

**BUCKTON VALE PRIMARY SCHOOL**

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

**HELD VIRTUALLY ON 13 OCTOBER 2020**

**PRESENT: Mr Nick Whitbread 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**

**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.

**2 Minutes of the Covid-19 Oversight Panel meeting – 29 September 2020**

RESOLVED: To approve the minutes of the meeting held on 29 September 2020

2.1 Matters arising

@ 3.2 – Explore digital tech grant

The governor had researched grants through the EdTech Technical Innovation Fund but applications had closed. She had emailed them for clarification as the fund related to platforms which helped teachers teach in classrooms. .

@ 3.2 – Explore charity loaning/donating laptops

The governor had researched laptops available in the south through a charity but these were not available in the north. She was very concerned about the school budget and suggested that the Headteacher contact the local ward councillors as school funding would be an ongoing concern for the local community.

@ 3.2 - Explore funding streams

Mr Hartley sent links to grants which school could apply for if they had not already:

<https://www.grants4schools.info/>

<https://www.eteach.com/recruit/blog/school-funding-grants-where-to-look>

<https://www.grants4schools.info/news/16710.html>

<https://www.gov.uk/government/news/new-remote-education-support-for-schools-colleges-and-teachers>

@ 3.2 – Survey Monkey

Dawn Lister and Colin Lister had set up Survey Monkey to find out where the need was and Mr Lister had looked at options for school loaning out some computers. However, there were safeguarding requirements as computers had to be cleaned before being passed on but this made them almost unusable as parents would need support setting them up and internet access. She would forward Mr Lister’s email to governors for clarity. Donated, reconditioned or new laptops would be needed. School had a number of desktops which were donated by a secondary school in Rochdale but these needed PAT testing. It seemed there were more problems than solutions and a significant amount of money needed to be invested in IT. The link governor would continue to liaise with Mr Lister.

@ 3.3 – Research local businesses

Mrs Brook would continue to research local businesses who could supply laptops.

@ 3.3 Virtual tour of school

The Headteacher explained that school was in the process of preparing for the virtual tour and asked governors to send a short video about themselves and their role at Buckton Vale before 16 October to allow time for the video to be edited. The video would go live on 2 November. A governor suggested sending the video as an .mpeg to OneDrive or using the Vimeo app.

ACTION: Governors to send short email to Jackie Brook

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

3.1 IT and budget

See matters arising above. The SLT had met on 12 October to discuss the IT situation at Buckton Vale in relation to virtual learning in the event of a bubble or whole school closure. School was very behind in terms of IT hardware but had bought six new laptops for teachers; the teachers’ older laptops had then been given to TAs as the majority of TAs did not have laptops either in the classroom or to take home. School computers also used Windows 7 which was out of date.

Mr Hartley had been involved in supporting Mr Lister and Mr Phoenix with IT since his appointment as a governor. He had visited a primary school in Manchester and had seen a bank of iPads which could be moved around school and felt that Buckton Vale needed similar technology. However, that school was a large two form entry school in Manchester city centre with a corresponding budget. The Headteacher had arranged a meeting with Tim Bowman in late October to discuss her concerns regarding the budget and would present case studies regarding the increased number of SEND and safeguarding cases which school was dealing with, including six EHCP referrals. Buckton Vale needed local authority support in the longer term: school would have to set a deficit budget in 2021/22 and, even with a review of staffing, the deficit would continue in 2022/23. It was clear that the budget was not suited to Buckton Vale’s needs.

3.1 Behaviour

Changes had been made to the Behaviour Policy because of the Covid-19 pandemic. The Headteacher would send the draft policy to governors by the end of the week. She had led an assembly regarding the new Dojo system which had been changed following discussions with the consultant, Louise Moczulski, who suggested that positive comments and sanctions should be separated. She had been looking at behaviour with SEND children and felt that the negative dojos should be removed to allow children to have a better experience. The Headteacher had emailed parents who had responded with some suggestions and had also consulted with the Y6 council. Reflection time had been introduced following sanctions and purple, blue or yellow cards would result in children losing some of their free time. Staff had seen an impact across school after just three days. Every child could achieve at least 50 dojos and get a prize from the Dojo shop.

RESOLVED: To defer approval of the Behaviour Policy to the Curriculum and Standards

Committee on 11 November 2020

3.2 Attendance

Attendance figures were as follows:

Week 1 – 95.6%

Week 2 – 94.7%

Week 3 – 98.2%

Week 4 – 98.5%

Week 5 – 92.1%

A number of families had received track and trace alerts so children were self-isolating. A governor commented that the national average was 90% so Buckton Vale’s attendance was exceptionally good. The Headteacher acknowledged that staff were very pleased with attendance and stated that Joanne Cherry was doing an excellent job encouraging children back into school. Families were returning with suitable support: if children were at school, they were learning and safe.

3.3 Staffing

A member of the cleaning staff had resigned which was disappointing as the system was working well. The caretaker and a cleaner were taking on additional hours on a temporary basis. The Headteacher would recruit a new cleaner. Two new midday staff had been appointed.

**4 Review of Risk Assessment**

There were no changes to the risk assessment. Regular fire drills had taken place which had been effective, with school empty in 3.19 minutes. Childrens’ behaviour was excellent. The Headteacher would run a further two fire drills, one at lunchtime, dependent on weather. She anticipated changes to the risk assessment following the drill.

**5 Parental Queries**

Regular newsletters had reduced the number of queries to school especially questions about track and trace. One staff member had received a track and trace alert and was self-isolating.

**6 National and Local Guidance**

There were no national or local updates. School followed national guidance regarding track and trace but had not received any local guidance regarding the announcements on 12 October. Tameside was in a high alert area.

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

RESOLVED: Tuesday 13 November 2020 at 4:00 pm

|  |  |
| --- | --- |
| *Meeting details* |  |
| *Time started* | *1600* |
| *Time finished* | *1740* |

**ACTIONS ARISING FOLLOWING THE COVID-19 OVERSIGHT PANEL MEETING HELD VIRTUALLY ON 13 OCTOBER 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Min** | **Resp** | **Action** | **Audience** |
| 2.1 | J Ross | Explore digital tech grant | D Brown |
| 2.1 | T Sharif  D Brown | Explore charity loaning/donating laptops  Contact ward Councillors | D Brown |
| 2.1 | M Hartley | Work with Dawn and Colin Lister on SurveyMonkey | C Lister |
| 2.1 | J Brook | Research local businesses | D Brown |
| 2.1 | Governors | Send short video to Jackie Brook before 16 October | J Brook |
| 3.1 | D Brown | Behaviour Policy | CSC 11/11/2020 |
| 7 | Governors | Note date of next meeting | 3/11/2020 at 4 pm |