



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Governing Body Update meeting - Re: School's response to COVID-19 held on 26th May 2020 @ 2.00pm

In Attendance:	Karen Jarvis	Trust Business Manager (Meeting Host)	KJ
	Mrs Patricia Dobson	Acting Chair	PD
	Mrs Claire Claydon	Headteacher	CC
	Mrs Emma Clifton	Trust Governor	EC
	Ms Samantha Collins	Parent Governor	SC
	Mrs Hannah Cagney	Deputy Headteacher	HC
	Mrs Louise Hughes	Acting Assistant Headteacher	LH
	Ms Vicki Martin	Business Manager	VM
	Mrs Christine Holmes	Assistant Headteacher	CH
	Mrs Nicola Griffiths	Trust Governor	NG
	Mrs Liz Talbot	Clerk	LT
Apologies:	None		

No.	Item	Explanation	Who	When
1.	Actions to Date			
a) &b)		<p>KJ explained how she planned to run the meeting following the agenda as best as possible and thanked everyone for their attendance today.</p> <p>Provision being offered & Number attending</p> <p>CC explained the provision currently being offered and numbers attending school as follows:</p> <ul style="list-style-type: none"> An average of between 15 and 26 have been attending the childcare facility since the closure began. Lowest weeks were the Easter weeks when there were 13 and 6 in attendance. Have closed Gusford for this half-term and Chantry have taken their Key Worker and vulnerable children. Initially, the vulnerable mostly chose to be at home but with more safeguarding issues arising there was a need for increased attendance. <p>Question: Why was there an increase in Safeguarding issues?</p> <p>CC explained that 2 children were placed in care overnight and there was a vulnerable family where the parents split but are still living under the same roof, so children are attending for respite. HC added that concerns are raised daily and the Family Engagement Team are constantly involved. E.G. the police had to be called for an incident in school. An increase in children at school is inevitable.</p> <p>Question: Are any of these a direct result of lockdown?</p> <p>HC believes that one is a definite result of lockdown.</p>		

Question: Can you tell us more about the home learning provision?

CC explained that the home learning offer is on the website. They have gone for a lot of choice using a “takeaway” menu of choices.

- Didn't have a home learning platform in place before this so they are asking the Trust for future help with this. CC is aware that children and families from other schools have used Gusford's learning offer as it is available on the public website.
- Mental health advice is also provided there and recently a Lego challenge. Have received some positive messages from some parents who are struggling with a lack of IT access.
- DSL's have made up packs for those with IT issues. Some only had access by parent's phone so couldn't print out. ALT survey suggested 77% have a device but it doesn't feel this high when looking at feedback from parents.
- The plan when the school reopens is to direct most to the National Academy platform.

Question: Have you got any idea how many children are engaging with the learning on offer?

CC advised only from messages received, it is not possible to track like it would be in a Google setting.

Question: When will a Google facility be up and running?

CC explained that this isn't clear yet as they have just put a bid in for this. Most staff have done training to prepare for this.

- VM highlighted the need to make some improvements to the ICT infrastructure to accommodate this, so there is some work to be done on the Wi-Fi and internet during the Summer holiday.

Catering

- c)
- Initially the kitchen was open and everyone was fed as usual. It closed at Easter and has not been reopened as the kitchen staff were furloughed, so children have been bringing in packed lunches.

Question: When the school reopens will you be providing packed lunches only?

CC confirmed this.

Free School Meal Arrangements

- d)
- Question: What about for children entitled to a free school meal (FSM)?**

- VM explained that the kitchen made lunches for all those children and not all were collected. Initially, they moved to the WAND voucher system which worked well and all parents got vouchers quickly. EdenRed who were backed by Central Government then launched and the school had to join. There were helpline problems and it was an absolute nightmare getting onto the system so VM had to do this at 4am in the morning. This has got a lot better and she can now log on easier at 10am.

LH joined the meeting at this point.

- Problem now is the delay with uploaded details being actioned and vouchers getting sent out. Parents have been complaining that they have not got their vouchers.
- KJ explained the requirement to use EdenRed was because all payments are directly funded by Central Government, whereas there was no guarantee that

	<p>payments made by the school for WAND vouchers would be refunded in full by the Government.</p> <p>Question: Are you giving vouchers for this half-term week?</p> <ul style="list-style-type: none"> • VM confirmed this. KJ noted that they didn't have to do that but she is hopeful that this will still be funded although the children don't usually get funded for holiday periods. This may have to be funded by the school. • KJ noted that there is a lot in the press about families going hungry but FSM funding is there to feed the child at lunch time not to fund the weekly shop. • VM acknowledged this adding that this is not a true reflection of the situation as most families are grateful for this help. Some parents have not been successful in downloading vouchers and the school have provided some self-print vouchers, ad hoc WAND vouchers and Asda gift vouchers to help. • KJ noted that the school could apply for reimbursement for this to the Exceptions Pool when this is all over. <p>e) EC joined the meeting at this point.</p> <p>PD lost her connection to the meeting at this point.</p> <p>Furloughing</p> <ul style="list-style-type: none"> • KJ advised that no ALT staff have been furloughed. The Kitchen Staff are not employed by The Trust and were furloughed by their employer because there is not enough work for them to be viable. However, the ALT is topping up the furlough as they consider the staff to be part of the school community and shouldn't be disadvantaged. The rules explain that a person can only be furloughed if no income is available to pay for them but as the school has General Annual Grant (GAG) money, they cannot furlough. Some schools have furloughed staff if part of their salary is paid for through lettings income/outside source, for example. <p>f) Staffing</p> <ul style="list-style-type: none"> • CC & HC drew up a rota based around childcare issues, shielding requirements etc. • Recently put out a new survey to staff to indicate who can come into the school. • Most staff are on a 3-week rota. SLT have also shared their responsibility through this rota, whilst acknowledging that CC is shielding. DSL's are on call and all other staff are working from home. • There was a very positive reaction to doing CPD from home and participants were asked to share their certificates online which also increased participation. • Additionally, staff were keen to volunteer to help at Chantry this half term. Three times more than were needed volunteered. Staff are feeling guilty that can't attend and some staff who were sent home early have been the "cheerleaders" with social media for staff and been really involved. • The survey asks if individuals fit into any particular category or there is anything else of concern, so they are responding about anxiety etc and SLT plan to deal with this as appropriate. • CC and a staff member on the mental health team are providing support. <p>Question: How many staff are not on the rota to attend?</p> <p>VM confirmed approximately 20 staff.</p> <p>Question: Are those who are attending coping?</p> <p>g) CC believes there is a very positive vibe. There are some anxieties at the start of a week but they have built some good teams and are less anxious by the end of the week.</p>		
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	<p>HC noted that when she has been in school, she has seen a real team effort especially when a child has needed a 1-1. This has not been something the SLT have had to direct.</p> <p><u>Safeguarding arrangements</u></p> <ul style="list-style-type: none"> ● HC advised that they have been making calls to families. A list was put together and shared so that calls were made once/twice a week. FET are working very hard at home doing one week on, one week off and liaising with Social Workers etc. Staff continue to use 'My concern' and everyone knows what is being done to highlight instantly. ● Working with Social Workers in school now, after initially only being telephone calls. Can now facilitate in-school meetings. Mostly about communication and keeping records of all contacts. New concerns raised in the usual way. <p>h) PD returned to the meeting at this point.</p> <ul style="list-style-type: none"> ● CC confirmed that PD is now kindly taking on the role of Pupil Wellbeing Governor as this fits with her Safeguarding Governor role. <p><u>SATs and ongoing Assessment</u></p> <ul style="list-style-type: none"> ● CC noted that all SAT's and phonics screening was cancelled. ● Just before the lockdown began most children were doing practice SAT's which gives a baseline for Year 6 staff to look at and plan the work for the last part of the Summer term. ● Also looking at expected levels so will have some data for the new academic year. ● Will need to do some baselining work too. ● Had to cancel Year 4 residential and the provider refused to refund. VM went to RPA and got a full refund and was able to finalise the last refunds this morning. ● KJ acknowledged that the problem with refunding on ParentPay is that the money is swept out instantly so creating a problem with refunds when there is no money in the pot. ● VM noted that some parents paid by cash so it will be necessary to issue some cheques. 		
2.	Re-opening Plans		
a)	<p><u>Planned date for reopening</u></p> <ul style="list-style-type: none"> ● CC advised that for the first week back after half-term they are planning on staff doing Health & Safety briefings. ● First children back from 8th June because of late notice from government. Starting with Year 1, the smallest group, we will do groups of 10 at most. Reception and Year 6 starting from Thursday and Friday respectively and then on a cycle (ABC). Schedule will be sent out covering 2 days per week. <p>b) <u>Provision in Place - Education</u></p> <ul style="list-style-type: none"> ● Yr 1 will focus on mental health to start with and do a lot of phonics. ● Yr 6 will focus on mental health and then planning transition and look at which schools the children will be going to. Yr 6 will also be looking at the Oak Academy offer, Commando Joe and PE. ● Reception is where the biggest concern is around social distancing and continuous provision. <p>c) <u>Arrangements in Place – H&S, Social Distancing etc</u></p> <ul style="list-style-type: none"> ● Children will be sorted into groups (bubbles) and will then not be able to mix with children in other bubbles. 		

Question: Some parents will want their children to be with their friends, so how are you deciding the individuals within each bubble? Will this be based on education reasons or wellbeing?

HC explained that they are having to consider a number of things e.g. Siblings in same bubble, female and male balance, ability in terms of special educational needs, ensuring there is a spread across bubbles. Class teachers are looking at friendship groups too. It is a logistical balancing act. SC agreed there is a lot to account for.

- The SENCO joined in with this work to look at what support can be provided.
- They are preparing resources for staff in each bubble and there will be the opportunity for good quality time with the teacher in small groups.
- The mix of abilities in groups is natural for teacher to work with.
- Because children will not be able to move across bubbles, SLT will need to ask Key worker families if they want to stay in the Key worker bubble or fixed year group bubble and this will have to be a permanent choice. KJ agreed with this as it's about safety and working to government guidance.

Question: How are you dovetailing provision with what is happening at home?

- Don't want those at home left behind. Think the use of Oak Academy will work for Year 6.
- Reception are using tapestry all through.
- Year 1 is not decided yet but will need a robust plan in place for them.

Question: What are the cleaning arrangements, are there more cleaners and is the Caretaker coping?

- VM advised that she will be speaking to cleaners this week to see how many can do additional and different hours e.g. lunchtime etc and will try to establish a rota. Plan to have Wednesday as a major cleaning day.
- KJ noted that lunchtime supervisors can clean down at lunchtime.
- VM acknowledged that they have a Caretaker rather than Site Manager which makes some of this difficult and requires more micro-managing.

Question: Do you think the school will be clean enough to open on time? If there is a problem with the caretaking side of things, then the whole Leadership Team need to be aware.

- CC acknowledged that the decision will be based on the completed Risk Assessment but the cleaning is causing the most stress. VM will be on site to check that everything has been deep cleaned as expected and if not up to standard will then have to assess and decide on return date.
- KJ highlighted the need to thoroughly address any problem.
- A cleaning checklist has been provided by VM and thorough training will be provided.

Question: What will be available for those children with extra needs e.g. Educational Health Care Plans (EHCP)?

- LH noted that there are EHCP children in attendance now. CC will be assessing needs again but anyone with an EHCP had a risk assessment done and there are some in attendance and some not in attendance.

Question: Are there any without an EHCP who need extra intervention?

CC clarified that Government guidance only covers children with EHCP's. However, they have shared SEN resources on the school website and shared Thrive plans with parents.

Question: Where key workers children are located in the school have you already completed deep cleans?

CC confirmed that they are using a specific area of the school and this is cleaned regularly. Re-opening the school will require using a much bigger area so this will be a much bigger cleaning load. VM added that they will need to deep clean again the Year 3/4 area which was originally deep cleaned at the start of lockdown.

KJ highlighted the need to flush through the water system for a long time owing to the lack of use and the gas and electricity also need testing. The water heater in the staff room will need flushing, cleaning and making safe before using again.

There was some discussion about the neighbouring nursery as it is understood that they have put an extra gate into the school playground. This is a safeguarding issue/risk. VM has not been able to contact anyone by phone and has sent email stating that this is not acceptable without discussing with school. Contact with the headteacher is needed as this has been done without consultation.

Numbers

- ALT survey has shown expected attendance of Year 1- 53% of children, Reception – 34% and Year 6 77%.
- KJ acknowledged that this was higher than average across Trust schools.

d)

Question: For Reception, will groups be smaller or will they attend more days owing to the low take-up?

HC advised that they will set up groups of 10 with no extra attendance but expecting more will return so there is capacity to add easily.

Question: We understand there will be a staggered return for children but do you have any idea when rest of school will come back?

KJ advised that currently the guidance from Central Government is that they will not be coming back this term. Even the current plan for Reception, Year 1 and Year 6 is not definite until the decision is finalised on 27th May. Secondary schools have been told not to come back until at least 15th June. We will await guidance from government.

CC and HC noted that whilst considering staggered start arrangements, it became clear that it would be impossible to accommodate any more than these 3 groups. KJ agreed that the accommodation does not allow for more.

Catering

KJ noted that the kitchen staff have been asked to return on the basis that they will be providing enough lunch for all returning. CC acknowledged this and advised she will be strongly encouraging everyone to take up the lunch offer and not bring their own. If they do, it must be fully disposable.

e)

Staffing Arrangements

This is covered under 1f).

f)

NG noted, as Acting Head at another school, that the work done so far was impressive, considering late notice from Central Government of requirements. PD agreed with this.

3.	General		
a) &b)	<p><u>Reports of affected families and support available</u></p> <p>CC advised that other than the safeguarding issues covered above there have not been a lot of families directly affected by bereavements owing to COVID-19. Some bereavements through other causes have affected children where they have not been able to see family members in these circumstances etc. The school will be helping them and a lot of staff have done the bereavement training.</p> <p><u>Mental health Support</u></p> <p>Most of this has been covered above. KJ acknowledged that everyone is learning as we go and can only do their best and what they think is right. ALT will support everyone.</p> <p><u>Recruitment for September 2020</u></p> <p>CC confirmed that they have recruited 2 teachers to cover one retiring teacher and another who had a last-minute interview and was successful in gaining a promotion. A virtual tour video was provided and the advert was placed in the usual places. Received 17 applications, shortlisted 7 and appointed 2 on Friday, via Zoom. Document check also took place online.</p> <p><u>Admissions</u></p> <p>KJ noted that there were no appeals received for Gusford Reception places but they should be aware that there will be parents whose children have not got a place at Chantry. Approximately 30 appeals have been received for Chantry and quite a few currently attend Gusford.</p> <p>CC acknowledged it was the same situation last year.</p> <p><u>Question: How much time will the appeals process take for Gusford staff?</u></p> <p>KJ explained that Gusford are not responsible for this, it is the admitting authority who are responsible and ALT who manage the process.</p> <p>CC noted that she would support Gusford being a priority feeder school for Chantry as her and the Chantry Headteacher have worked hard to link them up.</p> <p>CC highlighted the good news that the Reception year looks like it will be full which will help financially.</p> <p>VM added that they are currently sending out packs to new parents.</p> <p><u>Question: How are the numbers looking for Gusford Nursery?</u></p> <p>CC believes the uptake is quite low, however this is similar to this time last year. Unfortunately, not doing Open days this year so parents will not see the Nursery opportunity. CC also noted that 30 currently in Nursery are moving up to Reception year which is great for knowing their abilities.</p> <p>SC noted that new signs put up advertising the Nursery were great and the fabric one still looks good but the one on the main road came down so now missing an advertising opportunity. VM acknowledged that there was concern that this may have been vandalised.</p>		
4.	Any Other Business		
	<p>SC wished to congratulate everyone on work done in such a difficult time and this was echoed by EC. PD acknowledged that she is very proud to be a Governor at Gusford.</p>		

	<p>LH agreed that the staff have been brilliant, CC and VM's presence and support have been felt at all times, albeit virtually. CH acknowledged that SLT worked very hard communicating daily and HC agreed with all of the above. A special mention was given to VM for her exceptional effort during these difficult times.</p> <p>KJ asked if this meeting had been useful and everyone agreed it had. She also reminded everyone of the need to keep everything confidential.</p>		
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The meeting closed at **3.30 pm.**

Minutes Agreed:

Name:

Signature:

Date: