



Reydon Primary School

Minutes of Local Governing Body meeting held virtually via 'Zoom' on Monday 13th July 2020 @ 4pm

Chair:	Dave Baker	Clerk:	Paul Cunningham
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Dave Baker (DB)	Trust (Chair)	P
Carol Andrewes (CA)	Trust	P
Carly Grimmer (CG)	Staff	P
Jo Viner (JV)	Headteacher	P
Jenny Knights (JK)	Parent	P
Lisa Leeming (LL)	Trust	P
Susan Kember (SK)	Trust	P
Louise Manning (LM)	Trust	P

In Attendance

Nicki Mayne, School Business Manager (NM)

Paul Cunningham, Governor Services Clerk

Linda Ellis, Deputy Headteacher (LE)

Reydon Primary School Local Governing Body
Minutes / Actions

Monday 13th July 2020 @ 4pm

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	<p>DB welcomed governors to the meeting, and he introduced himself to governors.</p> <p>DB noted that Leigh Turner had resigned as a parent governor.</p> <p>There were no apologies for absence.</p>
2. Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p> <p>JV and DB declared that they are governors at other schools.</p> <p>LL declared that she works at another ALT school.</p>
3. Minutes of Previous Meeting and Matters Arising	<p>The minutes of the previous meeting (held on March 9th) were confirmed as an accurate record.</p> <p>There were no matters arising.</p>
4. Headteacher's Report / Update on Pupil Progress	<p>Governors received a report from the Headteacher (copy in minute book). In presenting her report, JV made particular reference to the following items and invited questions from governors:</p> <p>JV explained that the report covered different issues to her normal reporting, because of the need to report to governors on the school's management of the Coronavirus situation. She noted therefore that the school priorities are covered only briefly in this report and she reported that the priorities will carry-forward into the next school year.</p> <p>NOR is 195.</p> <p>JV confirmed that the school intends to open fully in September.</p> <p>Attendance: the school will continue to work with families who are anxious about their children returning in September to overcome any individual concerns and put additional transition measures in place if necessary. This is a preferable approach rather than an immediate return to the policy of fining for non-attendance.</p> <p>SEND update has been reported separately.</p> <p>Pupil progress and attainment information covers until March, but JV noted that the report also includes predictions of test results based on progress up to March. She noted that pupil experience of home learning has varied considerably.</p> <p><u>Q: LL asked: how have children settled back into school?</u> JV replied that children back in school have responded very enthusiastically, and that they have coped well with the hygiene requirements. She noted that some children's stamina is reduced, with concentration affected for some children in the afternoons.</p> <p><u>Q: DB asked: Year 5 numbers are lower, is there any reason for this?</u> JV replied that this has always been a small Year Group, but it has also been a cohort with an unusually high turnover. She noted that</p>

	<p>the turnover has included a number of children who have joined the school with good KS1 results from other schools, but whose actual performance does not show the progress in KS2 at their previous school that would have been expected from the KS1 results. She noted that the school had plans to put in place various strategies to support these children in September.</p> <p><u>Q: DB asked: Year 4 data shows a large difference between performance for boys and girls, why?</u> LE replied that this is partly because one boy has a dual-placement, and two lower attaining boys have joined in-year. She noted that a number of plans have been put in place to support their learning, including a reading club and boy-friendly topics. DB noted that progress was even for both boys and girls, but that there was a difference in attainment. LE noted that some of the boys have dyslexia-related issues, which is affecting their outcomes. JV also noted that LE's work on Drama has been a positive boy-friendly strategy to improve their writing.</p> <p><u>Q: DB asked: how JV herself is coping?</u> JV replied that the staff team have been fantastic and have helped a great deal. Weekly meetings with other Headteachers in the Hub have also been helpful, as have weekly conversations within the Trust. She noted that there has been a cascade of information, which has had to be acted on at speed, and these decisions have had to sometimes be changed following revised guidance. She noted that the current risk assessment has worked very well. Managing parent expectations is likely to be an issue, especially with those families who have not been in school at all.</p> <p>DB thanked JV for her report. He noted that in his role for the Trust, he has been into some schools, and this has given him an idea of how challenging managing the situation has been for school leaders, and he praised the school leadership for their work this term.</p>
<p>5. Budget Update</p>	<p>NM reported on the budget update:</p> <p>She noted that the report is significantly different to the forecasted figures due to the changes caused by the Covid19 outbreak. This includes: no supply staff, but also reduced income, e.g. from catering. NM noted that the school will be claiming money back from Central government, including some money for pupil meal vouchers that the school has already paid for.</p> <p>She also noted that additional external maintenance during lockdown. Curriculum expenses – this shows a considerable variance, with only £7k spent against a budget of £21k. NM noted that this budget includes sport premium and pupil premium funding. She confirmed that this balance will be rolled forward to next year to fund the running track, which should mean that, with support from the Friends of the School, the track should be able to be purchased outright next year. She noted that the predicted in-year deficit has now reduced from £26k to £2k, meaning the reserves will reduce only slightly to £130k.</p> <p><u>5-year budget Plan:</u> NM noted that the budget assumes that both the Teachers' Pay Grant and Teacher Pension grant will continue for the next three years, although she noted that this is not yet confirmed. NM noted that the budget does not contain major expenditure items. She noted that the first year of the budget shows an in-year surplus of £22k, and that this is because of lagged per pupil funding, and also some savings due to maternity leave cover.</p>

	<p>She reported that the minimum funding for primaries of £4k per pupil will kick-in from 2021-22, which should offset a reduction in pupil numbers.</p> <p>She noted that reserves mean that the budget shows a positive balance until the fifth year, which is a much better position than many other schools in the Trust.</p> <p><u>Q: DB asked: Is it likely that any funding streams will disappear to support tutoring?</u> NM replied that this currently looks unlikely.</p> <p><u>Q: JK asked: what will happen in Year 5 when the budget shows that the school has run out of money?</u> NM replied that the budgeting for many income streams has been conservative, and that the balance is therefore likely to be higher than shown in the budget.</p>
<p>6. Health & Safety / Premises report</p>	<p>Health & Safety: JV gave an update for governors on various Health & Safety issues:</p> <p><u>Legionella</u>: the risk assessment review has been completed, with only one minor area of work needed, which has been completed. Further water temperature testing will be carried out in the Summer holidays.</p> <p>The maintenance programme from contractor Energie is up to date.</p> <p><u>Lighting replacement</u>: NM reported that the school has applied to central government for an interest free loan to fund the replacement of all the lighting at a cost of c£25k, the repayments of which will be offset by reductions in energy spend over the next three and a half years.</p> <p><u>Fire</u>: the main office will have fire retardant glass fitted during the summer holidays. A recent inspection by Suffolk Fire Service was very positive, with only one small issue raised, which has been</p> <p>Handsam Health & Safety system is on track.</p>
<p>7. Safeguarding Update</p>	<p>JV reported that an addendum has been produced to the safeguarding policy to cover safeguarding during the Covid 19 outbreak.</p> <p>She noted that all necessary safeguarding meetings have taken place, albeit remotely. No families in school are now subject to Child Protection.</p> <p>JV explained that relationships have been maintained with external agencies, although most agencies have not been able to visit school to see children directly.</p>
<p>8. Risk management</p>	<p>JV reported that the Covid19 risk assessment has been robust, and that it has been positively received by both staff and parents. She noted that the document will need to be revised to accommodate full opening in September, including managing attendance, revising marking policy to accommodate assessing progress in a Covid19 environment, managing lunches, and school transport. She noted that SCC do not currently have a plan for how school transport will work in September.</p> <p>LE noted that the Plan had been approved by the Trust Board prior to the school reopening. She noted that the detailed plans in place (including use of outside space, managing toilet provision to keep</p>

	<p>'bubbles' apart, each child having their own resources) have meant that there have been no issues with social distancing issue to date.</p> <p><u>Q: LL asked: will children be back in uniform from September?</u> LE replied that yes, the latest guidance suggests that children should be in uniform.</p> <p><u>Q: LL asked: will sanctions for non-attendance (e.g. fines) resume in September?</u> JV confirmed that this could happen, but efforts would be made to work with the families first.</p> <p>NM thanked JV and LE for their work in regularly revising and updating the risk assessment. DB noted that he had seen the risk assessment in practice in school, and he reiterated how effective this had been.</p>
9. Governor Training Update	<p>LL reported that she had completed the safeguarding training. However, she noted that there is a further course for Safeguarding governors, which she is unwilling to do, as this would be an additional cost to the school and would duplicate training that she has already done</p> <p>SK asked about accessing safeguarding training, and JV noted that she is trying to source an online training package for Hubs, as an alternative to the Schools Choice online safeguarding training, which is costly for multiple governors to complete.</p> <p>DB reported that he had completed Prevent and Online Recruitment training.</p> <p>Maintaining a record of governor training: DB agreed to pursue this.</p>
10. Review of equality objectives	<p>JV reported that ALT's Equality Objectives are on the ALT website, and she noted that these need to be reviewed annually by each school. She also noted that the school have an Equalities and Disability Accessibility Plan.</p> <p>Governors agreed that they would read the documents and email JV to confirm that they had read them.</p>
11. Reports from Sub-Committees and Governor Visits	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: CA reported that she had carried out a reading review back in March, and that she had been impressed with the work she had seen, and the positive reactions from children.</p> <p>DB noted that he had visited to look at how the Risk Assessment is being implemented.</p>
12. Review of Policies:	<p>Governors approved the following revised policies:</p> <ul style="list-style-type: none"> • Contract Management • Lettings. <p>NM noted that several polices are being moved to the ALT model, which do not need to be separately approved by LGBs.</p>
13. ALT Business	<p>DB reported that a Trust level review of school websites had judged the school's site positively, with few changes needed.</p>

14. Future Events	None.
15. Items to be deemed as confidential	JV reported that there will be four maternity cover roles, and she updated governors on the plans for this. She also noted that Catherine Millward would be returning to support maternity cover in the office.
16. Any Other Business	<p>LE suggested that governors are needed to be linked to each subject area. She noted that curriculum subject development will be a key part of the SDP in the next year. She suggested that subjects could be grouped to reduce the number of subjects and therefore the number of governors needed:</p> <ul style="list-style-type: none"> • Humanities group (Geography, History, RE); • Creative (Art, DT, PE); • Science; • Maths; • English. <p>SK agreed to cover Humanities, and governors agreed that DB and JV should allocate other governors to the other subject areas.</p> <p><u>Other roles:</u> Health & Safety: DB Safeguarding: LL SEN: DB</p> <p>CA reported that she would be retiring as a governor at the end of term, and JV thanked CA for her work as a governor.</p>
17. Dates of Meetings for 2020-21	Governors agreed that meetings would be held on Mondays at 4pm, and they asked the Clerk to circulate potential dates for the next academic year.
	Meeting closed at 5.43pm

Action Log

Agenda Item	Action	By Whom	By When
9	Source an online training package safeguarding training for Hubs.	JV	
9	Arrange creation of a log of governor training.	DB	
10	Read the ALT Equality Objectives and email JV to confirm that they had read them.	All governors	
16	Allocate governors to link roles for areas of the Curriculum.	DB & JV	
17	Circulate potential dates for LGB meetings in 2020-21 to governors	Clerk	