

ST. MARY'S PRIMARY SCHOOL
Draft Minutes of the Board of Governors' TEAMS Meeting held at
St. Mary's Primary School on Wednesday 20th January 2021 at 5.00pm

Present																							
Mrs N Bown - Chair	Co-opted Governor																						
Mrs M Dunstan - HT	Staff Governor																						
Mrs C Dibble	Co-opted Governor																						
Mrs C Layton	Staff Governor																						
Mrs G Cornish	Parent Governor																						
Mr J Stacey	Co-opted Governor																						
Mr S Hellard	Co-opted Governor																						
Mrs M Clothier	Co-opted Governor																						
Miss Hannah Read	Parent Governor																						
Mrs J Baker	Clerk																						
	Minute	Action																					
1	Apologies accepted: Rev Suse Osmond – LA Governor and Mrs J Patten – Foundation Governor																						
2	Election of Parent Governor Hannah Read has been elected as a parent Governor with effect from 9 th December 2020. The school received two applications, so we were required to hold an election.																						
3	Declaration of Business Interest There were no declaration of business interests																						
4	Minutes of the Meeting 11th November 2020 These were taken as a true copy.																						
5	<p>Actions & Matters Arising from the Minutes of 11th November 2020.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">ST MARY'S BOARD OF GOVERNORS</th> </tr> <tr> <th colspan="3" style="text-align: center;">Action from the Meeting held on Wednesday 11th November 2020.</th> </tr> <tr> <th style="text-align: left;">Action</th> <th style="text-align: center;">Who</th> <th style="text-align: center;">When</th> </tr> </thead> <tbody> <tr> <td>Chair to meet with staff</td> <td style="text-align: center;">NB/MD/CL</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td>Make amendments to Policies</td> <td style="text-align: center;">MD</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td>Start recruitment process for Parent Governor</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td>Start collecting information regarding Co-opted Governors</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">ASAP</td> </tr> </tbody> </table> <p>NB has been unable to meet with staff due to the current situation, it was agreed this would be postponed until it is safe to do so. It was also agreed to postpone recruiting a Co-opted Governor until lockdown restrictions are lifted.</p>	ST MARY'S BOARD OF GOVERNORS			Action from the Meeting held on Wednesday 11th November 2020.			Action	Who	When	Chair to meet with staff	NB/MD/CL	ASAP	Make amendments to Policies	MD	Completed	Start recruitment process for Parent Governor	JB	Completed	Start collecting information regarding Co-opted Governors	JB	ASAP	
ST MARY'S BOARD OF GOVERNORS																							
Action from the Meeting held on Wednesday 11th November 2020.																							
Action	Who	When																					
Chair to meet with staff	NB/MD/CL	ASAP																					
Make amendments to Policies	MD	Completed																					
Start recruitment process for Parent Governor	JB	Completed																					
Start collecting information regarding Co-opted Governors	JB	ASAP																					
6	Any matters of urgency There were no matters of urgency																						
7	<p>Finance Month 9 Update</p> <p>The report is not as in depth as Month 3 & 6, but it gives a good idea as to the current financial position of the school. CD will be budgeting in February so that will give a clearer idea of the financial situation.</p> <p style="color: red;">With additional spending due to COVID, do we know how much it has cost to date, will County give funding towards these costs or are there any grants that can be claimed?</p>																						

<p>7.1</p>	<p>The Government have said that schools could claim for any additional costs that are above and beyond anything that they wouldn't normally be doing. At Year End CD will have a better understanding of the amount it has cost the school for the extra cleaning and equipment that's been purchased, this includes the hiring of a marquee for six months. The marquee has been hired due to not being able to multi use rooms and not able to be outside for PE and additional cost of a cleaner in school from 10am-2pm over and above the usual cleaning hours.</p> <p>It was mentioned about the Free School Meals money and how to balance that against costs, how much has it cost the school and how much has the school saved? CD will work out these costings.</p> <p>PE and Sport Grants, is that going to be carried forward so that the school can have a running track?</p> <p>The last time the school had a quote for a running track it was £32,000 but that was a couple of years ago so a new quote will need to be obtained. The school also suffers from a lack of car parking space. The financial viability of providing a hard standing put down on the grassed area to help with the parking situation is being considered. The space for the parking would be looked at before putting in the running track.</p> <p>Pupil Premium spending is difficult to use at the moment as not all the children are in school. The school has recently brought books and magazine subscriptions for these children. The balance will be carried forward to be used for catch up lessons when children return. CL has checked with all Pupil Premium families that they have enough devices and internet access to be able to complete home learning. Some children are also having 1:1 work with staff via TEAMS during the week, so they are having additional support but this does not involve an additional cost. There may be a bigger cost once children return to school as there may be a lot to pick up. Staff are putting programmes together where they contact children regularly via TEAMS, learning packs have been printed off and home visits have been made. We have more that 50% of PP children coming into school, this included PP children that fall within the vulnerable group as well.</p> <p>School Fund Audit CD reported that the School Fund Audit was carried out by James Stacey on 18th November and has been sent to the Local Authority. Governors thanked James for his time and assistance.</p>	
<p>8</p>	<p>COVID Update</p> <p>The school has had a much higher take-up than during the first lockdown with over 100 children coming in every day and the school has tried to make space where it has been needed. There has been a need to get the balance right and encourage parents to only send in children the days that are required.</p> <p>There was a concern that the classes were getting quite big, but the Government hasn't given a limit to class size. Staff were given the option of either continuing with one class with the size increasing and have one week in school and the other week at home doing home learning or open up two classes for each year group which would mean that teachers would be doing work in class as well as the home learning. It was unanimously agreed to do one week in school and one week home learning. Each teacher is recording a maths and English lesson each day and putting it onto either the website or Showbie. There is also a weekly TEAMS meeting on a Wednesday for a catch up with the whole class. Everyone is being very supportive and helping each other out with any problems they may be having and sharing any knowledge or expertise. The children at home are needing just as much support if not more than the ones in school. All the children doing home learning will have the support of the teacher who is at home, if they have any problems, they can contact them via DOJO. Parents have given very positive feedback with regards to the recorded lessons. Work is also going onto Showbie or the website for English, Maths and one topic per day, some teachers are also extending this now by putting on</p>	

extra phonics etc, so things are developing a bit further. Staff are also being really proactive by highlighting children they have concerns about. If it is considered that a child is struggling or a parent isn't coping, then the child is being invited to come into school.

The Risk Assessment has been updated and Lateral Flow testing will be starting next week. Staff have been informed about it and a leaflet has been distributed explaining how to perform the test. It is not compulsory, and staff have been sent a form to either opt in or opt out of the test. The tests will be done on a Sunday and Wednesday evening, but only on the week that the staff are in school. If they get a positive test, then they need to advise MD and book in for a PCR test. The lateral tests are likely to give false negatives rather than false positives. These tests are only for a-symptomatic cases, if anyone has symptoms then a PCR test is needed. As COVID Co-ordinator MD will be collating the results and reporting to the DfE.

The fogging machine is working well and the Premises Manager is fogging each classroom every night.

Although the school has received the UIFSM money, the school has offered every child who has been attending school during lockdown a lunch. We have not charged the children, but the school has still been paying the kitchen. Taylor Shaw have said that unless they have an extra £1400 per month, they are making a loss. It was judged that £1400 was not a good use of school funds. The kitchen will now be closed for the duration of the lockdown. Benefit related Free School Meal children are already having vouchers provided for the days they are not in school as well as having a lunch on the days they are in. These vouchers have now been topped up to cover all school days so parents can provide their children with a packed lunch.

Do you think the kitchen are unable to access as many grants this time around?

The school is unsure about this as Taylor Shaw have said they will furlough their staff. The kitchen is only closed temporarily and once the school is fully open again the kitchen will re-open.

Free School Meal numbers are now higher than ever before, with a total of 39 children entitled to FSM. There's also a possibility of more parents applying. During the lockdowns the school has always provided parents of FSM children with vouchers of £15 per week rather than food boxes. SCC also gave 15% extra in case there were any other families in need but not in receipt of FSM, vouchers have already been given out to one family.

The school was very fortunate that when Trade Unions were encouraging staff to send section 44 letters to the headteachers, MD didn't receive any letters, she did get a couple of emails from staff who were a bit anxious about returning to school. However, all staff came into school on the first day of term. The first week in January was a hard week but everyone stepped up and a lot of fast learning happened. Teachers are using an online platform called Loom which is free to educators, which enables them to upload Power P presentations and video clips. It was decided against doing live lessons as it was felt that families with more than one child might not have enough devices to use. The videos can be watched in their own time and can be re-watched if needed. This is also ensuring that children are learning whilst at home.

Gemma Barnett is still doing catch up work and interventions via TEAMS and mainly working with individual Year 6 children to start with.

All assessments have been cancelled, this includes Early Years Profile, KS1 and KS2 SATS. Although the SATs are cancelled the school has purchased revision books and guides for Year 2 & Year 6 because those children still need to be at that level especially the Year 6s to enable them to function well at Secondary School. Year 6 have six books, two each of maths, reading and SAPG, there are revisions guides as well as a question booklet, which should support them. The Year 2s have the Achieve SATS books.

9	<p>Staffing</p> <p>Di King and Kirsty Tipney have both left in the last month. Shelley Pitcher was originally offered the Receptionist job. With these changes happening it had been established that the hierarchy in the office would work better with Caroline Dibble as School Business Manager, with two office staff on the same level, reporting to her. Shelley Pitcher will now take on the responsibility for day-to-day finance along with the premises admin and Jenny Baker will be taking on the HR recruitment elements. MD stated that CD and JB have been phenomenal throughout all of the changes as it has been a turbulent time in the office. They have both been professional and gone above and beyond and SP is settling in really well. An advert has gone out for a Receptionist/Admin Support to join the office team.</p> <p>Claire Creedy has been helping on the front desk a few hours a day on the week she's not due in class to give SP time for training.</p> <p>The Governors expressed their gratitude to the staff for all their efforts and going above and beyond once again.</p>	
10 & 11	<p>Health & Safety & Premises</p> <p>MD & CD have gone through all H&S and Premises issues and updated everything that still needs completing. There is a slight damp problem, which County have now said they will address, so Chris Lovell will do a temporary fix until then. There is a problem in the Year 5 huts involving the drains and the toilet. A quote has been received from S&D for £4200, this work will be carried out.</p> <p>SP has just completed the premises training and is taking on the H&S and Premises admin working alongside the Premises Manager. On the management system that we use: RAMIS, we are currently at 100%. Everything is all going well but we are in a period of transition.</p>	
12	<p>Christian Distinctiveness</p> <p>This hasn't moved on greatly. There was a meeting which minutes were attached to the agenda. CL has created a video with the mini chaplains about the school values and ethos, it's not been published yet as some elements require re-recording. MD and CL are currently holding Friday morning Zoom assemblies and Rev Suse is continuing virtual assemblies once a week.</p> <p>SIAMs will not be happening this term and inspection won't be happening until at least Easter. The school were due their SIAMs last July.</p>	
13	<p>Clerks Briefing</p> <p>JB had a Clerks Briefing in November a lot of things in the briefing have already been covered in the meeting regarding FSM, SATs and Assessments being cancelled and ensuring vulnerable children are being checked on. Governors need to ensure that the school are doing what they should be doing over lockdown. The half termly bulletin will be sent via JB to all Governors.</p> <p>SSE will soon be giving Clerks access to the data base to be able to update Governor changes immediately.</p> <p>SSE will soon be contacting Clerks to send a set of minutes so they can ensure the information covered in them is correct.</p> <p>For any training that Governors do, Governors should email JB when completed, so the records can be updated.</p>	
14	<p>Correspondence</p> <p>Letters of resignation received from Diane King and Kirsty Tipney</p>	
15	<p>Any matters of confidential nature</p> <p>There were no matters of a confidential nature.</p>	
16	<p>Date of Next Meeting</p> <p>Wednesday 24th March 2021</p>	
	<p>Meeting closed at 6.04pm</p>	

Signed:

Page 5 of 5

Date: