myself, DK, Ann and Janette as part of their package.

Clerk to put report on the hub.

They found minor comments but on the whole said that it was exceptional for a first review and that we have more than expected on the site. Credit should go to Janette and Ann for their efforts.

GDPR

EH: There is some confusion over whether a governor should also be the school DPO. This arose from a comment EH's tutor (a retired Ofsted inspector) at Liverpool Hope University made this week.

DK & RD have investigated and many schools do have Governors as their DPO and HFL guidance is vague. On balance EH will remain in the role until told otherwise, as she is the most qualified and appropriate person. There would be a conflict of interest if the Clerk undertook the role due to her being the Office Manager and DK is overloaded and also operational.

There have been no breaches to report.

Safe-Guarding

DK: CPOMS (system which allows staff to record SG issues, behaviour and parental communications) is up and running. All staff have been trained in its use and it is already proving invaluable. Records can be transferred from new children's previous schools digitally rather than in the post.

Christian Distinctiveness

JR: Spiritual provision in school is on-going and what is being offered is great. The strategy for incorporating the vision into school life as well as curriculum is still very much on the agenda but just on hold briefly due to lockdown.

RD: We need to focus on how we weave it into the day to day life at school as well as the curriculum.

Proposed Extension

RD: There is a growing need for interventions in school and a lack of space to provide them in the right environment i.e. not a corridor. The FGB had been sent the proposed plans and photos of the proposed plot.

Q: Should it not be sensible to extend it out further to the path rather than squaring it off shorter?

After discussion all agreed that the room should be bigger but to get quotes for both sizes for comparison.

Clerk

Next step is for DK to reach out to HCC about the process and see if they have recommended builders. The FGB can then make an informed decision about the proposal, and can express their opinions. RD & DK will also look at the uptake of Nursery places as if these are low then we may be able to use the spare classroom instead. The extension in that location was approved in principle by all present. <u>A.O.B</u> None Meeting closed at 9.07pm “Knowing Your School for Ofsted” course on 2 March 2021, 7-9pm on Microsoft Teams. All FGB and Associate Governors invited. Next FGB Meetings is on Thursday 11th March 2021 at 7.30pm.	DK
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Summary of actions

Action	Person	Deadline	Actioned
Prevent Cert to Clerk	BH	Asap	
Discuss Gov recruitment	Chair & Clerk	Before next FGB	
Add Reading Eggs to Gov newsletter	EH	Next newsletter	
Evacuation details to PK	EH	Asap	
Website compliance report onto Hub	Clerk	Asap	
3 Quotes for extension	DK	Asap	