

## Jesse Gray Primary School Governing Body

*Inspire, Achieve, Challenge, Enjoy*

### Minutes of the summer term virtual governing body meeting held via Zoom (ref 898 6717 6423) on Monday 22<sup>nd</sup> June 2020 at 5.30pm

Membership  
(A denoted absence)

Mr C Walker, Chair  
Mrs K Ghattaora, Vice Chair  
Mr A Bevan  
Mrs L Carey  
Ms K Davies  
Mrs K Harris-Whittle  
Mrs L Hopkins  
Mrs V Lloyd  
Mr S Mars  
Mrs R Patel  
Mr R Woods  
Mr C Belton, Head

In Attendance

Mrs R Harvey, Clerk to the Governing Body  
Mrs F Moore, Deputy Head and Director of Teaching and Learning  
Mrs L Orange, School Business Manager (SBM)

#### **FGB4/19-20/01 APOLOGIES FOR ABSENCE**

**ACTION**

There were no apologies for absence to consider.

#### **FGB4/19-20/02 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Mrs Harris-Whittle expressed an interest.

#### **FGB4/19-20/03 MEMBERSHIP**

##### **End of terms of office**

There were no end of terms of office to consider.

#### **FGB4/19-20/04 MINUTES OF THE LAST MEETING**

Minutes of the full governing body meeting held on Monday 11<sup>th</sup> May 2020, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair at the next governors meeting held in school.

##### **Action points**

Reference	Action	Responsible	Outcome
FGB3/19-20/06	Check contact details on GIAS are current	SBM	Completed
FGB3/19-20/08	Provide gobs with relevant updates from meetings with Head	Chair	Completed to date. Ongoing
FGB3/19-20/10	Upload updated policies on Governor hub for gobs to review	Head/ Gobs	Ongoing

## **Matters arising**

### *FGB3/19-20/10*

The Head would upload to Governor hub the addendums to the relevant policies with reference to coronavirus for review and approval.

The Head and SBM were reviewing and streamlining all policies and would produce a cycle of review matrix. Governors discussed the review process and agreed governors share the responsibility for reviewing policies.

### **FGB4/19-20/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING**

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

### **FGB4/19-20/06 HEADTEACHER'S UPDATE – CORONAVIRUS.**

#### Staff and pupils in school.

The school has remained open for the children of Key Workers since Tuesday 24th March, including the Easter break, Half term and all but one of the recent bank holidays, where there were no requests for places.

This provision has become increasingly formal, with the growing numbers now requiring two distinct groups to work separately and more formal learning based upon the home learning grids taking place.

Due to redeployment of staff this provision is being co-led by Louise Walton and Ali Johnston, supported by James Smith and a rota of Play Services staff.

The provision has moved into the dining hall, sandwich bar and main hall.

The numbers of children taking up places has had to be capped at forty which the office staff are currently managing. If we see further increases in requests it may lead to problems with parents being unable to secure a place for their child.

The current understanding of the school is that provision in its current form is to end at what should be the summer break. We are currently in negotiation with external holiday club providers, Rattle and Roll Performance. We are awaiting guidance from the government but have assurance from Rattle and Roll representatives that they are able to facilitate the provision for children at Jesse Gray Primary School, there will be no children attending from neighbouring schools.

The staff involved have been well supported by other teachers providing planning and by James Smith's constant energy in keeping these groups active. This has been particularly helpful as the staff are all working outside their usual areas of responsibility.

**The Chair asked if there were contingencies to cover unexpected staff absence.** The Head said there is some slack but this is limited. Staff have been flexible and willing to change their rota at short notice. The staff governor commented staff are enjoying working in different bubbles. Communication is good and we are supportive of each other. There has been value in having a second adult in the bubble to support. The Head said office staff have offered to support, if required.

#### Staff welfare.

Staff morale remains high, the taking in of extra children has given them a new focus and staff have enjoyed working in different mini teams and in different year groups, after some initial trepidation.

Staff have continued to adhere to a request to limit their contact both with other staff and parents to core school day hours and to accept that they cannot be fully responsible for their original class if they are teaching another in school. Responsibility for some of this is being taken on by staff that are having to work at home.

Staff that have been assessed to be at a greater risk have had a formal Risk Assessment completed and are continuing to work from home.

An element of fatigue and mounting concern among staff has to be noted, as the lack of direction and clarity for September is beginning to be an issue. The main concerns are about the summer break, either being required to work, or to have to plan and organise at the last minute for a totally different return.

Staff are becoming increasingly sensitive to the understandable complaints from parents about things that are not within their control when they are doing their best in the circumstances. To alleviate some of the above, SLT staff are sharing provisional plans with staff as much as possible.

The main area of concern is that the staff realise that even though we are doing more and more quickly than the vast majority of schools, it is still a compromise from the usual standard of provision at Jesse Gray Primary School, which makes it all the more difficult when parents point this out to them.

Staff are being encouraged to pass on complaints to the SLT to deal with and asked if they have any concerns on a regular basis.

The Head has been fully supported by all staff, Governors and Chair of Governors throughout this period.

#### Contingency plan; staff absence.

Having welcomed back the three almost full year groups, the school has no further staffing capacity. As previously mentioned, if any staff are absent we have some SLT and part time staff capacity to support and we have been keeping in touch with our regular supply staff, who are willing and ready to work if needed.

The current structure has office staff working on a rota to ensure business continuity in case of symptoms developing.

Mrs Thompson and Mrs Moore have swapped their non-contact days in order to have another member of SLT staff without a teaching commitment throughout the week alongside the Head.

#### Pupil welfare (SEND, EHCP, vulnerable children).

The children who have returned to school are all really happy and are back into almost familiar routines. The younger children are looking tired at the end of each week as they re-establish patterns in their weeks.

Although a full curriculum is not being followed, the children are all producing work of an expected or above standard within their bubbles.

The behaviour around school is very good, with children fully engaging with new procedures and safety measures.

Concerns we have regarding specific welfare issues of children not in school continue to be addressed by the DSL's, ELSA staff and the SENDCO. Some of these children have now been specifically targeted and have sensitively been offered days at the Key Worker provision.

The children continue to demonstrate creativity and resilience in the work they are sharing virtually with their teachers and on social media.

Jane Woods has also continued to lead Mindfulness sessions with children, which have continued to be well received.

Arrangements for Free School Meal vouchers continue effectively. Those children who received these now receive a free school meal in school instead of the vouchers.

#### **Mr Bevan joined the meeting at 6.05pm.**

Staff are currently planning end of year activities for such as a Virtual Sports Day, a Year 6 Production and end of school party. How these events will finally look is a work in progress.

**Governors raised concerns for those not in school and the increasing anxiety and feeling of abandonment at not returning before September and asked how they would be supported.**

The Head recognised the anxieties of children, particularly those with siblings attending school. It is hoped there will be EEF grants made available to schools which will enable the use of more teachers to provide small teaching groups. The Chair would in the Governors letter to parents this term, reinforce the key messages about reliance on government guidelines changing and the school's ability to react quickly and positively to that as soon as it happens.

We would also like to have a keep in touch day with all children, ideally in July but, depending on the expectation of staff, we may have to do a transition day in August. We are very much dependant on government guidance as to whether we have fifteen or thirty children per class from September.

**Governors asked are you prepared to say staff need a break.** The Head confirmed this and referred to "Rattle and Roll Performance" being the external provision for children during the school holidays. Weeks 1-4, we could offer alternative provision, week 5 staff could return in preparation for an early September start. The provision would be available free of charge to parents who fit the benefit criteria. Hardip Thompson has produced two timetables for fifteen and thirty children per class, these will need refining once we have definitive guidance. We do have some classes above thirty pupils for which we will need to use other rooms. All Year 6 are back in school and almost all Year 1.

Governors discussed the delay in local government response to interpret the central government guidance. The SBM summarised the provision provided by "Rattle and Roll Performance"

- Sports and drama;
- Sessions are 8.00am – 5.00pm
- The provision is graded "Outstanding" by Ofsted;
- The provision will be for pupils of the school only;
- Free places will be available to vulnerable and key worker children.

We will be informing parents of the provision and signpost them to the website to book directly.

#### Learning at home.

The report from Mrs Moore, Director of Teaching and Learning had been uploaded to Governor hub in advance of the meeting.

This has evolved following staff and parental feedback and the changing situation and has continued to be a huge success so far. Fran Moore in her role as Director of Teaching and Learning has ensured clarity and moderation across all of the year groups and provided accessible clarity for parents and pupils.

As time has gone on new elements have been trialled and added such as Year group teaching, See Saw interactive app and French.

This successful approach has, as planned allowed us to use the grid as the basis for the class learning taking place in school as well. This has taken some of the work load off staff enabling them to concentrate on one class, not two.

**Governors asked about staff training, preparation and the varying standards of delivery of the online Zoom sessions.** Mrs Moore said staff had had to learn on the job although some staff have had the capacity to work with IT specialists to develop. We accept there will be varied standards and would welcome any feedback to improve. Two parent governors commented on the quality and well planned online sessions their children had received. Miss Winfield's sessions, in particular, had been brilliant. Mrs Moore said most Year groups had between 50% - 80% engagement. There is also a number of 1:1 and small group sessions taking place. We will be using See Saw interactive app from September which will enhance online learning further. A governor commented that this is new to children too and they are unaware of the etiquette, but

they are engaged and this is a new way of learning for them going forward.  
The Head reported that all questions and queries from parents are being responded to.

#### Access arrangements

The school has lent out four I-pads to families to enable them to access home learning, the school having set up a Loan Agreement system and two families are currently requiring their Home Learning Resources printing out and a pack making up. Staff each week prepare this for collection. This is time consuming and validates why we did not extend this approach out to all the children as some schools have chosen to do.

#### **FGB4/19-20/07 UPDATE ON RE-INTRODUCTION OF PUPILS INTO SCHOOL**

This item had been discussed earlier in the meeting.

#### **FGB4/19-20/08 SUMMER HOLIDAY AND SEPTEMBER 2020 ARRANGEMENTS**

The summer holiday arrangements had been discussed earlier in the meeting.

The Head reported as we have had no information as yet as to how this will be permitted we are planning for two scenarios and will adapt either plan as appropriate.

Classes and timetables are being drawn up as usual for a thirty per class model from September. This plan has some extra capacity in it if our shielding teachers cannot initially return.

The Foundation staff are also planning welcome events and visits for the new starters but these will not be publicised until we have a clearer picture of how many children we can have in.

If the much discussed “blended” model of rotating fifteen children through a week is mandated, we are planning to split each class in two, one group working Monday and Tuesday and the second group working Wednesday/ Thursday with the same teacher (this model works with job shares with a little fettling). Friday will then be for staff PPA and delivering and responding to remote learning as the children will be only receiving 2/5ths of their contact time.

If the second plan has to be implemented, it could be at very short notice and it would be unreasonable to expect staff to do this in the summer break. We would therefore bulk our INSET days together and open up to this on 7<sup>th</sup> September. This measured and prepared approach proved successful when we did not open immediately for Key Workers and supported staff well-being and the effective and sustainable manner in which it has continued.

The correct Year group curriculum will then be phased in from the start of either model of opening after assessments to determine how much catch up is needed and pastoral work on integrating the children back into school in a positive manner.

Again, we are confident that the capacity and good will at the school will make the very best of the guidance given and would again appreciate the support of the Governors to implement re opening at our own pace.

**Governors asked about the Head’s wellbeing.** The Head said the support from the staff had been incredible, staff morale is high which has enable him to cope well. The support from governors and regular meetings with the Chair and Vice Chair has also been greatly appreciated.

**Governors asked about the support from the Local Authority.** The Head said the Local Authority listen and take on board any concerns. Mark Aske, Assessment Lead, KS2 Moderation Manager, has been very supportive.

**The Chair asked if there had been further correspondence from the Trade Unions.** The Head said there had been three generic responses and two personal emails, all of which had not been challenging.

**Governors asked about the position of re-opening the breakfast and after school clubs.** The Head said if re-opening in September they will be under strict guidelines. Mrs Harris-Whittle outlined the plan for September. Once guidelines are released we can firm up the plan and be

ready to re-open.

**Governors asked is there a wider organisation that takes concerns to the DfE.** Mrs Harris-Whittle said we are part of the school, therefore take the same DfE guidance. The Vice Chair said all Local Authorities are lobbying the government.

#### **FGB4/19-20/09 APPROVAL OF OR RATIFICATION OF DELEGATED AUTHORITIES AND POLICIES.**

**Head/  
Govs**

The Head would upload addendums to the relevant policies to Governor hub for review and approval by governors.

**Mr Woods left the meeting at 7.05pm**

#### **FGB4/19-20/10 REPORTS FROM COMMITTEES**

Emergency powers committee.

Nothing to report.

Ofsted working party group.

On hold.

Resources committee.

The resources committee had met on Monday 1<sup>st</sup> June. The SBM said as there is more legislation expected, the signing off of the budget has been extended to the end of July. The income from Play Services this term has been lost and there has been a £9k spend on COVID related items for which we should be able to receive funding later in the year.

Following a brief discussion, the SBM agreed to upload the final budget to Governor hub for review and comments and the full governing body delegated the signing off of the budget to the resources committee who agreed to meet at the end of term.

**SBM/  
Govs  
Res**

#### **FGB4/19-20/11 GDPR UPDATE**

The Head said there have been no GDPR breaches reported. Staff have again been briefed again regarding how to sustain good practice during this period of partial closure and sensible precautions during remote working and the increasing use of online services such as Zoom.

#### **FGB4/19-20/12 SAFEGUARDING AND CHILD PROTECTION REPORT FROM DSL**

The Head reported the school has maintained all of its safeguarding responsibilities during the partial closure, with DSL's being successfully contacted regarding issues from Social Care even when working from home and information successfully and securely shared. Records have been fully updated and shared as appropriate upon staff return to school. Children deemed vulnerable at the start of the partial closure have continued to be proactively supported by staff and offered provision alongside the Key Worker children as appropriate.

#### **FGB4/19-20/13 HEALTH AND SAFETY UPDATE**

The Head said the school is currently working from new CV-19 Risk Assessments and protocols. The cleaning and catering staff are also following new guidance. These documents have been shared with staff and are reviewed regularly.

The urgent school perimeter fencing work is being examined by Nottinghamshire County Council who have raised questions regarding the brickwork before it can go ahead. Discussions are continuing with the Planning Department and Heritage Department. We will seek quotations for the work in readiness.

**Governors asked what is the timeline.** The Head said for the start of next term.

**Governors asked for an update on the boiler situation.** The SBM there is nothing to update at present, COVID 19 has put a hold on such projects. She is keeping a watchful eye on the situation and will report any updates. The Vice Chair suggested raising with the Health and Safety Executive, Local Authority.

#### **FGB4/19-20/14 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING**

There have been no reported incidents since the last meeting.

#### **FGB4/19-20/15 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

The Chair agreed to inspect the records during his next visit to the school.

#### **FGB4/19-20/16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following virtual meeting dates were agreed:-

Autumn 2020:

- Full governing body - Monday 28<sup>th</sup> September at 5.30pm
- Resources committee - Monday 12<sup>th</sup> October at 5.30pm
- Pay committee - to be confirmed. Mrs Moore said all observations, learning walks, CPD, 1:1 meetings had been completed prior to lockdown. We have a plethora of evidence on the successfulness of the year. The Head and Mrs Moore would undertake the appraisals jointly. The clerk would contact Pat Fielding, SIP, to arrange a date for the Head's performance management meeting.
- Full governing body - Monday 30<sup>th</sup> November at 5.30pm

Clerk

#### **FGB4/19-20/17 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

**The meeting closed at 7.30pm**

**Signed by the Chair:**

**Date:**

### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB4/19-20/06	Reinforce in newsletter to parents that Govt guidance is being followed	Chair	
FGB4/19-20/09	Upload Policy addendums to G'hub for govts to review	Head Govs	
FGB4/19-20/10	Upload final budget for govts to review. Arrange a meeting date for Res Comm	SBM Govs Res Comm	
FGB4/19-20/16	Ask Pat Fielding to contact Head	Clerk	

Governor Name	Autumn 2019			Spring 2020			Summer 2020		
	FGB	Res	FGB	FGB	Res	FGB	FGB	Res	FGB
Mr C Walker	Y	Y	Y	Y	Y	C	Y	Y	Y
Mr A Bevan	Y	-	Y	Y		A	Y	-	Y
Mrs L Carey	Y	-	Y	Y		N	Y	-	Y
Ms K Davies	Apols	-	Y	Y		C	Y	-	Y
Mrs K Ghattaora	Y	-	Y	Y		E	Y	-	Y
Mrs K Harris-Whittle	Y	Y	Apols	Y	Y	L	Y	Y	Y
Mrs V Lloyd	Y	-	Y	Y		L	Y	-	Y
Mr S Mars	Y	Apols	Y	Y	A	E	Y	Apols	Y
Mrs R Patel	Y	Y	Y	Apols	Y	D	Y	Y	Y
Mr J Silver	Apols	Apols	Y	Deceased			-	-	-
Mr R Woods	Y	-	Y	Y			Y	-	Y
Miss S Law	Y	Y	Y	Left			-	-	-
Mrs L Hopkins	Y	Y	Y	Y	Apols		Y	Apols	Y
Mr C Belton	-	Y	-	Y	Y		Y	Y	Y