

**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE COVID-19 OVERSIGHT COMMTTEE**

**HELD VIRTUALLY ON 29 SEPTEMBER 2020**

**PRESENT: Mr Nick Whitbread Parent**

**Mr Simon Barry Parent**

**Mrs Sarah Blake Staff**

**Mrs Jackie Brook Co-opted**

**Mr John Cesarz Co-opted**

**Mr Matt Hartley Parent**

**Ms Jenny Ross Parent**

**Ms Taf Sharif Authority**

**Mr Wayne Williams Co-opted**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Rachel Lees Clerk to the Governing Board**

Due to the coronavirus (Covid-19) pandemic the meeting had been arranged virtually via Microsoft Teams.

**1 Welcome**

The Chair welcomed governors to the meeting, particularly Wayne Williams, new Co-opted governor. Mr Williams had been working at Buckton Vale Primary School for just over two years as sports coach and was the owner of Inspire Sports Coaching. He stated that it was a privilege to be involved with the Governing Board and he hoped his input would benefit the school as a whole. Brief introductions were made.

Mr Arron Leech, Co-opted governor, had messaged to send his apologies.

RESOLVED: To consent to the absence of Mr Leech, Co-opted governor

**2 Minutes of the Covid-19 Oversight Panel meeting – 22 July 2020**

RESOLVED: To approve the minutes of the meeting held on 22 July 2020

**3 Headteacher’s Update on current situation**

As at the date of the meeting, school had not closed any bubbles. The Headteacher wanted to give credit to the cleaning team who worked across school, cleaning classrooms at least three times per day and toilets four to five times per day. When children left the classroom, the cleaning team would go in to clean and then would move to a different part of school when the children returned. The Headteacher also wanted to thank the office team for their hard work getting systems, procedures and routines running effectively.

3.1 Attendance

Attendance was strong, given that Covid-19 cases were increasing locally. Attendance was 94% and, although the Headteacher wanted it to be higher, she noted there were a small number of children on long-term shielding either for their own of their parents’ health. Joanne Cherry was keeping a close eye on attendance and had to make a significant number of pastoral care calls to ensure that children were safe and well. She had visited homes with either the Headteacher or another member of staff as there was an increasing problem with staff having to visit homes to find out where the children were. Safeguarding was a major issued during the pandemic.

3.2 SEND and virtual learning

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| Q | Are children needing SEND support, who usually receive that at school, getting support via virtual platforms? |
| A | The initial guidance was that visitors should not come on site. In revision 7 of the risk assessment, visitors could attend site but must have the Track and Trace app downloaded to say they were on site. We were concerned because Educational Psychologist (EP) visits were falling behind but we have booked Margaret Bullock to come in for some more sessions in an attempt to catch up. We will also have a number of SEND practitioners coming into school soon. We have a number of families who are struggling, particularly with SEND children, whose behaviour is good in school but after five or six weeks at home has become an issue and we need to offer them some external support. A local head teacher has recommended Louise Moczulski to us, who is a consultation with an EP background and a behaviour expert. She has come into school to do some observations and is working with some families who need support to find out more about what help they need. She is currently dealing with four families but we have at least another four or five who need support. Although she comes at a cost, we need to provide those families with the external support that they need. Louise has also visited them at home where necessary which has been very helpful as she can support them with parenting courses. Sometimes a SEND need is masked by school routines and systems and, at home, behaviour can be an issue. Louise will advise school on anything we can do to help ensure we are meeting the needs of these children but also to reach out to find any external support or further assessments children might require. |
| Q | What do we offer in terms of speech and language therapy? |
| A | We would normally use Louise Wragg but Kelly Quinn has been back for KIT (keeping in touch) days and we have looked at the timetables for TAs to support during these unprecedented times but are now looking at returning to more intervention work. Louise Wragg can only work in the Y5/6 bubble so we have some concerns because she is working with the older children when there are speech and language issues identified early with the younger children and we may need to seek external support for the younger children. Louise is medically vulnerable but other members of staff can move between bubbles as long as they retain the 2m distance. We have some Reception children who have been identified early as needing speech and language support. |
| Q | Are you spending some of the catch up money on speech and language? |
| A | Schools have been given a catch up grant for 2020-21 to support them in helping children making up for lost teaching time during the pandemic.  <https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium>  Buckton Vale has received around £13,000 with a further £9,000 due in April 2021. The SLT had met to discuss how the grant would be spent and have identified areas including KS2 spelling so we have purchased £1,000 worth of spelling materials from Read Write Inc. Hannah Woodhouse was looking at what home support could be provided, such as online learning, as children could not take books home. |
| Q | There is a grant available until 31 March to set up a digital education platform. Is it worth doing a digital audit of school to find out what platforms and wifi access parents have? This situation will run for some time and we need to be pro-active. Some systems will run on XBox or PS4. |
| A | In our SLT meeting this week, we discussed the launch of at home Dojo learning in case we have to close a bubble. We have set up Dojo learning online but we need to consider those children who do not have a laptop. In the event of a lockdown, teachers will add videos but what happens to those children who do not have access to online learning? Dawn and Colin Lister are looking at Survey Monkey to get feedback. There is a potential problem for those children with older siblings as the older children often get the laptop first. In the event of a secondary school closure, our younger children would not get access. We need to consider providing printed workbooks for some children but we do not want to increase the workload for our teachers. There is a real concern about access to technology and we need to make sure they are not unfairly disadvantaged. |
| Q | [Mr Hartley] did a tech stock check with Mr Lister and a report was provided at the Governing Board meeting on 11 December 2019 but we have been unable to progress because of the lockdown situation. Buckton Vale has a limited number of iPads and tablets. We were trying to look at Apple providing schools with older tablets and devices. Can we use the grant to buy some devices? |
| A | £13,000 sounds a lot but will not go far with technology. The Governing Board may need to meet to consider the information from Survey Monkey and look at potentially loaning some old laptops although there is a potential issue with charging them up and their current age. |
| A | Other schools have loaned laptops with a deposit. A charity has also started giving out laptops. |
| Q | Tameside have ordered 144 laptops for Y10 students and 300 for children under the age of seven who had a social worker. Have any been allocated to Buckton Vale? |
| A | No, the parameters were very tight and we, as head teachers, have written to Tameside to say that the entitlement was too restrictive. We have vulnerable children who did not meet the entitlement. |

The Headteacher welcomed governors’ help in exploring funding streams. She did not want Buckton Vale’s children to be unfairly disadvantaged.

ACTION: Governing Board to research available funding streams and charities

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| Q | Could you include a question about confidence with technology in Survey Monkey? Some people may struggle with technology. Perhaps we could offer videos or workshops for those parents. |
| A | Could ([Matt] email Dawn and Colin Lister to help them with questions so we can extract the information we need? |
| A | EdTechnology may be able to take on skilling up some parents  <https://edtechnology.co.uk/> |
| A | Teachers are working well with Dojo and we have already started to use it. |
| Q | Are you considering getting Zoom? There is an educational licence which costs £70. |
| A | The office staff have looked into Zoom Pro and we have discussed it with the SLT as it is our preference but we have to get more licences. The issue is that we have to buy direct but Zoom will not invoice schools. We have lots of expenses coming out of the budget which companies will not provide invoices for so we have a problem with the £1,000 maximum expenditure limit. The School Business Manager has confirmed that it is an audit decision. We also have a problem with laptops for TAs so I have requested the SBM look into the purchase of eight or nine laptops which is a significant amount of money. We will need the company to provide an invoice to school so we can purchase them. |
| A | LGFI have cheap laptops. Are there any local businesses with corporate responsibility? |
| A | Jackie Brook will investigate. |

ACTION: Jackie Brook to research local businesses and Zoom Pro

The Headteacher had talked about Kelly Quinn conducting a SEND review at the last meeting. However, she felt that Louise Moczulski may need to be given more cases and the latter would write a report because staff were feeling overwhelmed with SEND and safeguarding cases. Staff were very good at recognising need but the Headteacher was frustrated by the amount of time it took to diagnose SEND. She had booked on a significant number of SEND-related virtual courses in order to further enhance her current skills.

3.3 Admissions

The Headteacher explained to governors that there was an issue with inviting new Reception parents into school. The staff and children usually did a wonderful job when parents visited school and the parent governor agreed with this. Danny Marley, a local resident and digital whizz had emailed school regarding providing a video tour of the school. After consultation with the Headteacher, it was agreed that he would create a video tour for the school using mapping techniques and matter tags, a type of video link. On 1 and 2 October he was scheduled to visit the school to take footage. Teachers and TAs would upload short videos called matter tags so that parents could look around school virtually. The Headteacher would provide an introduction and staff would provide a brief video of their areas, including Forest School, early years and subject leaders would talk about their curriculum areas. Although this would come at a cost, the Headteacher felt that the money would be well spent as staff and children needed to celebrate Buckton Vale and it was a great way for new parents to see what Buckton Vale has to offer. However, the Headteacher had not decided on a launch date which would be discussed with the SLT.

The Headteacher had asked Colin Lister to update the school website. She asked governors to provide a short video for inclusion on the school tour.

ACTION: Governing Board to send brief video to Jackie Brook

3.4 Ofsted

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| Q | In relation to the “light touch” OfSTED visit, have you included Covid-19 plans into the School Development Plan? |
| A | Yes, we have the Recovery Plan which was shared with the Governing Board at the meeting on 16 September 2020 at minute 7.9. We receive regular information which is included in the updated Recovery Plan, such as receipt of funding which enables curriculum work to be adjusted Kelly Quinn revises the Plan regularly. We are also working closely with Jenny Callaghan, head teacher at Wild Bank Community Primary School, to share ideas. I will provide an update at the Governing Board meeting on 14 October. |
| Q | How would the Governing Board be involved in any “light touch” visit? |
| A | Either by telephone or a virtual meeting. |

**4 Review of Risk Assessment – revision 7**

Lisa Cox had emailed the revised Risk Assessment to governors on 28 September 2020. Governors had no questions for the Headteacher which were not covered within the Headteacher’s update.

RESOLVED: To approve the Risk Assessment

**5 Parental Queries**

The Headteacher had received some Covid-19 alerts and the Headteacher had sought advice from PHE. One parents had tested positive and a confirmation email had been sent. PHE had advised that the children stay at home with the parent; if they did not have any symptoms they had to stay at home for 14 days but if they had symptoms they needed to be tested. The Headteacher was in regular contact with PHE and consequently felt well supported, including out of hours. Some parents were getting a little anxious and the Headteacher had called PHE at the weekend to alert them of a possible Covid-19 case. She stressed that some members of the school community were getting worried, including one fabricated case, and therefore the parent had received some pastoral support.

The Headteacher had requested support from Tameside to get a letter out to parents. Richard Hooton, Senior Communications Officer, was working on a circular which would be sent to parents via text.

**6 National and Local Guidance**

There were no national or local updates which had not been included in the Risk Assessment.

**7 To agree the date of the next Covid-19 Oversight Panel meeting**

RESOLVED: Tuesday 13 October 2020 at 4:00 pm

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| *Meeting details* |  |
| *Time started* | *1600* |
| *Time finished* | *1700* |

**ACTIONS ARISING FOLLOWING THE COVID-19 OVERSIGHT PANEL MEETING HELD VIRTUALLY ON 29 SEPTEMBER 2020**

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| **Min** | **Resp** | **Action** | **Audience** |
| 3.2 | J Ross | Explore digital tech grant | D Brown |
| 3.2 | T Sharif | Explore charity loaning/donating laptops | D Brown |
| 3.2 | Governors | Explore funding streams | D Brown |
| 3.2 | M Hartley | Work with Dawn and Colin Lister on SurveyMonkey | C Lister |
| 3.3 | J Brook | Research local businesses | D Brown |
| 3.3 | Governors | Send short video to Jackie Brook | J Brook |
| 3.4 | D Brown | Update Recovery Plan | GB 14/10/2020 |
| 7 | Governors | Note date of next meeting | 13/10/2020 at 4 pm |