

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

<b>FGB MEETING – Part I Minutes</b>							
Date/Time: Wednesday 1 <sup>st</sup> July 2020				Location: Microsoft Teams video meeting – Covid-19			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Andrew Quayle	AQ	Chair		Rob Kelland	RK	Associate	
Helen Symons	HS	Co-opted		Tom Parkin	TP	Head teacher	
Ivor Smith	IS	Co-opted		Chris Brown	CB	Vice Chair	
Laura Lockwood	LL	Co-opted					
Lorraine Kennealy	LK	Parent					
Penny King	PK	Staff					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Apologies	DK – JK has not heard from DK. JK will email/call to see if everything is ok?	
2	Business Interests	None to update	
2.2	Minutes	Previous FGB mins approved by CB	
3	Actions from last meeting	Policies to be sent out – this was complete.	
4	Receive correspondence	None	
5	Items brought forward by the chair	None	
6	Safeguarding update	<p>CB carried out a video chat re safeguarding and risk assessments for schools wider opening during Covid-19.</p> <p>CB sent questions in advance to PK. CB sent the report/notes to JK to circulate to the governors. A quick over view of the report given during the meeting – CB spoke with NF, PK and 2 year 6 children. The children CB spoke to are enjoying school and feel safe. SCR is all up to date – just awaiting 1 DBS return.</p> <p>AQ asked – Do you feel that everything is going well?</p> <p>TP – All children that are back are enjoying school and seem quite happy.</p> <p>AQ &amp; CB – Well done and thanks to all the staff for your hard work – AQ – thanks to CB for carrying out the SG check.</p> <p>CB – the team are doing a wonderful job in staying in contact with home and children etc.</p> <p>AQ – Do you feel well supported by local authority?</p> <p>TP – Yes, they are in contact more now than they normally are.</p>	
7	Health and safety	<p>Health and safety site visit – not yet been carried out due to restrictions but it will be arranged for a visit – especially in September when we will have building works on site.</p> <p>TP – NPS (Pearce construction) have experience of working in schools and they also have their own Health and Safety people to be in charge of ensuring safety measures are in place.</p>	
9 & 11	Head teacher's report	<p>Parents are asking what the plans will be from September. It's hard to pre-empt, may have a slight idea what it's going to look like but cannot be sure until the government release the guidance. It will be tricky especially with staff changes due to PPA cover etc. The government guidance will tell us what needs to be done to accommodate all the children back in September. Planning for this will have to wait for now until it's been released.</p> <p>IS – Track and Trace – what is in place for anyone that may have been contacted by</p>	

<p>track and trace?  TP – Only the contacted person will have to isolate and not the whole bubble.  IS – What about home educating anyone that is isolating? How will work be provided for them?  TP – School's don't <u>have</u> to provide education for children at home. But this will be reviewed again in September as to what will happen.  PK – home learning audit –  RK – How has this been measured?  PK – It's been done through conversations with parents and we have taken their word in regards to how much their child/ren has been doing at home. Some children have been submitting work to the teachers and some can be measured with the online work.  LK – Do you know/have you worked out how to provide support once the children are back? How will you assess need etc?  PK – Baseline assessment will be done as normal when the children return. They will be continually assessing the children and gaps in learning etc. Teachers do this anyway.  TP – This will have a long term effect on children's attainment, even those that have been doing a little will struggle with catch up etc.  HS – Have you had any parents point blank refuse to do any work?  TP – Yes, we have.  PK – We also find for all the parents that don't want to, we also find children who refuse to do any work at home which is hard for the parents too.  Building work starting Monday – A lot of ground work going on initially for utilities etc. it will be going right across the school ground/site to connect to Gunswell lane.  Initial work will be putting up fences and cutting down trees in the building area.  Parking is going to be an issue for parents (and staff as well) Walking bus from another location is not going to be possible due to the current restrictions.  AQ – RK, when will the parking issue become a police matter/issue?  RK – Hopeful that the crossing will be complete by September and the road open to Mole Ridge Way to help with any parking/congestion. It will become a police issue when congestion is caused.  AQ – Keeping the start and finish times staggered will also help with congestion.  LL – Do we know how long the other building work is expected to go on for?  TP – Looking at their advertised finish time, around a year.  CB – Who is responsible for the roundabout?  TP – We are, the access road to school is an un-adopted road, from the roundabout onwards, it is school property.  CB – Can we put signs up to promote parents not parking etc?  TP – We can look at more signage etc. for the site.  AQ – Any feedback from your newsletter re build etc?  TP – No, there has not been any parent feedback.  AQ – Any feedback re the absence of the holiday club over the summer?  TP – Yes, there has been feedback regarding that as some parents need the service.  IS – How are we communicating the news of no holiday club to the parents and to the other children that attend the club?  TP – The government has stated that schools cannot accept children that do not attend the school already so they wouldn't be able to attend the holiday club anyway. We can share this with other schools to inform them and out it on our website.  HS – Is breakfast and afterschool care still happening in September?  TP – This is a separate thing to the school budget and so it has to make money for itself to continue running.  LK – How does that work for the bubbles within school?  PK – At the moment, they are using social distancing within the extended care sessions as much as possible due to the mixing of bubbles.  The site manager is settling in well, he has good experience with certain things. We still have a caretaker (Who transferred from Norse to employed by us) coming in 2.5 hours per week to help do some of the jobs with JW (Site Manager)  JW is great with the eco side of things and the outdoor work.  Tris (TM) our new Deputy head teacher is still currently in Malaysia. He is due to finish working there and fly home on or around 7<sup>th</sup> July. He has already started some training for his post within the school. Thinking of maybe doing a Zoom meeting/video for transition da so he can meet his class. Tris will have the Yr5/6 group.  He will also take on Maths lead – he has experience with Yr. 5&amp;6 and Maths. We also have a new maths curriculum which Tris has experience of and a potential new reading curriculum which he also has experience of.</p>
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		<p>CB was on the interview panel and found him very experienced and easy going. The teachers and classes are planned for September, Miss Ford is going back to Yr. 2 but this was due to using Tris' strengths and experience for his new role – otherwise most teachers staying the same.</p> <p>SEND provision in the current situation – The support not being received at home as it would in school.</p> <p>AQ – Have we been continuing to provide support where it's needed? TP – We have offered all children with an EHCP a place at school; some have taken up the place offer. AQ – Have the 3<sup>rd</sup> party support systems continued to provide support or have they stopped? PK – Some outside agencies have made phone calls to home and school to keep the support going. The school SENCO is also making weekly phone calls home and emailing links to families for help.</p>	
8	Budget	<p>Governor's reviewed the budget monitor. We have over spent on cleaning products – but this is to be expected. The new build will have its own boiler etc. TP – Capital projects – Money is still set aside for the projects but planning has been paused due to current restrictions.</p>	
		<p>Transition for this year – trying to get all of the children in for a transition day and keep the space for key worker children as well – This has been a lot of hard work. Transition days will be for fun and to help the mental health and well-being of the children and to give them some contact time before the summer holidays.</p>	
12	AGM	AGM decided for Wednesday 23 <sup>rd</sup> September @ 6.30 pm	
13 - 19	Policies	<p>Anti-bullying – CB agreed. Charging and remissions – TBC by HS. Health and safety – RK - No Issues. Agreed. Homework policy – PK – all ok for now – will need to be reviewed again in the spring term due to new curriculum. Volunteers in school – LK – Change of school name – Infant to primary. <b>Finance policy – AQ wants to meet with PH to discuss this policy before agreeing it.</b> Policies previously sent out via email for review have been agreed via email and discussed this evening.</p>	
	Impact	Governors agreed that the discussing around home learning and the support provided to give the best teaching possible during the current climate will have the biggest impact on the children.	
		AQ finished by saying thank you to PK and wishing her luck.	

Meeting closed at           pm.

Next meetings:  
Resources Wednesday  
T&L Wednesday  
FGB Wednesday

**Committee Membership and Governor Responsibility Review for AGM 2019**

<b>COMMITTEES</b>	2018-19	2019 -2020
RESOURCES	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy – chair</li> <li>2. Andrew Quayle – VC</li> <li>3. Chris Brown</li> <li>4. Helen Symons</li> <li>5.</li> </ol> Rob Kelland - Associate (+ Tom)	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy - Chair</li> <li>2. Andrew Quayle - VC</li> <li>3. Helen Symons</li> <li>4. David Kane</li> <li>5. Ivor Smith</li> </ol> Rob Kelland – Associate (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> <li>1. Penny King – Chair</li> <li>2. Mary-Ellen Whalley – VC</li> <li>3. Jason Wragg</li> <li>4.</li> <li>5.</li> </ol> Becky Hopkins – Associate (+Tom)	<ol style="list-style-type: none"> <li>1) Penny King</li> <li>2) Mary-Ellen Whalley – VC</li> <li>3) Chris Brown</li> <li>4) Laura Lockwood</li> <li>5)</li> </ol> Becky Hopkins – Associate (+Tom)
HEARING (1 <sup>st</sup> )	<ol style="list-style-type: none"> <li>1. Chris Brown – Chair</li> <li>2. Mary-Ellen Whalley Helen Symons</li> </ol>	<ol style="list-style-type: none"> <li>1) Mary-Ellen Whalley</li> <li>2) Helen Symons</li> <li>3) Chris Brown</li> </ol>
APPEALS (2 <sup>nd</sup> )	<ol style="list-style-type: none"> <li>1. Jason Wragg – Chair</li> <li>2. Lorraine Kennealy</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1) Rob Kelland</li> <li>2) Andrew Quayle</li> <li>3) Becky Hopkins</li> </ol>
PAY & PERFORMANCE	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy – Chair</li> <li>2. Jason Wragg</li> <li>3. Helen Symons</li> </ol>	<ol style="list-style-type: none"> <li>1) Lorraine Kennealy</li> <li>2) Mary-Ellen Whalley</li> <li>3) Helen Symons</li> </ol>
PAY & PERFORMANCE APPEALS		<ol style="list-style-type: none"> <li>1) Rob Kelland</li> <li>2) Andrew Quayle</li> <li>3) Becky Hopkins</li> </ol>
<b>LEAD GOVERNORS</b>		
Training		
Headteacher's Appraisal	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN		Andrew Quayle
Safeguarding	Chris Brown	Chris Brown
EYFS	???????????	
Children in Care	Becky Hopkins	Becky Hopkins
Finance	Lorraine Kennealy	Lorraine Kennealy
Personnel	Helen Symons	Helen Symons
Health, Safety, Welfare	Rob Kelland	Rob Kelland
Curriculum	Penny King & Jason Wragg	Penny King
Inclusion		Andrew Quayle
School Improvement	Penny King & Jason Wragg	Penny King
Community & Parent Links	Mary-Ellen Whalley	Mary-Ellen Whalley