

ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Minutes of the Full Governing Body held on the 19th June 2020 at 11.30am

Governors present

Mr David Daniels – Co-Chair, meeting chair and Foundation Governor
Mrs Claire Marsland – Headteacher

Mrs Alexia Loundras – Vice-Chair and Parent Governor
Mr Brent Milverton – Foundation Governor
Mrs Fiona Puleston – Co-Chair and Parent Governor

Attendees

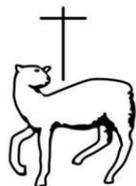
Mrs Rosemary Conway – Business Manager and Clerk to the Governing Body
Mrs Gill Driffield – Business Manager

Apologies

Reasons accepted for:
No reasons given for:

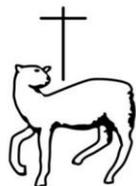
Key: **Decisions** **Challenge** **Actions**

Agenda Item	Discussion, decisions and actions	
	The meeting was conducted remotely due to the ongoing COVID19 pandemic.	
1	<p>Standing items</p> <p>Opening prayer Mr Daniels opened the meeting with a prayer.</p> <p>Declarations of interest There were no new declarations of interest.</p> <p>Apologies Apologies were received as detailed above.</p> <p>Agree the minutes of the meeting held on 29th May 2020 The minutes were agreed as an accurate record, and duly approved.</p>	



The Governing Body

<p>2</p>	<p>Extending School Provision</p> <p>The Headteacher proposed that the school extend its provision to Year 4 children, taking in to account the following;</p> <p>Numbers and staffing</p> <ul style="list-style-type: none">• The Government had changed its guidance and it was now up to schools to decide which year groups it could take, within its capacity. Key Worker, vulnerable, years R and 1 children had to take priority on places.• The Local Authority had advised schools to be cautious in their planning and not to consider closing early to prioritised year groups in order to open to other year groups.• Any extension of provision had to be approved by the Governing Body. <p>The Headteacher provided Governors with an update on capacity;</p> <ul style="list-style-type: none">• It had been difficult to manage capacity due to a number of parents changing their minds. A communication had been sent the previous week about being definite.• Capacity in the school was sufficient to offer places to more children as there were spaces in some bubbles to accept new requests from priority year groups and the capacity to create a new bubble for year 4 children. A second new bubble could be created if the staffroom was converted to a bubble classroom.• Having received requests for places for year 4 children, there was capacity to retain fulltime places for those already in school under Key Worker / vulnerable status and part-time places for everyone else. Part-time provision would be either Mondays and Tuesdays or Thursdays and Fridays. A deep clean of the bubble classroom would take place on Wednesdays. <p>A Governor stated that the Headteacher had stated at the previous meeting that she would need to be involved in staffing a bubble if an 11th bubble were created, and asked if she would have to do so. The Headteacher responded that she had reviewed staffing capacity and would not have to do so.</p> <p>The Headteacher went on to state that she had asked staff to review their availability as there had been an increasing sense of unfairness between staff that some were doing more of their contracted hours than others. She was also concerned that some staff in school were not taking proper breaks due to not wanting to leave a colleague on their own. The Headteacher had reminded staff;</p> <ul style="list-style-type: none">• That at least 80% of the school's budget was spent on staffing• that school staff were considered to be critical workers• the criteria under which they should expect to work from home or not be in school. For those who had expressed concern about sending their own	
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The Governing Body

children to school, she had advised them to contact their child's school to address those concerns.

Of those not working on site or not working their full hours, 2 teachers and 5 teaching assistants had responded to the request to review. One person was returning to school the next week and another increasing to fulltime hours.

A Governor asked how many staff were not in school. The Headteacher provided a breakdown;

- 48% were working their full contracted hours
- 79% were working on site for some or all of the time

These numbers did not include admin staff but did include the Headteacher.

The Headteacher informed Governors how she proposed to staff the additional bubble. It would have an Higher Level Teaching Assistant and Teaching Assistant on Mondays and Tuesdays and a Newly Qualified Teacher and Teaching Assistant on Thursdays and Fridays.

There would be capacity to introduce another bubble when a member of teaching staff returned from sickness absence. If the additional bubble was not required, that teacher could work with the Headteacher on provision in September.

Risk Assessment and Procedures

The Headteacher informed Governors that the risk assessment had been up dated but not a lot had needed to change. Drop off / collection times and toilet / staffroom arrangements for the additional groups had been added.

A Governor asked if anyone had reported symptoms. The Headteacher responded that one child had been sent home with a cough, following the procedure in the risk assessment. The child's parents were advised to arrange a test and the school had contacted Public Health England for advice. The test came back negative. Another child had not attended school as they woke with a possible fever. Mum organised a test.

A Governor commented that the Headteacher seemed confident they had capacity to offer places to year 4 and asked if she was happy she had enough space. The Headteacher responded that she was.

Governors said they felt happy with arrangements.

The Headteacher informed Governors that she may arrange to move furniture from the staffroom so a bubble could be accommodated in there in future.



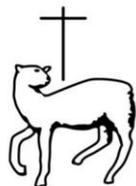
The Governing Body

	<p>A Governor asked if the Headteacher knew about arrangements for September. The Headteacher responded that she had been advised by the Local Authority to have 3 plans for the time being. Option 1 would be business as usual, option 2 would be providing a blended curriculum with children in part-time and she wasn't sure around option 3 yet. She told Governors she thought it would be around offering fulltime provision to vulnerable children and key worker children.</p> <p>A Governor commented that the national threat level for COVID-19 had moved from 4 to 3, so they felt it likely that the 2m rule may be relaxed. The Headteacher commented that for option 2, the rules would have to go down to 1m. A Somerset survey of class sizes across Somerset showed that 10 could be accommodated per classroom with 2m distancing and 1m would be required to get 15 per classroom.</p> <p>The Headteacher informed Governors that the Local Authority was continuing to support that schools should not be open over the summer holiday. There could be approaches to use school premises for outside providers but quite a few were not agreeing, due to cleaning and caretaking staff not being available. The Headteacher had informed the Local Authority that the school could not be available due to projects taking place and scaffolding being up around the school. If the Local Authority required the school to run any provision, it would need to be from an alternative premises. A Governor commented that staff needed a break. Governors agreed that the Governing Body should write to the Director of Children's Services at Somerset, to highlight that school staff needed an adequate break.</p> <p>Action: Write to Julian Wooster re staff breaks.</p> <p>The Headteacher informed Governors that Free School Meals would continue throughout the summer and that the school was investigating whether the current food hampers would continue or vouchers.</p> <p>The Headteacher asked a foundation Governor if they could approach the Church about St John's Church continuing to be the school's place of safety in the event of an evacuation, while it was closed to worship. Governors agreed that Mr Daniels should speak with the Parochial Church Council to clarify things.</p> <p>Action: Speak to the PCC about St John's Church remaining the school's place of safety.</p> <p>The Headteacher informed Governors that each bubble had done a practice evacuation and there was an intention to do a whole school evacuation but without going to the Church.</p>	<p>Mrs Puleston</p> <p>Mr Daniels</p>
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The Governing Body

	<p>Provision</p> <p>Governors agreed that the revised risk assessment allowed for extension of provision beyond key worker and vulnerable children and children in reception and year 1.</p> <p>Governors agreed to extend school provision to year 4 pupils from Monday 22nd June 2020.</p> <p>Governors agreed that the premises could not be available for the summer holiday.</p>	
3	<p>Finance Update</p> <p>The Headteacher and Business Managers provided an update with the following of note;</p> <ul style="list-style-type: none">The year 4 residential trip to Liddington had been cancelled and the school had received a breakdown of charges. The school would be making an insurance claim. PGL had retained all monies paid apart from around £100. This amounted to around £10,000. The school would seek legal advice if necessary. PGL had assumed the trip remained at its original March date when it was altered to July. The school felt PGL should refund at least 15% paid, according to its terms and conditions. The school would take a substantial financial hit if it could not get monies refunded. A Governor asked if it was feasible to ask parents to wait until things were resolved before refunding. Another Governor commented that they had heard that PGL was getting some bad press. <p>The school was considering its booking with PGL for March 2021 and was considering other options as it could not afford to lose that amount of money if the trip was cancelled again.</p> <ul style="list-style-type: none">The school had booked Wiltshire outdoor climbing wall for the last week of term to give year 4 an end of term event. The money allocated from Sports Grant for the Liddington bus would be used to fund this. A Governor suggested parents be approached about putting some money paid for Liddington towards this event. The Headteacher expressed doubt saying that the year 4 children had had a difficult time with Liddington being cancelled, and missing half of their final year at St John's.The finance team was looking at other things people owed for before refunding monies paid for Liddington. There was not a significant amount owing and some amounts were historic. The Headteacher commented that she was keen not to add to anyone's stress and anxiety and that there could be families struggling that the school did not know about their situation.	

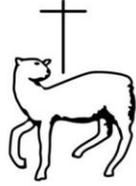


The Governing Body

	<ul style="list-style-type: none">• A Governor asked about additional costs incurred due to the pandemic. The Business Manager responded that the school had received guidance about claiming back costs.• The Headteacher informed Governors that the school's wraparound provision had been suspended as it was not possible to run it with the learning bubble system. Staffing costs were still being incurred with no income coming in. She asked Governors to consider whether it should remain in place. It would be a difficult call for September and the Headteacher would also welcome an opportunity to review the provision. If Governors were to close the provision, this would involve staff redundancy. The provision was a big selling point for the school but many schools may end up going down this route. Governors asked the Headteacher and Business Manager to explore the HR implications of closing the provision. <p>Action: Seek advice on HR implications of closing wraparound care provision</p>	<p>Mrs Marsland / Mrs Driffield / Mrs Conway</p>
	<p>Any Other Business</p> <p>Meeting Dates The Clerk advised Governors to consider meeting needs for the rest of the academic year. Governors agreed that Mrs Puleston would look at the agenda planner.</p> <p>Action: Review the agenda planner and set meeting dates for the remainder of the academic year.</p> <p>Safeguarding The Safeguarding Governor asked the Headteacher for current safeguarding numbers. The Headteacher responded that some families had gone to a higher threshold during lockdown but most of those children were in school. She was maintaining a weekly log but only for those not in school.</p> <p>Parent Survey Mrs Loundras would send the draft survey round to all Governors.</p>	<p>Mrs Puleston</p>

Meeting finished at: 12.30pm

Date of next meeting: tbc



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Summary of actions agreed

<p>Action: Write to Julian Wooster re staff breaks.</p> <p>Action: Speak to the PCC about St John's Church remaining the school's place of safety.</p> <p>Action: Seek advice on HR implications of closing wraparound care provision</p> <p>Action: Review the agenda planner and set meeting dates for the remainder of the academic year.</p>	
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Summary of decisions taken

<p>Governors agreed that the revised risk assessment allowed for extension of provision beyond key worker and vulnerable children and children in reception and year 1.</p> <p>Governors agreed to extend school provision to year 4 pupils from Monday 22nd June 2020.</p> <p>Governors agreed that the premises could not be available for the summer holiday.</p>
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