

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 29 <sup>th</sup> April 2020 @ 7pm				Location: Zoom virtual meeting			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Penny King	PK	Staff		Laura Lockwood	LL	Co-opted	
Andrew Quayle	AQ	Chair		Ivor Smith	IS	Co-opted	
Tom Parkin	TP	Head					
Helen Symons	HS	Co-opted					
Chris Brown	CB	Co-opted					
Lorraine Kennealy	LK	Parent					
Mary-Ellen Whalley	MEW	Parent					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

*This meeting was the first virtual meeting during Covid-19 Lockdown for the governing body. The main agenda item was discussing the school budget and an update from TP regarding how the school is coping in the pandemic.*

	Agenda Item	Action
<b>PROCEDURAL ITEMS</b>		
1	Apologies	RK – Work, DK - Work
2	Staffing	AQ- Congratulations to PK on her new appointment. We are very pleased for you (and also sad to lose you) TP – As PK is due to start her new post in September, an advert has already been put out to fill her post. TP will keep governors updated on the progress of this.
3	Over view of situation	TP gave governors an over view of the current situation – This is likely to be long term issue – there is no quick fix for this. Children have been doing some great home learning. Having looked at how other schools have been doing the home learning, we seem to be somewhere in the middle expectation wise. We are giving out work for children to complete and have provided a range of learning materials and suggestions for children to access both emailed to families and posted on the school website. We are celebrating the work that is completed with a weekly feature on the newsletter – Home learning heroes – Photos of home learning examples sent in from parents. There is no pressure on children and families to complete the work set. This is a difficult time for everyone and mental health and well-being are more important. Staff are on a daily rota with daily allowance for sick cover. MEW – looking at the incubation period, is it better to have a weekly rota instead to avoid staff being off in the event of a case/symptoms etc? TP – The rota works well and we have daily back up to cover staff absences. AQ – Have we got a limited amount of children in daily? PK/TP – Around 10 – 20 per day? TP – Guessing it's going to be a staggered approach to return to school. Awaiting governor info regarding how this is going to happen. LL – Do we decide what happens or do we follow government guidelines? TP – Most likely there will be government guidelines to support decisions. We need to consider the fact that we have small classrooms which can be tricky to accommodate the social distancing rules with large numbers of children returning. We are hoping for notice from the government to put plans into action and help the children and families as best as we can. CB – Wanted to point out and for others to be aware that this situation is out of our control – parents also need to be aware of this. Everyone is doing the best they can. TP – Teachers are phoning children once a week to have a catch up and answer any questions. Children with an EHCP or classed as vulnerable are having contact as well. AQ – How are the KS2 assessments being done? TP – All assessments are being scrapped. The government are not expecting any data to be submitted. Yr 6 children will have a teacher assessment to take to secondary school. Also the transition in school – all new teachers will receive a teacher assessment in relation to the children changing teachers/classes. AQ – Do parents know all of this? TP – Possibly not – we have not directly said this to parents. It has been announced by

		<p>government but we can send a letter home to Yr 6 parents to explain this as they are experiencing the biggest change for this school year.</p> <p>PK – home learning/educating is tricky to do virtually/remotely. Teaching is an interactive thing for children and not all children will learn with someone talking to them via a screen. We have suggested more activities for some independent activities. The school website has regular updates with ideas and tasks/topics for each class. We are dealing with a wide range of family situations which require us and the teaching to be flexible to suit a range of family's needs. Children are also finding the situation hard at the moment so their mental health is largely a priority.</p> <p>LK – Is it the school responsibility to provide a laptop etc. for the children without one?</p> <p>TP – No, this is mainly for secondary schools and children with social workers.</p> <p>TP – We will not be putting pressure on or making people feel bad for not completing work at home.</p> <p>PK – If this is a long term thing (12 months etc.) then the government are looking at virtual schooling to help provide education.</p> <p>Google classroom is great but not all children will learn that way so it can be challenging for some.</p> <p>TP – LBQ (learning by questions) is working well for the year 5&amp;6 children.</p> <p>Governors wanted to thank staff for all of their hard work. TP – Staff have been brilliant, we only have a few off for health issues/concerns but everyone is working hard in school and from home. AQ will write a letter of thanks from the governors to go with TP's email to staff on Friday.</p>	
		The meeting moved to Part 2 at this point.	
		Part 1 resumed	
4	Budget	<p>CB has submitted some questions (see attached list)</p> <p>TP – we cannot predict the government funding increase amount per pupil. We know it's likely to increase but cannot say by how much.</p> <p>Teachers pay grant allocation is included for this year but not thereafter.</p> <p>AQ – The lump sum £114k not pro rata, is there a risk of not getting it?</p> <p>TP – No, it goes to all the schools.</p> <p>SEN funding may go up and down.</p> <p>Projects heading – There is £30,000 under this heading – this is catch up of the funding we have been behind on with the growth. This will be used for SIP for improvement projects.</p> <p>CB – The Site manager and grounds maintenance are separate roles?</p> <p>They will be separate initially but will become one role so it will become a saving eventually.</p> <p>Sports – R96 – This is a cut back to keep the budget inline.</p> <p>R131 – ICT support has increased due to an increase in ICT use – Chrome books, tablets etc.</p> <p>R151 – Capital – This can only be used for certain things – large scale items and has to be spent in a certain amount of time so cannot be 'saved'. We can use it to replace broken boilers etc.</p> <p>R177 – Ensuring we are not spending unnecessarily and over spending per pupil to balance the budget.</p> <p>The end years of the budget are an unknown and rely on the government funding amount and whether it is to be increased. Once this is known, a more accurate idea can be given.</p> <p>IS – Can we put aside a contingency each year to save?</p> <p>TP – The extended care can act as a buffer and we can keep that back.</p> <p>Any large amount of money in the account needs to be explained to DCC and can also be removed and re-distributed.</p> <p>R72/73 – SIP and CPD – We are spending more this year than normal and next year we will be spending less. It's misleading starting out high and going down.</p> <p>MEW – Free school meals children – are we giving out free food?</p> <p>TP – the uptake of the free food wasn't great and some who said yes to the food parcels didn't turn up to collect it. The school has now started doing food vouchers for eligible families and this seems to be working well.</p> <p>TP – had an increase in encompass calls (calls from police that have attended domestic calls and children are involved or present) regarding vulnerable children. TP and the school are still working hard to safeguard these children and bear in mind the support they're going to need on return to school.</p>	
		<b>JK to send policies for review to individual governors for review.</b>	<b>JK</b>

## 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</li> <li>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