



Aldermaston CE Primary School

Minutes of Meeting (FGB 3) – Tuesday 21st April 2020- 7pm

Present: Mel Higgs – MH (Headteacher), Ally Burridge – AB (Deputy Head), Sam Chaventre – SC (Chair), Jane Manley – JM, Dave Shirt – DS, Cathy Jones – CJ, Thomasina Ward – TW, Patricia Boud – PB, Gayle Bonner – GB (Clerk)

This meeting was held via Zoom.

1	Opening prayer
	Opening prayer led by JM.
2	Agenda Items
	Update from Headteacher & Deputy Head Safeguarding Policy addendum Budget & FC-95 update
3	Any other urgent business
	CJ – People Committee meeting.
4	Update from Headteacher/Deputy Head
	<p>MH wanted to update the Governors on the current COVID-19 situation and how the school was managing. Since the school closed on the 20th March, provision continued for vulnerable or key worker children. A list was compiled by staff and through families that consisted of 19 children. Brimpton Primary, Woolhampton Primary and the Cedar school offered support and collaboration. Four Aldermaston pupils and one Brimpton child were currently taking up the provision on offer. MH liaised with the LA and Thatcham Park Primary and agreed to run a childcare hub between the schools in one building. The DfE and the LA were notified and the provision was outlined. There is presently one member of staff per day per school to ensure fair rotation of staff. MH attends a virtual meeting each Monday with heads to check rotas and staff ratios/skills.</p> <p>MH discussed the safeguarding addendum adopted by the hub which had been shared with Governing Bodies of all three schools. The safeguarding expectations are aligned so all staff across the schools know how to make referrals. The Governors would be asked to adopt the policy under item 5.</p> <p>There are some nursery children along with some children requiring 1:1 support. There has been positive feedback from staff attending the hub, it is a very nice place to be. The LA do not want more than 40 children in the hub, to date no Aldermaston children have accessed the provision available. Daily registers of staff are kept, 10 staff are self isolating or shielding, this is a significant number of staff. Any next steps would need to be reviewed in terms of staffing levels. MH talked about the vulnerable children, 3 families according to the categorisation with EHC plans in place, each family was spoken to and asked if they required the childcare provision, none were taken up. Three children are receiving personalised resources and direct contact with the SENCO. In addition, SLT meet on Tuesday mornings to discuss the provision. The school have identified additional families that may require support. These families may not have EHC plans but should have and there are also children living in difficult circumstances. MH discussed the extra phone calls being made to the families so they can access the provision and resources. Additional support packs were provided for children without access to IT or stationary. MH is in contact with external agencies around child welfare, EWO, SENCO, Homestart and EMTAS. On the 23rd March MH contacted the FSM families, some did not require support but some did. Lunch grab bags were provided until the kitchens were closed, food packages are now being provided. Thanks to JM for the parcels and packages for families. Easter eggs were also donated which was nice for the children. DS challenged the high ratio of staff self isolating, will this come down. MH said she did not think they would reduce unless the government relax the guidelines. Some staff were isolated and have come back but for some this was not possible.</p> <p>Working from home for staff – a plan was put together for teaching staff and support staff. Teaching staff have been writing the children's reports. No dates for these have been given to parents at this stage, the staff do have</p>

	<p>other commitments in terms of their own childcare. MH discussed some subject leadership work that had been undertaken, the main tasks though have been preparing the work for children and families. Staff have been asked to prepare resources, i.e. phonics. A CPD reflection sheet was given to staff to complete some distance learning. There has been regular communication with staff in terms of their well-being and keeping in touch. Resources were sent to help staff containing working from home techniques along with helplines for school staff and other agencies.</p> <p>AB talked about how the work was being set for children. AB discussed the 3 strand approach of consistency, sustainability and flexibility. The school has been mindful that parents are still trying to work and some teachers have been ill. Teachers have assigned two weeks' worth of learning to children/parents. SLT have been monitoring the consistency across the teaching resources ensuring similar approaches and quantities of work. The learning is matching up with SDP priorities this year and working alongside existing plans. AB said she felt it was pitched right and there have been no complaints. After a week or so a handful of parents will be contacted to get some feedback.</p> <p>Next steps – MH talked about a measured approach to media reports, some media are speculating on when schools are opening. It can be very tiring for staff trying to communicate the concrete info from the LA or the DfE. MH said the announcements are not always coming out early to schools, they are getting the information when everybody else does. MB praised the parents and how calm and patient they have been. At present the feeling is that schools may return after half term, although, there is nothing concrete to base anything on at this point. The school are reviewing and adjusting where necessary. On the school website there are now wellbeing sections and collective worship resources. MH asked JM if she could assist with this further, JM said she would be very happy to help. MH said she will be asking the staff to write letters to the children about their experiences. Education psychologists' have talked about the importance of keeping the children in touch with the outside world. Videos have been asked to be submitted too on a voluntary basis. The school are also continuing to develop the approach to Reading and removing the competitive element. There will be more resources and support for Reading available soon.</p> <p>SC said a huge thank you to the team for their efforts, they have gone above and beyond, in particular with supporting the vulnerable families. SC also said from her perspective as a parent, the resources have been excellent. DS challenged the contingency plans, if schools do return after half term and staff are still off, what strategy is in place. MH said that Primary Heads, the LA and secondary schools had met and are working on contingency planning for every school in WB. MH said the government would have to have relaxed guidelines or the school would be running more like a holiday club due to staffing numbers. There could be phased returns but this would be very challenging to manage. JM asked if schools would realistically be ready to go back and in a safe manner. AB said teaching unions have been raising these very issues. MH highlighted the difficulty of managing social distancing with small children. There are still lots of questions to be asked around returning and how it would be managed. JM challenged the mental impact on children in the hub, are they struggling. MH said that the children started off well but this week had begun to struggle. SC invited questions, nothing raised.</p>
5	Safeguarding Policy – COVID-19
	<p>The Governors were asked to adopt the COVID-19 safeguarding policy addendum. The WB model policy covers Brimpton Primary, Thatcham Park Primary and Aldermaston Primary. The policy was shared with all staff. The clerk queried if the policy was for publication. MH stated it is not a public document. All of the Governors present agreed to adopt the policy.</p>
6	Budget & FC-95 update
	<p>DS circulated the following documents in advance for the Governors to review;</p> <ul style="list-style-type: none"> ● FC-95 4.2.20 Issue 1 ● Aldermaston Draft Budget V3 ● 2020/21 Budget Proposal v3 <p>Re FC-95, DS highlighted 5.2, the revision to the terms of reference to incorporate premises and health & safety. All the Governors were happy with the revised ToR and agreed to approve.</p> <p>The FC-95 meeting took place in February, this was the first pass of the budget before a second member of staff had decided to take early retirement. DS said that the previous finance officer had been helping out with the budget, as her successor has not yet undergone training. FC-95 looked at the budget after month 9 figures.</p> <p>Re 2020/21 Budget, assuming the same five class structure from September, by not replacing the second retired teacher the year end 20/21 balance improves from £3k to £16k. Once month 13 figures are produced we should be ready to hit 1st May submission deadline. DS recommended the budget be Approved subject to the Month 13 report results in a deviation of less than +/- £2k. This was agreed.</p>

	<p>MH said that 15 places had been offered for September by the LA, in line with what the school was working on. DS discussed that 20/21 Budget still showed a £13k deficit, and that as a consequence the projected year end 21/22 balance is still showing negative. SC challenged when you inform the LA of any deficit. MH said that the deficit was small and, with so many uncertainties, would probably disappear. Thanks were expressed to DS for his work on the budget and all the effort of bringing it together.</p> <p>At this point MH wanted to inform the Governors that AB would be leaving the school. AB has kindly agreed to stay on until the Autumn term to allow adequate moves. MH said there would be a possible restructure of the SLT. AB said that she had loved her time at Aldermaston, she is not sure what she is going to do next at this time. SC asked when parents would be informed about AB departing. MH said that as AB is staying until the Autumn term, now is not the right time to tell the children or parents. DS queried the staffing structure with MH, one box labelled small intervention groups, now undertaken by TA's. MH explained this was an additional member of staff who had not been allocated yet. The effectiveness of resources in terms of staff are reviewed regularly by SLT. MH said that as a Governing Board we should be thinking about if the school wants to permanently shrink or try and increase the numbers again. The size at the present time is difficult to manage in terms of financial viability. What direction does the school wish to take going forward? This cannot be answered today but something to think about for the future. DS said that there is the building space to accommodate an increase. SC said the previously discussed nursery plans could be put into place so ideally we would increase numbers. DS queried the catchment areas for the 15 children starting in September. MH said that no information on catchments is available at this time. MH said that 13 applicants were first choice children, hopefully all 15 will attend in September.</p>
7	<p>Moving Forward</p>
	<p>SC wanted to talk about how the Governing Board are working with the schools being shut. The normal visits have been suspended and virtual meetings with teachers are not being recommended. In terms of the people committee, SC said this was not urgent under the circumstances. CJ agreed and suggested to postpone until further notice. SC raised school policies, while there is time these could be reviewed. SC suggested a review of policies between CJ & MH but also if possible can Governors review the statutory policies. CJ agreed to send the policies list to MH. CJ suggested that in another 2-3 weeks' time could we have another meeting to catch up. CJ said there may be further guidance from the Government at that point. The Governors proposed another meeting via Zoom on Tuesday 19th May 2020, 7pm.</p> <p>CJ asked if there was anything that could be done to help MH/AB. MH said thank you, everybody has been wonderful.</p> <p>Thanks to everyone for their time tonight.</p> <p>AOB</p> <p>CJ - People committee – due to sit next week – Covered above, meeting cancelled.</p>

Signed:

Date: