

RED OAK PRIMARY SCHOOL
Minutes of LGB Meeting 16th July 2020
Meeting held remotely

Governors Present: Heather Madsen (HM) - Headteacher Claire Munnings (CM)
Philip O’Hear (POH) - Chair of Governors Justin Brown (JB)
Garry Newsome (GN) Stuart Halsey (SH)
Jo Viner (JV)

In attendance: Ali Mansfield - Schools Choice Clerk

1	<u>Absence</u>	
1.1	No apologies, all governors present.	
	POH was delayed so GN took the chair until POH’s arrival at item 5.	
2	<u>Pecuniary and Other Interests</u>	
2.1	No declarations of any pecuniary or other interests with regard to items on the agenda were made.	
2.2	No changes to the register were declared. There is a new form for 2020/21, HM will upload the form to Governor Hub, all governors to complete. Governors are also required to complete an annual skills audit, HM to upload to Governor Hub, all governors to complete.	HM, all HM, all
3	<u>Chair’s Action update</u>	
3.1	Nothing to report.	
4	<u>Minutes</u>	
4.1	The minutes of the meeting held on 27 th February 2020 were agreed as an accurate record and will be signed by the chair at the earliest opportunity.	
4.2	Matters arising from the minutes not already on the agenda:	
5.2	<i>POH to meet with HM to review progress of SDP:</i> POH and HM were unable to meet. HM and the SLT met with Andrew Redman from ALT to review the SDP and agree which items should be carried over to next year. All staff have updated their subject development plans and written new plans for the coming year. The SDP will be shared with governors next term.	

		SH to meet with HM re Pupil Premium: It has not been possible to meet this term. A date for September to be arranged, depending on the situation re Covid 19.	SH, HM
		CM, JB, JV and SH to update own profile on Governor Hub to confirm that they have read KCSiE: JV has confirmed on Governor Hub, CM and JB have read but not confirmed. It was noted that an updated version of KCSiE will be in place in September.	
		JV to upload Safeguarding visit report to Governor Hub: Completed. A verbal report was given at the last FGB meeting.	
	7.1	HM to arrange a date for the Anti-bullying and Mental Health Ambassadors to present their song and film to governors: Not possible because of Covid 19 restrictions.	POH, HM
	7.5	POH to review impact of Equality Objectives at next visit: Postponed because of Covid 19 restrictions.	
	11	Risk management to autumn agenda: Noted.	
	13.1	JV to speak to James Baldwin about new RSE policy: Not discussed.	
	13.3	HM to ask Mr Warne to set up governor email addresses for those governors who do not yet have one: Not discussed.	
	14.1	JV to email SEND audit document from training to the SENCo: Not discussed.	
5	<u>Headteacher's Report</u>		
	HM presented her report to governors and drew attention to the following:		
	Context: Numbers for September have increased since the report was written with only a couple of spaces left. There are waiting lists for several year groups. Pupil Premium numbers have increased from 44% to 50% and there may be more in September.		
	Attendance: The numbers attending in Reception, Year 1, Year 6, and latterly Year 5 have been really positive. The Year 5 bubbles have been full. Year 6 numbers started high, then dropped down slightly. The key worker group has remained high at 15 each day.		
	Staffing: <ul style="list-style-type: none"> Two new teachers have been recruited for September. Dion Wood is joining the KS2 team and has been into school to meet staff and prepare the classroom. Jemma Walker is joining the EYFS team and has attended Paediatric First Aid Training in school. Two temporary contracts due to end this term, one for a p/t teacher and one for a TA, have been extended. 		

	<ul style="list-style-type: none"> Two long term staff members are leaving at the end of term, both will be greatly missed. Sandra Kydd, senior admin assistant, has been at the school for 11 years. A new SBM has been recruited and will come in for handover days with Sandra, who has offered to stay on for a few weeks over the summer. Lesley Sutton, HLTA, has been at the school for 22 years. HM praised the dedication that both had given to the school. POH asked HM to formally pass on the thanks of the governors to both for their long and valuable service. Andrew Rough is moving to another trust school after seven years at Red Oak. As well as his teaching role, he has had a significant role around data and assessment. HM proposes to advertise internally for an Acting AHT for one year with responsibility for assessment. The post would be 0.8 teaching and one day a week for data and assessment. Governors AGREED to this proposal. 	
	<p>Safeguarding and Mental Health during lockdown: There has been an increase in domestic violence during lockdown, the children affected have been offered places in school. Some families have moved from the area for safety reasons.</p> <p>Q: Can you provide more detail of the parents' pastoral support group? A: This is intended for parents suffering from anxiety and will be led by Lisa Leeming over Zoom. The group will talk about topics chosen in advance by the school.</p>	
	<p>SEN during lockdown: A number of children were referred for specialist placements, all of whom were deemed suitable, but none have been offered places. Parents were only informed a couple of weeks ago. One child who had been offered a place had the place retracted.</p> <p>Q: Who assessed the children? A: They were assessed in meetings with SCC. All had Ed. Psych and Speech and Language reports to support the applications and all were deemed appropriate for the placements. All four have been turned down as there is no capacity. Two families intend to appeal.</p> <p>Q: Is there anything that governors can do to support? A: POH to write to Judith Mobbs on behalf of governors expressing their concern, particularly for the family who have been let down at the last minute. POH will liaise with HM.</p>	<p>POH, HM</p>
	<p>Curriculum & Leadership during lockdown:</p> <ul style="list-style-type: none"> Subject leaders have been providing training for other staff in their specialism. HM has led weekly CPD for support staff to develop Oracy within the classroom. All staff have completed Anspear modules on a variety of topics. Teachers have provided online learning via Google Classrooms and daily challenges via Facebook, HM has taken the lead to ensure that delivery has been consistent. Staff are currently preparing their classrooms for September. Subject development plans are in place. HM said that she was really proud of the staff and what they had achieved during lockdown. 	
	<p>End of term events:</p> <ul style="list-style-type: none"> The Year 6 leaving event and picnic will take place on the field on Tuesday. Presentations will take place in the Sports Hall in small groups. A staff tea party will be held on the field after the Year 6 event. Each member of staff will have their own box of food provided. There will be speeches and goodbyes for the leavers. 	

	<p>Finance:</p> <p>The yearend bottom line remains extremely positive.</p> <p>Work on the two new classrooms has been put on hold so the carry forward is significantly more than anticipated. HM has spoken to the trust who have confirmed that this money will not be taken into the trust pot but will be earmarked for the project at a later date.</p>	
6	<p><u>Plans for September</u></p>	
	<p>The Risk Assessment is awaiting approval by the trust. More guidance is expected on 11.08.20, after which the RA will be updated and will need to be approved again.</p>	
	<p>It has been necessary to change the PD days in September to provide First Aid, Safeguarding and H&S training. The PD day in July will no longer take place.</p> <p>Q: Will families send pupils in for just a Monday in the last week of term?</p> <p>A: We believe so, attendance is good, pupils enjoy coming to school.</p> <p>Q: Could you not just break up on the Friday?</p> <p>A: The trust says that schools must have 190 pupil days, but Red Oak do have an extended day so it might be possible to argue the point. HM and POH to discuss further in September.</p>	HM, POH
	<p>Every class has been offered two transition sessions with their new teacher via Google Classrooms, uptake has varied.</p> <p>Q: Is this because of limited IT?</p> <p>A: A mixture. Some have little IT, some are exhausted and are taking a break until September, and others have taken the opportunity to go away.</p> <p>There will be 16 new pupils in September. They haven't been able to visit but have met their teachers online.</p> <p>Q: The children are going to return in very different places in September. How do you plan to deal with this?</p> <p>A: The plan for September includes a high focus on mental health in the first few days. Curriculum will restart on 07.09.20. White Rose Maths have identified what areas need to be revisited, in literacy topics have been adjusted. There will be recap quizzes in other subjects and memory recall tasks.</p>	
	<p>Government guidance allows for bubbles of up to 240 but HM intends to have a maximum of 120, aiming for 60 most of the time. There will be 3 overarching bubbles: KS1, Lower KS2 and Upper KS2, but children will be in Year group bubbles of 60 most of the time. PPA cover is yet to be worked out. PPA is normally covered by HLTAs and sports coaches but HM is trying to avoid cross over where possible. The guidance allows for TAs to step up and cover if needed but HM has some reservations, particularly as there would be no classroom support. In addition, TAs are paid at minimum wage. POH pointed out that TAs are often more experienced than sports coaches.</p> <p>Q: Do staff plan for their PPA cover?</p> <p>A: Yes, teachers prepare normally.</p> <p>Governors suggested that HM use her own judgement and were happy for her to exercise flexibility. They AGREED that TAs could to be paid more for this role if appropriate.</p>	
	<p>Access arrangements for the site are covered in the Risk Assessment. The side gate has already been opened for Years 5 and 6, the rest of the school will have a staggered start and there is a one way system in place. There are some concerns about the end of the day when parents may tend to congregate together, particularly if they have children in more</p>	

	<p>than one class and have to wait. There is only one playground, which is not big enough for the number of parents to socially distance. The field can be used, but only if the weather is fine. POH pointed out that the risk is much lower outside.</p> <p>Q: Where parents have children in more than one year group could they all be released at the same time to avoid parents having to wait on the playground?</p> <p>A: Not possible with around 500 children. Times will have to be stuck to in order to maintain the bubbles.</p> <p>JV pointed out that much of the guidance uses the phrase 'where possible' and that HM can only do what is possible given the restrictions of her site.</p> <p>POH suggested a trial and error approach, revising the RA where necessary.</p>	
	<p>Government guidance is that non-residential school trips should go ahead as normal. POH said that the more that school can return to normality the better for the mental health of the children, and therefore trips should continue where possible. The Kingswood residential trip has been postponed by the company.</p>	
	<p>The R rate locally is 0.6 and could drop to 0 in the local area over the summer. However, the local economy is based on tourism, so it is also possible that a spike will occur. Governors' advice was to plan as much as was reasonable, then adapt to the situation as it arises in September. The most important things was for staff to get a proper break. HM said that staff have been overwhelmed with gifts, notes and emails from parents who are aware that Red Oak have gone above and beyond what most other schools have provided. CM and JB echoed this message. JB said that the support, even for Nursery children, had been excellent.</p>	
7	<u>School Development Plan</u>	
	C/f to next agenda.	
8	<u>Safeguarding and Health & Safety</u>	
	GN carried out a H&S monitoring visit yesterday, report is available on Governor Hub. He told governors that everything possible is in place, but the situation is ever changing so he will revisit in September.	
9	<u>Policies</u>	
	None this time.	
10	<u>GDPR</u>	
	Not discussed.	
11	<u>Governor Monitoring, Training and Development</u>	
	Not discussed.	
12	<u>Any other business</u>	
	A confidential matter was discussed, minuted separately. CM and JB left the meeting.	

13	<u>Dates of future meetings</u>	
	TBA	

Action Log

Agenda Item	Action	By Whom
2.2	HM to upload the Business Interest form to Governor Hub, all governors to complete	HM, all
2.2	HM to upload the Skills Audit to Governor Hub, all governors to complete	HM, all
4.2	SH and HM to meet to discuss PP	SH, HM
4.2	POH and HM to meet to discuss Equality Objectives	POH, HM
5	POH to liaise with HM re letter to Judith Mobbs about SEND paces in specialist provision	POH, HM
6	HM and POH to consider asking the trust to end the summer term a day early.	HM, POH