



Aldermaston CE Primary School

Minutes of Meeting (FGB 5) – Tuesday 23rd June 2020- 7pm

Present: Mel Higgs – MH (Headteacher), Ally Burridge – AB (Deputy Head), Sam Chaventre – SC (Chair), Dave Shirt – DS, Elizabeth Jeff Coate (EJC), Cathy Jones – CJ, Thomasina Ward – TW, Patricia Boud – PB, Chris Laney – CL, Charlotte Watchorn – CW.

This meeting was held via Zoom.

1	Opening prayer
	SC opened the meeting and welcomed everyone. MH led the prayer. Apologies received from JM in advance. No apologies submitted for JS.
2	Declarations of Interest
	None.
3	Any other urgent business
	None.
4	Governor Recruitment
	<p>The clerk updated the Governors that there were presently 1 x Co-Opted & 1 x LA Governor vacancy on the Governing Board.</p> <p>The clerk emailed JS regarding his attendance at meetings, there was no response received. JS is an associate member not a full Governor. The Governors discussed JS role as associate member. DS briefed that JS had not attended finance meetings and had not been attending parish council meetings. The clerk will try to make contact again via phone and letter.</p> <p>AB advised at being clear with Associate Members in the future about their role.</p> <p>SC briefed on two people who had expressed an interest in Governance. The people in question are thinking about their skill sets. DS said these people are new to the area and were previously civil servants.</p> <p>SC discussed the difficulties of recruiting when plans are tentative and not concrete to be able to say where people are needed.</p>
5	Headteacher Update and plans going forward
	<p>From 1st June the school reopened for YR, YR1, YR6 along with the continuation of provision for key worker children. The key workers were previously offered schooling at the Thatcham Park Hub.</p> <p>YR2 children are now in with the key worker and vulnerable group which contains three children with EHC plans in place. All three have attended since the first week. 1 child is now attending full time and this is testament to the staff managing the range of issues.</p> <p>The SENCO is still in weekly contact with the children.</p> <p>The lowest attendance was 31 children, this week 57 so far. 8 vulnerable children. The school had advised about vulnerable children group having a maximum of 15 children and urged parents to take the places before they were filled.</p>

The school is very aware of the emotional needs of the children at present. There is still some spare capacity. Potentially two more afternoon year groups, SLT are reviewing the year groups. MH would like to select a vulnerable group, for example those children on the edge of receiving support or others at the LA's discretion, PPG children. MH said the school need to consider children for whom there are concerns around emotional issues. MH discussed the difficulty of selecting children. MH said this does always of course depend on if the parents have informed the school of their child's needs. To be able to engage with other vulnerable families the school could risk missing out children or children may appear vulnerable later on. MH said there will be a staff backup which would assist with this but would also cover for any sick staff. CJ asked if parents in YR4/5 parents had been annoyed at not returning. MH said lots of parents emailed to plead for places but parents ultimately understood the decision to open YR2. CJ said the letter to parents was excellent and fair. MH asked AB to brief Governors on the new learning blogs.

AB discussed the excellent resources that were now available on the school website including resources for;

- Collective Worship
- Reading
- Reading Record
- General education websites
- Mental health resources
- National initiatives like White Rose Maths.

The system lacked feedback so class blogs were set up to allow the children to communicate and share their learning. The teacher can give feedback and motivate the children, this is also keeping the team going. It is another way that the school is trying to keep up communication. EJC queried the relaxing of the 2-metre rule. MH stated the school had gone for the gold standard and the risk assessments were passed by the LA for the 2-metre rule. AB said the metre rule would not really make much difference in terms of space and staffing. DS queried the attendance being on a first come basis. AB said yes but this had not happened yet and the school still had to make sure it could accommodate the numbers of vulnerable children and key worker children. AB discussed protecting the key worker group which could grow.

Staff wellbeing

MH wants to discuss this at each meeting, any decisions being made are with staff wellbeing at the top of the strategy. There are staff involved with each group, managing people coming back full time and considering their personal history and wellbeing. MH feels staff have been boosted by returning and it has increased their confidence. The risk assessment was excellent at reassuring staff around their wellbeing and H&S.

MH discussed not really knowing how groups will be managed from September, there could be changes to the curriculum, statutory assessments and measuring progress. MH expressed thanks to staff who have been dealing with the negative media reports. MH said that staff have their own anxieties and childcare issues. MH wanted to officially thank her staff for their support.

6 Role of Governors during current national restrictions

DS requested this agenda item but it was in no way a criticism of the work MH and her team have done. DS confirmed receipt of the risk assessment for the expansion. . DS wanted to query what Governors could do to support the school. DS asked for the other copies of the risk assessment. AB discussed that the school was reviewing the risk assessments daily. SC discussed the weekly updates she had sent around which had outlined the updates appropriate to Governors. The individual risk assessments for staff who are on the clinical vulnerable list are not for Governors consumption.

	<p>CL the H&S Governor distributed in advance of the meeting the Audit of COVID 19 Procedures & Risk Management that took place virtually with himself, MH and SC, Chair of Governors on Monday 22nd June 2020. As part of the governing board responsibilities towards the safety of both pupils and staff an internal audit was carried out to ensure that the risks associated with COVID 19 had been reduced to as Low as Reasonably Practicable (ALARP) as required by the Health and Safety At Work Act and the Health and Safety Management Regulations.</p> <p>The conclusion of the audit was that it was a valuable exercise in probing the robustness and effectiveness of the measures introduced to protect both staff and pupils from the risks of contracting Covid 19.</p> <p>No findings or Non-Conformities were identified, and all controls highlighted as required by the Risk Assessment at the time of the tour were in place. It is evident that a significant amount of time and effort has been invested to ensure that our staff and pupils are kept as safe as possible in the school environment.</p> <p>SC distributed an NGA link to Governors which updated on their responsibilities and how to ensure compliance. SC said that if Governors feel there were things not being covered, please say. DS queried risk assessments being put on GovernorHub. MH is happy to share the risk assessments with parents should they ask to see them. MH said that key worker parents had been given information about how the school setting would be managed. AB said there were some parents who expressed concern but SLT have resolved their concerns over the phone. MH said that Governors have been very supportive and helpful. MH asked Governors to continue to raise concerns.</p> <p>SC said normally link meetings would be taking place but this has not been possible. SC does not see the value of virtual link meetings; these will be re-addressed in September. SC asked Governors to think about their link roles and their specialty when they are reviewing documents. SC apologised about the length of the weekly emails but she is trying to communicate all the information. SC praised CLs report which was so robust. SC talked about the work being done virtually and Governors carrying on monitoring.</p> <p>The Clerk raised the pay policy. MH said this would be reviewed in the Autumn term. MH briefed that the document will come out to Governors when it's available.</p> <p>DS asked if Governors were doing everything they can to assist MH and her team. MH confirmed they needed no further assistance from the FGB at this stage. SC discussed communication, we have been in quite a good position where the school have had things under control and Governors did not have to intervene and co sign letters. DS said that SC has the expertise to know when to get involved and intervene. The Governors were happy for the communication to continue with just MH signing to parents.</p>
7	<p>Finance Update</p>
	<p>DS reported that the finance committee were due to meet last week. The meeting was cancelled as (i) this meeting usually focused on policy review and CJ was addressing this and (ii) the new Finance Officer is not yet trained so budget forecasting could not be carried out.</p> <p>DS briefed that the Government have assigned an additional 25k funding to schools the size of ours, but the severe restrictions on how it can be spent rendered the offer virtually useless.</p> <p>CL discussed the H&S walk he undertook with Officer Manager; CL will send this out as it was undertaken just before lockdown. SC asked if the report could be used as an exemplary format for other Governors to use. This report could be our benchmark and it is useful to see what these reports should look like. Thanks were expressed to CL for his work.</p>

8	<p>Policies</p>
	<p>The policies below were reviewed by CJ & MH and were distributed in advance for Governors to review. MH has put a new cover sheet onto policies. CJ said that the people committee had reviewed their ToR which requires approval. CJ briefed that staff policies are now not for open consumption but copies would be available.</p> <p>Register of Pupils' Admissions Register of Pupils' Attendance Accessibility Plan Capability Procedure People Committee ToR</p> <p>SC queried the People Committee reporting back to FGB, could this just be to feedback any actions. Also, do we want volunteers reviewing what other local school websites do to present their policies. SC asked for a volunteer to review the Chieveley Primary School website, what they publish and how do they present policies. TW agreed to take this action, review the websites and give some examples. Thanks expressed to TW. PB offered to assist TW. 8.1 – TW/PB to look at website examples.</p> <p>DS queried the accessibility plan, CJ had emailed about this one not being for review, this is being reviewed in-house. DS wanted to double check that the People ToR was adequate and covers the committees needs. CJ said everybody had reviewed it and they are happy with the content. SC discussed aligning the ToR's across the committees. GB to prepare the ToR's ready for September. 8.2 – GB to prepare ToRs. SC said that the Curriculum ToR needs to be compiled. CW asked if a virtual curriculum meeting could be planned to look at the ToR. MH asked for a day meeting if possible. The committee will schedule a meeting offline.</p> <p>The Governors agreed to APPROVE the policies with the exception of the Accessibility Plan.</p>
9	<p>Safeguarding</p>
	<p>This information is captured within the risk assessment from CL. MH reported that staff had been very alert for possible safeguarding and child protection issues.</p>
10	<p>AOB</p>
	<p>SC discussed pre-planning the dates for next year for Governance. The Governors asked for another meeting before the end of term.</p> <p>Date of Next Meeting – Wednesday 15th July 2020, 7pm via Zoom.</p>
	<p><u>Actions</u></p> <p>8.1 – TW/PB to look at school website examples 8.2 – GB to prepare committee ToR's for September FGB approval.</p>

Signed:

Date: