

Minutes declared as accurate at FGB meeting on the 2/6/2020  
SA proposed minutes as accurate, NL seconded proposal.

**Full Governing Body Meeting – Southam Primary School**

**Tuesday 28<sup>th</sup> April 2020 @ 6.00pm**

(meeting conducted remotely via video link)

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Emma Longworth (Headteacher), Marc Fulner (MF), Sandy Marley (SM), Rowena Taylor (RT), Janet Montague (JM), Karen Boucher (Link SVMAT Trustee), Sian Warner (Clerk)

Apologies: Sue Abbott

Absent: Peter Willis & Antonis Michailidis

Chair welcomes KB to governing body as link trustee to SVMAT

Meeting is Quorate

2. Declarations of Business Interests
  - Headteacher declared her role of SVMAT Primary Lead
  - SM declared her role as a governor at Rugby High School
3. Minutes from Previous Meeting
  - Chair went through actions arising
    - H&S Report – completed, just needs to be circulated. **ACTION: Report to be circulated.**
    - SEND Report – needs to be completed and circulated to governors. **ACTION: JM to circulate.**
    - Maths Link Governor Report – Report from Derek Watts circulated
    - Governor Skills Audit – Sent to clerk to trustees
  - Governors declare minutes from meeting on the 27/1/2020 as accurate. MF proposed minutes, SM seconded minutes as accurate.
4. Headteachers Report & Update – COVID -19
  - Head advised committee that the week before the announcement was made by the government to close schools, she had started putting together a contingency plan for arrangements whilst the school was closed to all but for key worker's children.
  - Head said that on the first day of partial closure on the 23/3/2020 the school had approximately 30 children coming into school. Following further government announcements that day, head said she contacted those parents and successfully managed to reduce the number of children coming into school the following day to single digits.
  - Head advised on the following measures in place whilst school partially closed:
    - On average between 4 and 11 children of key workers in school each day.
    - Provision is predominantly given in school hall and ICT room.
    - A staff rota has been drawn up to ensure that minimal staff are in school each day, usually 1 teacher, 1 teaching Assistant & 1 Lunchtime Supervisor in each day. 2 cleaning staff members are coming in at the end of the day to continue to clean the premises.

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- On-side coaching are still sending 1 member of staff in on a Tuesday & Friday as normal to provide pe provision and support.
- Children attendance numbers each day are submitted to LA & DfE.
- School foodbank set up for families to come in and make use of.
- Unused laptops in school have been set up and distributed to those children that require them.
- Class Dojo working well as a 2-way communication tool between parents/children and teaching staff. Staff can set work, communicate via app and parents & children are able to submit work and receive feedback where appropriate daily. Head said that she has asked teaching staff to notify her of any children that they have not been in contact with so that she can follow up from a pastoral/safeguarding point of view.
- *Governor asked what proportion of parents/children are engaging through class dojo successfully and whether any other means of communication for these purposes have been considered.* Head and staff governor advised that the majority of parents and children are able to engage via class dojo and do so successfully on a regular basis. Head went on to say that parents & children are familiar with the application now and to try and introduce something else would at this point would not be feasible. It is working well, and for those families where teaching staff have not had contact, Head said she is continuing to make regular contact herself to ensure children are ok.
- *Governor asked about welfare fsm children and how the voucher system was working.* Head said that for the 1<sup>st</sup> week of closure families of those children were given a £10 voucher for use at the Co-op locally from school. The 2<sup>nd</sup> week families of these children were provided with £15 worth of Tesco vouchers. From there on in Edenred have been assigned the task of providing service nationwide to all families of welfare fsm children, a weekly £15 voucher to spend on food at any supermarket. Head said that these are ordered by the school in advance online direct to Edenred and they send voucher via email to families. So far, to date the feedback she has been receiving regarding this arrangement has been very mixed, with some vouchers not working or not being sent etc. Head said that she would continue to monitor the situation and consider providing this service via alternative means if necessary.
- Head said that currently she is reaching out to those families of children in Reception and KS1 who would normally be in receipt of a universal infant free school meal to see if they would want meals (in the form of a deli bag) provided by the school in the coming weeks. Head said that there are many families that do not qualify for welfare fsm and are financially on the 'cusp' of not being ok who may really benefit from this. Free lunches have also been offered to key stage 2 children.
- Head said that she had received a donation from a family at school of £500.00 to go towards purchasing food for the school food bank, for which she said they were very grateful.
- Head said that she has contacted all the social workers who are currently working with families at the school. Following the announcement from the government that laptops can be provided to such families for children to use for schoolwork, she has requested that the social workers investigate this initiative as soon as possible for the families.
- *Governor asked how quickly the school could get back to 'normal' operations when lockdown eases and were there any vulnerable staff that may not be able to come into school.* Head said that it would always be a case of following the guidelines to ensure safety and taking a measured approach as and when the times arises. Head said that there were a couple of

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staff members that were having to self-isolate for the 12 weeks currently, mainly due to the risk to other elderly family members. This meant that they have not been included in the current staff rota. *Staff governor said that when they did return, they would have to take a more flexible, pastoral approach to the curriculum.*

- *Governor asked how many children were offered places for September 2020 reception intake.* Head said that they had 60 first place offers, and she has contacted all of them to welcome them and to outline what the induction process may have to be.
- *Governor asked how the pre-school building project was progressing.* Head said that the brickwork had been sub-contracted out so that job was finished. Head said she was having a progress meeting on the 29/4/2020 with contractors to discuss future timeline of the project.
- *Governor asked if head felt that the school could provide any further additional support to families at this time.* Head said that she felt families were being supported well and that additional support was not required at the moment.
- *Governor asked if the school would have full compliment of staff in September 2020.*
  - Head said that Chris Dawes has requested to reduce his working week to 4 days a week from September 2020. Head advised that she has spoken to Chris and advised that it may not be possible to arrange for September but from January 2021.
  - Debbie Pittarello's contract comes to an end in the summer and she has agreed to continue for another term up to Christmas.
  - Head said she will advertise for a full-time teacher to cover Debbie's role and Chris' 1 day and additional SENCO release day.

#### 5. Sunny Days

- Chair advised the club was scheduled to be Ofsted registered and taken over in Sue West's name on the 20/3/2020. However, due to current circumstances Sue was reluctant to take on a business in the current climate as there were so many unknowns. Chair sought legal advice and because there was not yet the lease in place between the club and the SVMAT the club is currently still under the management committee, not Sue West.
- Sunny Days Management Committee member spoke to OFSTED whereby they confirmed that the club was still registered to them and not to Sue West.
- Chair advised committee that she would be billing the SVMAT for costs incurred as a result of incorrect legal advice given previously.
- Chair advised that for the 1<sup>st</sup> week of school closure the club remained open to provide the wrap around care. After that, all the club staff have been furloughed on full pay. Chair advised that no agreement had been made as to how long staff would remain on full pay whilst being furloughed. Chair confirmed that this would be an ongoing conversation with the management committee of the club and staff. **ACTION: management committee to feedback to governors on this.**
- *Governor asked if they had considered only offering the 80% rather than 100% of wages.* Management committee member said that they had and as they do not know what the immediate future holds they will have to look at the financials and make some decisions in the coming days as to how they move forward and what they are going to offer. However, JM said that the 100% would apply at least until 7/5/2020.
- Chair advised that legal services emailed Sue a licence agreement on 13<sup>th</sup> March 2020 but in the current Covid-19 situation she wanted to defer taking over the club as she would be

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starting with a negative deficit. The closure of schools obviously took preference over sorting this issue and AH is still working on resolving it.

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6. Policies (refer to policies emailed out previously by EL)

- Looked After Children Policy – all members agree and approve policy.
- Children with Medical Needs Policy – all members agree and approve policy.
- EYFS Policy – all members agree and approve policy.

7. AOB

- Chair advised that she had had a meeting with reception class staff and will be sending out the link governor report for EYFS shortly.
- *Governor asked how pupil premium money was supporting children at present.* Head advised it is received in with school budget share and that vast majority of funding is going towards staffing costs.
- Head advised that a few families had applied for welfare fsm since end of March 2020 due to changing circumstances.
- Governor asked whether the 8<sup>th</sup> May is still a bank holiday for school. Head said that they would operate and continue to provide provision as usual for key worker children.
- Chair advised that Katherine Latham had resigned from her role as a trustee, and therefore Karen Boucher would be assuming the role of our link trustee from now on.
- Governors approved the residential trip to Robinwood Activity Centre next February 2021.

Meeting concluded 7.30pm

Next meeting scheduled for 2<sup>nd</sup> June 2020 at 6.00pm via video link.

ACTIONS – APRIL 2020

ACTION	BY WHOM	DATE COMPLETED
SEN link governor report to be circulated	JM	Still to be done – action carried forward
Latest set of approved accounts for SVMAT to be circulated to LGB	KB	Available on SVMAT website
H&S report to be circulated to governors	MF & SW	Completed – report circulated
Feedback from Sunny days management committee on furlough status and financials	AH & JM	Update given by JM & AH