



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Virtual Meeting due to COVID-19
Tuesday 26th January 2021 at 6pm
MINUTES**

Present:

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| Keith Dixon (KD) | Chair COP |
| Stephen Corcoran (SC) | STH |
| Mick Luck (ML) | COP |
| Tom Hilyard (TH) | ST |
| Darren Speed (DS) | LA |
| Steve Manning (SM) | PA |
| Ian Robinson (IR) | PA |

In attendance:

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| Debbie Green (DG) | Clerk to the Governing Body and Finance officer |
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The meeting started at 6.10pm

Governor *support* and *challenge* highlighted. *ACTIONS underlined*

| | | Action |
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| 1 | APOLOGIES FOR ABSENCE All Governors present. DS had previously advised DG that he would need to leave the meeting at 7.15pm due to a prior engagement. | |
| 2 | DECLARATION OF INTEREST (<i>statutory</i>) Governors to declare any interest in specific agenda items at this meeting. <ul style="list-style-type: none"> <i>SC advised that he had updated his register of interests form as his son now attends Jack and Jill Nursery.</i> <i>KD advised governors that he had made DG aware that his register of interest's form would need amending. He would give DG more details in due course.</i> | |
| 3 | MINUTES OF THE PREVIOUS MEETINGS The minutes of the previous meeting held on 6 th October 2020 were recorded as an accurate record. KD to sign. | |
| 4 | MATTERS ARISING FROM THE MINUTES To discuss and minute matters arising which are not covered by the agenda and ensure all actions completed. <ol style="list-style-type: none"> Finance Committee meeting arranged for 3rd November – KD/ML/SC/DG to attend. <i>Finance Committee was attended by KD/ML/SC/DG – see section 8</i> | Discharged |

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| | <p>2. Music Corridor and Photocopier area to be added to the agenda of the Finance Committee meeting - DG. <i>Actioned- see section 8</i></p> <p>3. Child Protection and Safeguarding Policy – Governors to read and approve at next FGB meeting. <i>Governors had read policy and agreed to adopt updated Child Protection and Safeguarding Policy.</i></p> <p>4. DG to arrange a Pay Committee Meeting before 31st October – SC/ML/DS/SM/DG to attend. <i>Finance Committee was attended by SC/ML/DS/SM/DG on 22nd October 2020 – see section 9</i></p> <p>5. Governors to put their name against Monitoring Subject. <i>KD asked SC how governors do this?</i> <i>SC – Governors can drop into remote learning sessions. Meetings with SLT can be done remotely. SEND and LAC reviews can be remote as well. SC advised governors that Isabel Ramsey's report (appendix A) was available for governors in document section on Teams, so would not go into detail now.</i> <i>KD – suggested that Ofsted can dip into lessons. Live whole class teaching? SC – there is a government toolkit for analysing and reviewing. Doing live whole class teaching does not work, Ofsted have advised that it is not good practice. Blended learning is more beneficial. Teachers/TA's are doing 1:1 and small groups.</i> <i>ML pointed out that normally governors would not dip into lessons as they cannot comment on standard of teaching. ML asked for more regular HT reports. SC asked ML what information he would like. ML; Update from HT on remote learning that has been put in place and provisions for children on site. SC advised ML that information in his HT report would answer these questions.</i></p> <p>6. SC and KD to meet to discuss yearly governor meeting planner and set dates for this academic year. <i>SC advised governors that he and DG had met and written a yearly governor meeting planner.</i></p> | <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharged</p> |
| 5 | <p>CHAIR'S ACTION See Part B</p> | |
| 6 | <p>HEADTEACHERS UPDATE</p> <ul style="list-style-type: none"> External Validation Report SC informed governors that Isabel Ramsey's (School Improvement Consultant) report was available to view on Microsoft Teams – files section. Vulnerable children/Home Learning/Number of children on site SC talked through his presentation to Governors (appendix B) – Update January 2021 He highlighted a graph showing number of vulnerable children in school and at home. SC pointed out that the more children the school has on site the less quality the home learning will be. He told governors that the school had 3 bubbles, still maintaining social distancing, children on tables facing all the same way and has reduced staff movement. The SLT and Pastoral Care Lead were in contact with vulnerable children not in school and if necessary outside agencies. School had identified 102 critical worker families and 35 children classed as vulnerable. If all children were attending school teachers would not be able to do remote learning. Via teams the teachers can check each child, do they log in, how many meetings do they attend and if they hand work in. <p><i>KD & SM asked how the school know if the child are completing work.</i> SC advised governors that they have had cases where children log in and hand in a</p> | |

blank document. In this case the school has telephoned the parent and got the child online to meet face to face to discuss any problems.

SC informed governors that some children are struggling with a routine, do not know when to log in etc. In these cases, teachers are contacting children first thing in the morning to get them started.

SC told governors that if vulnerable families are really struggling then he advised the parents to send their child to school. 4 families have started this week.

ML asked if teachers are chasing children if they are not working, is it being recorded.

SC, Yes, and recorded on the Teams app. **ML asked how many children were not engaging.** SC – the number is quite low – single figures. He knows exactly who they are and is working with the families together with the HSLW. School is also using the services of the Inclusion Officer who can support families, but parents are not legally obliged to participate. **ML – Is there a legal requirement to do remote learning.**

SC – no. From a safeguarding side, SLT and HSLW visit homes to see children. ELSA sessions are still happening online. **ML – and SEN support online?** SC – Yes, Interventions are continuing online with Teaching Assistants, also the school's 2 children with Cochlear Impacts can plug into devices compatible with their implants.

SC explained to governors that teaching staff are rotated in to teach a bubble once a week and 4 days a week is dedicated to remote learning. Teachers are producing PowerPoints with videos of teachers speaking.

The COVID-19 Catch up Funding supply teacher is also supporting one bubble twice a week. CM sports are supporting bubbles twice a week – Using additional staff like this means that class teachers are able to support their classes remote learning for 4 days a week instead of being required to cover a bubble in school.

CM sports and Supply teacher have opted into Lateral Flow testing.

Teaching Assistants are working 2 days in school supporting the bubbles and the remainder at home working on the remote learning.

KD asked if any bubbles had closed. SC explained one bubble had closed and had also asked parents to keep any siblings at home as well. If a carer is at home looking after one child, then there is less risk of transmission if sibling stays at home too. SC explained he had emailed Surrey County Council of his decision as this is against Government advice – SCC advised him to inform the Governing body of his decision. 5 siblings at home and the school had loaned 3 laptops. **The governing body agreed this was the correct action.**

SC showed governors slide showing school demographics based on government measures for vulnerable and critical workers.

KD asked if the vulnerable children who the school would like to attend, are in school.

SC no, it is not a legal requirement for children to attend school currently. The school is using SLT, Pastoral Care lead, outside agencies and teachers to do welfare checks, care packages and monitoring to check children are logging into teams. **KD expressed his concern that now Free School Meal vouchers were being issued, staff were not visiting vulnerable families daily.** SC reassured governors that with certain families, staff will still do face to face visits.

The government have given the school 20 devices with Safeguarding software already on them. (1 not working). Devices have been given out to families- once returned school can keep them.

SC advised governors he has also purchased a further 30 devices from a government approved procurement which were cheaper than the normal retail price. (He had spoken to ML/DG regarding funding). Full virus protection and internet safeguarding.

These devices will not just be for vulnerable families. **KD asked can the school check that the children are using them.** SC – yes. There are 2 families who have not switched on the devices and staff will work with these families to find out why. Support staff have been given devices so that they can action precision teaching, reading session etc at school and home.

SC explained to Governors that the governments recommendation for home learning is a minimum of 4 hours. Teachers have provided plenty of work on teams. Videos of teachers/work which families can do at any time and replay many times. Feedback from parents is positive, children are pleased to see their teacher and their questions are always answered.

SC told governors during 1st lockdown it felt that school and home learning were distant. A few parents had asked for paper copies however this has been declined as teachers are uploading new work everyday and it would not be feasible due to the vastly increased workload it would create for staff.

Children can write answers into word, excel – there is another app that he would like to speak to teachers about, but he is mindful that teachers have already learnt a lot.

ML asked how the quality of online lessons are being monitored. SC- for teams meeting a link is sent to him and TH and they can drop in and observe. He scheduled an ambassador meeting with Year 6 – only 4 attended but their feedback was work was like being in school and they enjoyed seeing their teacher and friends via teams.

KD asked if SC or teachers monitor returned work. SC – teachers feedback to guide the children. They can have 1:1 virtual meetings if they are finding things difficult or communicate via messages. **KD asked if there will be assessments when children return.** SC – yes and teachers assessments. Nobody knows what level the children will return at.

SC drew governor's attention to Engagement rates per class slide. **SM asked how it was tracked.** SC – school can see how many assignments are done and data on login in etc. SC has asked DFE for more devices (dongle) but no reply yet. **KD asked if SC was happy with the numbers** -SC no because it is not 100%, however engagement with Rockstar's and Accelerated Reader is a lot higher than 1st lockdown.

SC is proposing to do a survey to parents regarding remote learning.

TH/SC

ACTION - TH/SC -to present government toolkit for analysing and reviewing to governing body.

SC advised governors that Edwards and Ward catering staff had been furloughed so TA's on a rota to provide a good quality lunch each day.

STAFFING

SC advised governors that staff were now doing a Lateral Flow Test 2 days a week. Staff can opt out; however, they can opt in if they change their mind later. **KD concerned that staff who opt out could be carrying the virus.** The tests are 83% accurate. As of today's date there had been 25 negative results. Staff report result to Government website and school form. **KD asked how staff's personal data is protected.** SC advised staff advise their result through a secure 365 system. TH/SC/DG have access to the data. Privacy notice given to all staff and they also sign when collecting test. Government has advised the information has to be kept for 5 years.

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| | <p>SC gave governors an update on Read, Write, Inc which is now being used in Year R. Feedback from parents is very positive. Some children who could not read before Christmas can now read a full sentence.</p> | |
| 7 | <p>FINANCE UPDATE Month 3 FMR Budget and COVID-19 implications DG had previously sent Month 9 FMR to ML and KD and was available for all governors to view on the files section of Microsoft teams. ML advised the budget looked comfortable, nothing major to report. SC thanked ML for all his time with finance. KD asked if COVID-19 Catch-up funding had been received for this term. DG – Notification not yet received. Will look on the TABS when they are received early February.</p> | |
| 8 | <p>FINANCE COMMITTEE - INFORMATION Finance Committee met on 3rd November 2020 – Actions agreed</p> <ul style="list-style-type: none"> Governors agree to a supply teacher 2 days a week to cover teacher release for interventions. <i>Actioned</i> Governors agreed the purchase of Read, Write, Inc, - £7k to come from carry forward. <i>Actioned</i> Governors agree to refurbishment of photocopier/music corridor £4450. <i>Work to be carried out during February half term</i> Governors agreed to new flooring in Years 3 and 4 and shared area £6k. <i>On hold now until children can go back to eating in the hall.</i> KS1 Toilets – further investigation <i>Committed expenditure is for the KS1 toilets – SC advised governors he has had a walk around with Orca Commercial & School washrooms for final costings.</i> <p><u>ACTION – SC to arrange with DS a time for premises support.</u></p> | SC |
| 9 | <p>PAY COMMITTEE - INFORMATION Pay Committee met on 22nd October 2020. All teacher Performance Managements have been completed and pay awards implemented.</p> <p>KD thanked ML/DG/DS/SM and SC for their assistance with finance and staffing.</p> | |
| 10 | <p>SCHOOL UNIFORM Sweatshirt and Cardigan SC advised governors that Brenda's School wear had contacted the school to advise the manufacturer of the sweatshirt and cardigan had discontinued the colour and it was not available anywhere else. Brenda's sent school an example of an alternative – an amber sweatshirt which SLT felt was too orange (sweatshirt was shown to governors via teams, however colour was not very clear). Brenda's had done an exhaustive search themselves to find the same colour but unsuccessfully. SC/DG also searched but examples sent were more orange than yellow. Examples of 2 types of green had been sent to the school by Brenda's. These examples were shown to the governors via teams.</p> | |

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| | <p>Governors had a discussion regarding the change of colour. IR – suggested black as Holly Lodge Primary School were also green. IR was concerned the school would lose its identity with green. SC was concerned that black was identified as a secondary school colour. DG pointed out the school décor was yellow and green.</p> <p>SC to advise parents and get their feedback.</p> <p><u>ACTION: SC to get feedback from parents</u></p> | SC |
| 11 | <p>PARENT AND STAFF ELECTION</p> <p>DG reminded governors that IR (parent governor) and TH (staff governor) term of office ends at the end of March.</p> <p>Parent Governor letter has been prepared and signed off by SC/KD. Straight after half term (22nd February) parent governor letter will be sent to parents. Parents have 10 school days to return nomination forms. Staff will also be contacted on this date. No questions from governors.</p> | |
| 12 | <p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>Governors had not attended any training since last FGB meeting.</p> <p>SC reminded governors to look at webinars etc from Better Governor/Strictly which are forwarded by DG.</p> <p>SC discussed Governor recruitment. He has looked at a couple of websites, one site is of interest, link to be sent to KD.</p> <p>ML is concerned that governor numbers are dangerously low.</p> | |
| 13 | <p>SELF EVALUATION</p> <p>Governors to consider 'What have we done at this meeting/since the last meeting that has improved the education for the children in our school?'</p> <ul style="list-style-type: none"> • Probing of Headteacher's updates. ML advised he feels governors now have a better handling of information from HT. Would like more information on year groups and % of vulnerable children not participating. • Supportive of a questionnaire to parents re: Home learning. | |
| 14 | <p>AOB</p> <ul style="list-style-type: none"> • SC advised Governors that TH job title was now Deputy Headteacher • KD asked how staff morale was. SC advised that staff were coping, whole new challenge for everyone. Staff and TA meetings take place. He has an open-door policy. Staff also have access to Surrey County Councils Employee Assistance helpline. Supportive of childcare, loan of devices and delivered a care package to a member of staff isolating. <p>KD asked if staff know about the two members of staff who are mental health trained. Need to be mindful of staff as well as children. SC not sure – will advise staff.</p> <p><u>ACTION: SC to advise staff of 2 x Mental Health personnel</u></p> <ul style="list-style-type: none"> • SC advised governors that staff have been amazing. Governors agreed that a joint letter from SC/KD to staff thanking them for their hard work and support should be sent. <p><u>ACTION: SC/KD letter to staff</u></p> | <p>SC</p> <p>SC/KD</p> |
| 15 | <p>Next Meeting</p> <p>Next Full Governing Body meeting arranged for Tuesday 9th March 2021 at 6pm.</p> | |

Meeting finished at 8pm

Signed.....

Date.....

15/3/21

SUMMARY OF ACTIONS

1. Governor monitoring report
2. TH/SC to present government toolkit for analysing and reviewing of Home Learning to Governing Body.
3. SC to arrange with DS a time for premises support.
4. SC/KD – letter to staff
5. School Uniform- Parent feedback
6. Inform staff of Mental Health personnel

FGB
SC/TH

SC
SC/KD

SC

SC

