



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 14th July 2020 at 1.30pm

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 Local Authority 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:

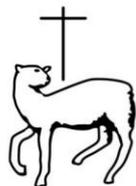
Key: **Decisions** **Challenge** **Actions**

Agenda Item	Discussion, decisions and actions	
	The meeting was conducted remotely due to the ongoing COVID19 pandemic.	
1	<p>Appointment of Local Authority Governor</p> <p>The Clerk informed Governors that, following the expiry of Mrs Puleston's term of office as parent governor, Somerset had approved her nomination to the position of Local Authority Governor.</p> <p>Mrs Puleston left the remote meeting.</p> <p>Mr Daniels proposed that Mrs Puleston be appointed as Local Authority Governor and retain her role as Co-Chair of the Governing Body until September 2020. This was seconded by Mr Milverton. Governors voted unanimously in favour.</p> <p>Mrs Puleston was duly appointed as Local Authority Governor and retained her role as Co-Chair of the Governing Body until September 2020.</p>	



The Governing Body

2	<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 19th June 2020 The minutes were agreed as an accurate record, and duly approved.</p>	
2	<p>Headteacher's Report (including Staffing update)</p> <p>The Headteacher tabled her report and talked through the contents. She indicated that she would email the report to Governors after the meeting.</p> <p>The Headteacher highlighted the following points;</p> <p>Successes and challenges</p> <ul style="list-style-type: none">• The successes and challenges detailed in the report <p>Numbers and data</p> <ul style="list-style-type: none">• Characteristics of learners section – new reception cohort added. Noted that a large cohort was going out and a small one coming in.• The number of children eligible for Free School Meals had increased, but this was expected due to the pandemic.• There was a high number of fixed term exclusions. These related to 3 children and 2 were now in receipt of funding from the Frome Learning Partnership to provide Teaching Assistant support. There had been no exclusions since March 2020.• Attendance data had been calculated up to the week before lockdown as some parents started to withdraw their children from school during that week. Noted that attendance was low and needed attention.• The number of pupils with a safeguarding folder had not increased, but the number at Child Protection level had increased. There had been 11 notices of domestic violence where a pupil was present. This was an increase.• Staff would receive basic safeguarding awareness training in September 2020 as it was due.• The number on roll was a concern. The current number on roll was 286 and this was due to decrease to 274 or possibly 270.	



The Governing Body

- Data collection around achievements and standards had not been completed due to the lockdown. Teachers had given assessments of whether pupils were on track within reports to parents, but these would be gut instincts so not suitable for data collection.
- It would be necessary to create some kind of baseline assessment in September before designing a catch up curriculum.
- Ofsted would visit some schools during the autumn term but these would not be full inspections and they would be working with school leaders.
- The Headteacher was awaiting clarification on the SIAMs inspection schedule. None had taken place since March nor were due to during the autumn term. The school's inspection was due in January 2021 but it could be assumed that it may be pushed back.

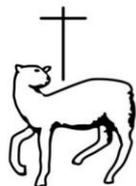
Staffing

- Class organisation and staffing had been drafted for September. All classes would have one teacher and at least 1 support staff. Many would have 2 support staff. Higher Level Teaching Assistants would work across a year group but not take both classes within one day.
- The school would receive funding from the Frome Learning Partnership for 3 children until October 2020.
- One Teaching Assistant who was coming to the end of a temporary flexible working request had requested to make the change in hours permanent and one teacher had made a new flexible working request.
- There had been no mid year teacher performance management meetings and meetings in the autumn would not be data driven.
- The school had signed up to the Local Authority SEP programme and Steve John had agreed to undertake the Headteacher's Performance Management with Governors. The Headteacher was keen that this process be completed in September 2020.
- Very little CPD had been undertaken aside from some Teaching Assistants doing some online courses during lockdown.

The Headteacher provided an update on staffing;

- a part-time teacher had agreed to increase her hours to fulltime to allow flexibility with the Deputy Head recruitment. A Governor asked if she would do so permanently if required. The Headteacher responded that she would probably be open to that as long as she could resolve some home practical arrangements.

A Governor asked if the Headteacher would review staffing at Christmas. The Headteacher responded that she would.



The Governing Body

Parental Engagement

- There had been little face to face parental engagement due to lockdown but there had been very positive engagement with the school's Facebook page and accessing the stories on the website.
- There had been 15 entries to the school's virtual music concert

Premises and Health and Safety

In addition to the items noted in the report, the Headteacher informed Governors;

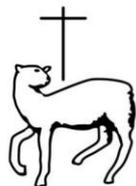
- There were a number of children coming in to the new reception cohort with significant needs, including one with a severe allergy to all nuts and other items, and four with medical needs. The school would work with the Local Authority medical team to put care plans in place.
- Evacuation plans needed to be updated for September, potentially using two muster points.

Governors discussed the report.

A Governor asked how planning was going for September and asked the Headteacher if she felt on top of things. The Headteacher responded that she had been advised to have two plans, one to open to everybody and one to deliver a blended curriculum if there was a lockdown. She stated she did not feel stressed by the first scenario but more so by the second. She had other teaching staff working with her on curriculum planning for that scenario.

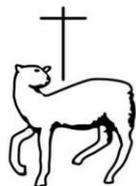
The Headteacher informed Governors about initial plans for September;

- There would be a staggered start to term to give children support from old teachers but also to test the one way drop off system. It would also allow children who hadn't been in school since March to become familiar with the one way system.
- The current bubble timetable would continue as it was set up for 10 bubbles and there were 10 classes in school. Teachers and Teaching Assistants would continue to supervise children for lunch by staggering breaks within class teams. MDSAs would carry out lunchtime cleaning.
- The two INSET days in September would include Safeguarding training and planning. There would be whole key stage topics for the first two weeks and then decisions would be made around curriculum priorities. The Headteacher was aiming to return to the National Curriculum by the summer term, in line with government guidance.
- Furniture and space would be the priority the following week. **A Governor asked how all children would fit in to the classrooms and whether forward facing desks would work in reception.** The Headteacher responded that the EYFS lead had been talking with colleagues and looking at forums for advice.



The Governing Body

	<p>There was a plan to purchase wipeable cushions and naming them, so carpet time could still take place. Different areas of learning would exist but topics would need careful thought to use things that could be easily cleaned. The aim was to make the provision as reception like as it could be. Year 1 upwards would be at tables facing the front. The current reception cohort had engaged with that set up brilliantly since June.</p> <ul style="list-style-type: none">• A Governor commented that they felt the staggered starts were a good idea and that parents would probably appreciate that. They felt that anything that would allay parents' anxieties would be a good idea. <p>The Headteacher invited any other questions around the report.</p> <p>A Governor asked about staffing. The Headteacher responded that there were currently two adverts out. One for a fixed term class teacher and one for a Deputy Head from January.</p> <p>A Governor volunteered to assist with the Deputy Head selection. The Clerk reminded Governors that the panel for a Deputy Head position should be appointed by the Governing Body. Governors agreed that Mrs Puleston would liaise with the Headteacher about appointing the selection panel.</p> <p>Action: Discuss Deputy Head selection panel with the Headteacher</p> <p>Flexible Working Request Governors discussed a flexible working request, received from a member of staff, which is minuted separately.</p>	<p>Mrs Puleston</p>
<p>3</p>	<p>Finance update</p> <p>Month 3 Report</p> <p>The Business Manager presented the report and highlighted the following;</p> <ul style="list-style-type: none">• The report had been produced the previous day by the school's Education Finance Officer (EFO) and the Business Managers had met with the EFO to discuss the report. The report assumed a financially worst case scenario as it was early in the financial year. The report assumed that most cost centres would be spent by the end of the year. In reality, not all would be. A more accurate position could be given in the month 6 report. At the moment, things could go either way. The school could go in to deficit or could have a small surplus (approximately £5,000). More work was required around Pupil Premium. Governors needed to bear in mind that the number on roll was due to decrease.• The Business Managers had discussed the Deputy Head recruitment with the	



The Governing Body

	<p>EFO in light of the above, and whether this should be either suspended or discussed further with the Education Finance team. The EFO advised that the school should continue as it was reasonable for a school this size to have a Deputy Head, and that the school was doing all it could to manage the budget appropriately (e.g. replacing an Upper Pay Scale teacher with a Newly Qualified Teacher). Current spend on staffing was around 75% of the budget, which was reasonable. The EFO said she felt the school was making sensible judgements and that the leadership could not manage without a Deputy Head any longer. A Governor commented that the spend on staff had gone down as a percentage of the budget and asked why. The Business Manager responded that the spend went up and down.</p> <ul style="list-style-type: none">• The bottom line is that the school was due to carry forward £47,000 but most of that was committed. If some of the uncommitted spending could be allocated to Pupil Premium, the amount of committed carry forward would reduce and uncommitted carry forward increase.• The school would receive further income at some point in the form of the catch up grant.• The report did not account for income from the Department for Education for additional costs incurred due to the pandemic as this was not yet known. The EFO had suggested the school attempt to claim for all costs incurred and it was possible it may be allocated a certain percentage back.• The report assumed no income from wraparound care, meaning the staffing cost of £14,000 would not be covered.• The Business Manager stated that in some ways the report was worrying and it would be important to keep an eye on things. However she was confident that things could be turned around so the school would not go into deficit. She emphasised that the Governing Body should make sure it allocated at least 6 meetings in the next academic year (in line with SFVS requirements) to have a finance focus so the budget could be monitored carefully.• The EFO had provided clear notes on individual cost centres but the Business Manager highlighted the following;<ul style="list-style-type: none">○ The staff absence insurance company had informed the school it would not pay out for claims during a time when the school was not fully open, which included the period between June and September. There had been a substantial amount of long term sickness absence since February. A Governor asked if that was clear in the policy. The Business Manager responded that the pandemic would be classed as circumstances beyond their control. There were claims that had been put in but no decision yet made. The school would be able to claim as normal from September. When setting future budgets, it would be worth bearing in mind that the Local Authority policy may be accepting claims.○ The admin cost centre was overspent due to the Business Managers	
--	---	--



The Governing Body

doing additional hours over May half term on pandemic related work. More hours would also be required over the summer holiday. The EFO had advised that these hours be put in as an additional cost to the Department for Education.

- A Governor asked if there was any developments about the Liddington trip refunds. The Business Manager informed Governors that PGL was retaining all but around £160 of the approximately £10,000 paid by March. The Business Manager was negotiating with PGL, had put in an insurance claim and was seeking advice from the County legal team. A Governor asked if there had been many enquiries from parents. The Headteacher responded that there had been a few, but not many. She proposed that the school delay refunding parents until negotiations were complete but prompt people to get in touch if they were in financial difficulty. A Governor was supportive of this proposal and stated that it was best to be up front. Another Governor commented that they had heard about another school in Frome not getting their money back. A Governor asked about plans for the following year's trip. The Business Manager responded that the school had made a provisional booking with an alternative provider.

The Clerk advised Governors they should formally agree whether to continue with recruitment of a Deputy Head in light of the report and advice from the EFO.

Governors agreed they were happy to proceed with the recruitment.

Rates 2020-21

The Business Manager reminded Governors that they would normally review and set rates for lettings, wraparound care and music lessons at this time of year.

Lettings

The Business Manager and Headteacher asked Governors to consider whether to let the school premises in September, whilst the pandemic was ongoing. The Business Manager and Headteacher recommended that lettings be suspended until Christmas, to allow staff to concentrate on the school's core business. As both regular lettings had special rates in place, the income generated would not cover the cost of the additional cleaning required unless a significant increase was put in place. Governors were happy with this proposal.

Governors agreed to defer review of lettings rates until the school was in a position to let the school.

Governors agreed to suspend lettings until Christmas.

Wraparound Care

The Headteacher explained that she was initially going to recommend to Governors



The Governing Body

that the breakfast and after school club remain closed, but with the number on roll decreasing, she did want to recommend that Governors close down a provision that was very attractive to parents. A risk assessment would be required but the provision would be set up with social distancing in place so that children from different classes could attend. The clubs would be in the hall or outside where there was plenty of space and activities would be initially restricted to ones where social distancing could be maintained. No food would be provided but children could bring a packed breakfast or snack. Other first schools were running their provision.

A Governor asked if fewer children would be able to attend. The Headteacher responded that as long as the hall could be used, 14 – 16 could be accommodated. There was a chance demand may increase as extra curricular after school clubs were not running. If demand increased, the Headteacher would want to review the situation to try and increase capacity.

Governors were happy with the proposal and reviewed the rates for wraparound care.

The Headteacher proposed that rates be kept to the 2019-20 levels to reflect the removal of the food part of the offering. These rates could be reviewed if food were to be re-introduced. Governors were happy with this proposal.

Rates were therefore set as follows;

Breakfast club	£2.55
Twilight short session	£4.25
Twilight long session	£6.25

Governors agreed to continue to run wraparound care

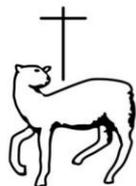
Governors reviewed and set rates for wraparound care for 2020-21

Music lessons

The Headteacher stated that music lessons were not possible initially as she needed to concentrate on core provision first. She said that none of the peripatetic teachers had been in touch. She was keen that music was not lost from the school but the start of term needed to be as straight forward as possible. She would review the decision in October. Governors agreed with this course of action.

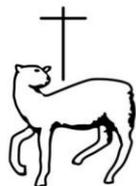
Pupil Premium

The Business Manager provided a verbal update. The grant had been allocated to relevant cost centres when the budget was agreed. It had not been possible to look at data and impact due to the pandemic lockdown. There had not been any guidance on what a Pupil Premium report should look like and there was no



The Governing Body

	<p>leadership capacity to measure impact and analyse things at the current time. This would be the same for all schools.</p> <p>Sports Grant The Business Manager provided a verbal update. Some of the budgeted expenditure was progressing and some would need to change due to events not taking place. As with Pupil Premium, it was not possible to measure and analyse impact at the current time.</p> <p>The Headteacher suggested a fresh start in the autumn with clear plans for both grants.</p>	
4	<p>Strategic priorities for 2020-21</p> <p>The Headteacher proposed strategic priorities as follows;</p> <ul style="list-style-type: none">• PRIORITY 1: Recovery from COVID – Curriculum / Provision / Blended Curriculum and Home Learning• PRIORITY 2: Meeting Individual Needs• PRIORITY 3: Embedding the School Vision and Values• PRIORITY 4: Building Leadership <p>Having received and discussed the Headteacher's report, Governors were happy with the proposed strategic priorities for the 2020-21 academic year.</p> <p>Governors agreed the strategic priorities for the 2020-21 academic year.</p> <p>School vision The Headteacher asked Governors to formally agree the vision presented and discussed earlier in the year. She wished to launch the new vision for September and allow it time to bed in before any SIAMs inspection. She wanted to present the new vision at the new reception parents meeting the following week.</p> <p>The Headteacher put a copy of the vision on screen for Governors to re-familiarise themselves with the content. Governors were very positive about the vision.</p> <p>Governors agreed the vision, as set out in the Headteacher's vision document.</p>	
5	<p>Calendar of meetings 2020-21</p> <p>Governors discussed the current arrangement of meeting remotely and agreed that it should continue at least until Christmas. Governors also agreed that meetings should be held within the working day, rather than taking place during evenings.</p>	



The Governing Body

	<p>Governors considered the draft calendar of meetings and agreed to move each meeting to the Thursday of the week stated. The meeting times were set at 3.45pm.</p> <p>Meetings were therefore set as follows;</p> <ul style="list-style-type: none">• 24th September 2020• 22nd October 2020• 19th November 2020• 17th December 2020• 28th January 2021• 25th February 2021• 25th March 2021• 29th April 2021• 20th May 2021• 24th June 2021• 15th July 2021 <p>The Clerk suggested that she, the Headteacher and a Governor meet to set the agenda planner. Mr Daniels volunteered to undertake this meeting.</p> <p>The Headteacher suggested that the Clerk seek advice from Governance Services about whether agendas should be back to 'Business as Usual' in September or still under pandemic guidelines.</p> <p>Action: Seek advice from Governance Services around agenda planning in September.</p> <p>Governors set the meeting calendar for 2020-21.</p>	<p>Clerk</p>
--	---	--------------

Meeting finished at: 3.00pm

Date of next meeting: tbc.



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

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Summary of actions agreed

Action: Discuss Deputy Head selection panel with the Headteacher	Mrs Puleston
Action: Seek advice from Governance Services around agenda planning in September.	Clerk

Summary of decisions taken

<p>Mrs Puleston was duly appointed as Local Authority Governor and retained her role as Co-Chair of the Governing Body until September 2020.</p> <p>Governors agreed they were happy to proceed with the recruitment.</p> <p>Governors agreed to suspend lettings until Christmas.</p> <p>Governors agreed to continue to run wraparound care</p> <p>Governors reviewed and set rates for wraparound care for 2020-21</p> <p>Governors agreed the strategic priorities for the 2020-21 academic year.</p> <p>Governors agreed the vision, as set out in the Headteacher's vision document.</p> <p>Governors set the meeting calendar for 2020-21</p>
--