



Minutes of the Full Governing Body Meeting: Thursday 02 July 2020 at 5.30pm

Venue: Virtual Meeting

Present:	Mrs Rachel Hayes (RH)	(Staff Governor)
	Ms Joanna Ireland (JI)	(Parent Governor)
	Mrs Helen Loney (HL)	(Parent Governor)
	Mrs Rebecca Shiels (RS)	(Co-opted Governor)
	Mrs Claire Toone (CoG)	(LA Governor) Chair
	Mrs Andrea Walker (HT)	(Head teacher)
	Rev Angela Whittaker (Rev AW)	(Foundation Governor) Vice Chair
	Mrs Jules Natlacen (JN)	(Foundation Governor)
In attendance:	Ms Fiona Hadwin (FH)	(Assistant Head teacher)
Clerk:	Sarah Williamson (Clerk)	(NYCC Clerking Service)

20/36 Welcome, Introductions and Chair's opening remarks

The Chair welcomed governors to the virtual meeting.

20/37 Apologies

None

20/38 Identification of Confidential Items

It was resolved that consideration of some aspects of the Headteacher's Report, section b) Staffing, be deemed confidential and excluded from the minutes to be made available for public inspection. No other confidential items were identified at this stage in the meeting.

20/39 Declarations of Interests

None

20/40 Reports from Sub-Committee Meetings held since 10 March 2020

Copies of the public Finance Committee Minutes of 30 April and 14 May were circulated in advance of the meeting. The Bursar was unable to attend the meeting, but governors noted that the budget appears healthy. The Chair invited questions.

A governor observed there was an error in reporting the rental cost of the Village Hall, which should read £2k per annum.

The Chair reported an earlier concern over an increase in the water bill was the result of an error by the utility company rather than a leak. The school has received a £3.5k rebate. Governors wished to record thanks to the School Administrator for her tenacity in pursuing this matter.

There were no further questions.

20/41 Approval of Minutes of the previous FGB meeting

The public and confidential minutes of the meeting held on **10 March 2020** were circulated in advance. **Governors agreed** they were an accurate record. Copies will be signed by the Chair at a future date and filed at the school. **ACTION: Clerk and Chair**

A copy of the public minutes will be made available on the school's website. **ACTION: Head teacher**



20/42 Matters arising:

a) Governors noted there has been no further progress on the following items due to the Covid-19 lockdown.

- 20/26a) Update on disabled parking bay:
- (20/26b) Extending the bus service
- (20/29e) Boiler update

b) **(20/28b) Updating of school website**

The HT reported some staff have been working on subject areas and class pages for the website. The content is not yet published. **What else needs doing?** Much needs to be updated and must be completed by January 2021. The HT asked the Clerk to provide updated governor attendance and business interest information for the summer term. **ACTION: Clerk**

20/43 Headteacher's Report

A copy of the Head teacher's Report was circulated in advance of the meeting.

a) **School data**

There are 97 pupils on roll.

The school is operating two class bubbles, attended by 17 children. A large proportion of the school's SEN children, 2 children with EHCPs, 3 in receipt of Pupil Premium (PP), 1 child with Free school meals, and key worker children are attending. The bubbles are working well.

Expected pupil numbers for September are 94.

b) **Staffing update, including leadership proposal**

Advisory work

The HT gave governors a summary of the advisor's role she has been carrying out up to the Spring term. This brought £41k revenue to the school in the previous financial year. The Chair thanked the HT for her hard work that results in the significant income that enables the current 4.5 class structure and high level of TA support in the school, which otherwise would be unaffordable.

The HT summarised the changes to this General Advisor role and the future commitment to NLE Advisory work detailed in the HT's report, outlining the impact on and benefits for the school. A new programme the School Recovery Offer involves 5 days' NLE remote support to a school, making a positive impact on the school budget of £2.5k. The HT has accepted this work for 1 school paid at £500 per day into the school budget (so good financial **impact** to school will be £2500).

Summer Staffing

The Assistant Headteacher (AHT) has reduced this role from 0.8 to 0.2fte, but increased her teaching role to 0.4fte, a total of 0.6fte (3 days). The HT will ensure that any advisory or NLE work does not exceed 2 days per week and that it will be scheduled to coincide with days when the AHT is in school.

The HT outlined all other staff changes for the summer term detailed in the HT's Report. There have been some reductions and 3 changes to TA staffing. The costs of these staffing changes will not be clear until the budget review in October. The HT



reported reduced spending in some areas but increased spending in others such as PPE and cleaning.

September Staffing

The outline of staffing for the September term does not currently include any changes that may be required for September to meet the requirements set out in the latest government guidance. New guidance was published to schools today. The HT will consider this new advice and update the current planning to share with governors.

ACTION: Headteacher

Leadership

The structure will continue as per summer term in the Autumn term. The HT outlined a proposed change to the school's leadership structure from January 2021.

Governors agreed further discussion of this item should be recorded in a confidential minute.

[At 6.48pm the HT, Mrs Hadwin and Mrs Hayes returned to the meeting].

The Chair advised the Headteacher of the GB's decision to fully support the proposal.

The HT thanked the GB for their support and understanding.

The teaching, staffing and class structure for September is outlined in the HT's report and has all been shared with parents in a newsletter. Governors noted that whilst this is the ideal plan it may require adjustment for September.

What does HLTA stand for? Higher Level Teaching Assistant, one who can take a class. The HT informed governors that two TAs are to be recognised as HLTAs for the work they are doing.

c) Safeguarding, Health & Safety and Premises

From 20 March the school temporarily closed due to the Covid-19 lockdown and re-opened on 23 March as a childcare facility for vulnerable and key worker children but closed again fully on 24 March due to lack of demand.

Detailed risk assessments were undertaken and shared with staff prior to the re-opening of the school on 9 June to groups of vulnerable, keyworker, Y6 and R/Y1 pupils.

The taps in the bathroom have been fixed at no extra cost. A leak was also discovered and mended prior to children returning to the school; very important given the need for handwashing.

The HT notified governors of a change to the risk assessment from 29 June, agreed with the Chair, Mrs Hayes and Mrs Loney. To meet increased demand for R/Y1 places over the current RA limit of 8 pupils, the Class 1 bubble has been extended into the Class 2 space, with the door open and an additional teacher to assist supervision when all pupils are at desks. The Class 1 bubble has increased to 12 pupils plus 4 staff. This arrangement is working well.

How does the Class 1 teacher feel about the proposal? Very happy. There are 3 areas in the classroom where staff can stand as well as children being 1m apart. As much time as possible is being spent outside. There is space to move around.

How can teachers move between desks if they are 1m apart? There is space between desks but children have to be more self-sufficient. Activities are designed to be



completed without adult intervention; children are responding well.

Is there an argument for EYFS to be on round tables in September? The HT responded there is but this is not included in the current guidance; all guidance is being followed well. The school must return to the full EYFS curriculum in September.

What change has been made due to changes to the social distancing guidance on 4 July (2m distancing to be reduced to 1m+)? The HT proposed a further change to the risk assessment, increasing Class 1 capacity to 12 pupils. Class 4 could fit up to 17 pupils but must be limited to 15 to match guidance. This would free up Class 2 for another potential bubble of up to 12 pupils.

The HT proposed extending provision to offer some time to all children as a form of re-induction to school and as transition to their new classes next year. An updated version of the plan was circulated to governors shortly before the meeting and shared during the meeting.

The school needs to continue providing education for cohorts currently attending and also needs to accommodate additional requests for key worker children. Currently 3 staff are allocated per bubble with additional staffing support for younger children at lunchtime. Staff and children cannot change between bubbles. A member of staff would have to leave a week between each bubble were they to change. Different groups go into different classrooms and would require deep cleaning between bubbles.

The HT has mapped out plans for each year group and will discuss deep cleaning requirements with the cleaning team:

Invite Year 4 to come in for 2 days. Data indicates they require support and some children in this year group have not accessed much online work. The anticipated uptake would be 12 pupils.

Y6, all 15 pupils would be invited into school for Thursday 15 July the last day of school and could join the Class 4 bubble.

Induction for new Reception children will take place on 2 days during the first week back in September. They will attend mornings only for induction that would normally have happened in in the summer term. Mrs Hayes and the team have created a special page for this group on Google Classroom and have been doing some online induction and liaison with parents. Almost all families have been participating but 3 more need to join. 6 children will attend on Thursday in 1st week of term and another 6 children on Friday. A child with an EHCP will attend both days.

Governors discussed all the above proposals for return/transition/induction days and agreed that if staff feel this is worthwhile, they will support it. A parent governor stated that even 2 days' attendance in the summer term would be a huge benefit to the children.

Governors unanimously agreed the proposal to extend school opening.

A letter will be sent out to parents on 3 July with a request to respond as soon as possible regarding these places.

d) After School Club

A leaving teacher is taking on the role as After School Leader. This is a good development as the teacher has a good relationship with families and knows the children well.



e) Sports provision

The HT reported Sports Premium (SP) funding is likely to cease at the end of 2020/21. This has previously been a huge benefit, initially £8k, then £16k which is fully used to cover all PE, outdoor, yoga, and forest school opportunities. All of these activities are included in the budget for at least another 12mths but with the hope they will be able to continue in some form in future helped by additional income, the school fund, and the carry-forward from last year's sports fund. Activities may be slightly different in September, but the latest guidance does state that peripatetic staff may be used.

What music provision will be available? The HT reported that Cumbria music providers are happy to continue weekly class teaching and hopefully all our other usual peripatetic staff will be too. The school is trying to find some alternative flute provision as the flute teacher has now left her peripatetic role.

f) Home learning

Google Classroom has made quite an impact. The school is lucky to have this platform and the skills of the IT lead. The guidance states schools have to have and sustain a high-quality learning platform that is ready and available. There is concern that not every child has access to it and consideration may need to be given to consider how to expand access.

The children who have returned to school appear to be thriving.

How have staff responded to the partial re-opening? The AHT responded there is a very good, happy and relaxed feeling in school. The HT added that all staff who have returned have commented that it has been good to get back into school. Arrangements are working well; even the youngest children are following the rules really well with a few reminders. They are happy children who want to come to school. Whilst there is national concern around catch up and children's progress going backwards, those who have returned to OHS do not appear to have significant gaps including children with SEND. They are benefitting from extra tuition, role modelling and one-to-one support.

g) Pupil progress data – Spring 2020

A copy of the Spring assessment results was circulated in advance of the meeting; these are the final assessments of 2019/20. Teachers are currently writing reports based on these assessments.

- Y6 results are very good, with children achieving or exceeding expectations at the expected standard and most also at greater depth (GD). Most individual targets for SATs were achieved or exceeded by the end of the Spring term. If this had been the final outcome for the pupils many would have achieved excellent progress. It is disappointing that there will be no SATs outcomes. These assessment results will be used for internal tracking.
- Y5 have very good achievement in all subjects at GD, which is also good for all year groups except Y4. At the expected standard, there is a slight dip for Y5 in Reading, and achievement is just below in Maths. There is a broad range of ability in Y5; pupils will be targeted for catch-up as they start Y6.
- Y4: although assessment results for the cohort are lower than expected standards in Writing and Maths and at GD, all children are progressing and have improved since the previous term's assessments. Good results for Reading. Retaining the same teacher for Y5 provides continuity as she knows exactly where they need to



be next year, and they will be able to catch up.

- Y3 assessment results are very good.
- In Y2 SATs prediction comparisons, all pupils met or are within the target, just not at GD for combined Reading + Writing + Maths, but this is unsurprising as children have not had the summer term to develop.
- Y1 results are good at expected standards but below at GD in Writing and for R+W+M combined. Again, this is due to lacking the benefit of further development in the summer term when they often make their greatest progress; it is also more challenging to achieve GD at a younger age.
- EYFS were on track but have not finished Early Years Foundation Stage curriculum. The new Y1/Y2 teachers will need to complete the EYFS learning goals with them before embarking onto the National Curriculum (NC).

Next year's targets will be based on these assessments and teachers will identify those who also need to catch up on return in September.

Governors had no questions on data.

h) Progress towards SDP 2019-20 priorities

The HT summarised impact and progress made towards the priorities on the Development Plan.

Priority 1: Wellbeing

Much has been done towards this objective and progress is outlined in the HT's Report. The Rev Whittaker observed the comments and interaction on the Spiritual Space on Google Classroom have been positive. Teachers have been making weekly/fortnightly contact with families. **Has contact been made with families of children not engaging in online learning?** Yes. Some families are reluctant to be contacted but staff are aware of them and targeting them to come into school for induction before the end of term.

Staff contact has been sustained and staff morale kept going. The HT reported the staff team has been amazing in supporting her and thanked the GB for their support.

Priority 2: Maintain achievement at Greater Depth (Writing/Maths/RWM focus)

See discussion regarding data at 20/43g – good impact seen across school of work towards this priority.

Priority 3: Vulnerable Pupils/SEND

Summer re-opening of school has included focus on vulnerable/SEND provision, with some very good impact. The current list of vulnerable pupils will be reviewed and more pupils added for additional monitoring in the autumn term.

Priority 4: Church School (diversity/RE)

In addition to Spiritual Space, worship has continued in remote form via Google Classroom. RE work has also been available on the learning platform.

Priority 5: Curriculum & distributed leadership

Staff have been working on curriculum development whilst not in school and have made more progress than otherwise may have been possible. All revised medium and long-term plans will be in place by the end of the autumn term.



20/44 **September recovery plan**

The HT circulated a copy of the latest government guidance to governors today as soon as it arrived. An earlier brief version of plans for September was also circulated.

Governors noted:

- Much has been left to schools to decide.
- All pupils are expected to return.
- Peripatetic and shared staff may come back into schools.
- The advice suggests staggered starts and finishes to the school day, with no visitors in school. Breaks and lunchtimes would be staggered.
- For adults, the possibility of people being within 2m of each other for more than 15mins must be minimised.
- There is the need for continuing caution and risk assessment.
- Government will review these plans by 11 August.

The HT aims to have draft plans ready before the end of term, so that they and the risk assessment can be shared with staff before the start of the summer holidays. The HT wishes to avoid bringing staff into school during the holidays.

The HT explained any time lost due to staggered starts and finishes must be compensated by reduced break times. **Will staff have to be split into shifts?** The HT responded suggested timings would fit in with current time frame of the school day. A 10-minute staggered start time is currently working. **Governors agreed** 15-minute staggered start times could be more realistic and agreed that a letter with clear explanations and expectations should be sent to parents. The HT added that in September social distancing will presumably be 1m rather than 2m. The HT believes entry times could be staggered over a 1-hour period. Regarding siblings, entry time will be based on the youngest child's entry time.

Can we fit 30 children in Class 3 with 3 adults and no sink? The AHT responded with continuous cleaning, which may be at extra cost, this is possible. The HT stated more cleaning advice is due to come out before the end of term. There will be a routine of increased regular handwashing and sanitising of hands.

How easy would it be to install a sink in this classroom which is adjacent to the toilets? This could be considered.

Could additional learning space be found in other local buildings? The HT explained the guidance specifically says not to go to other buildings. Governors discussed the potential space in the Village Hall, which has wi-fi but would require regular cleaning. This would be complicated by any evening use by local clubs etc. Governors agreed that logistically this is unlikely to be an option.

The guidance suggests continuing with breakfast and after school club provision in bubble groups. Governors discussed whether this was feasible.

The LA may produce a further risk assessment for schools to adapt or schools may be required to adapt the existing risk assessment. This will need to be agreed by the governing body when known.

Governors agreed the HT and staff should put together a plan for governors to consider before the end of term. **ACTION: Head teacher**

Governors agreed that rather than another site visit which could potentially compromise a classroom, an additional virtual meeting would be held on Wednesday 15 July at 6.30pm, following a virtual staff meeting on Monday 13 July organised by the AHT. The Clerk is not



available, and the Chair will make the necessary for the virtual meeting for governors.

ACTION: Assistant Head teacher and Chair

20/45 Head teacher & staff well being

Governors noted that staff and Head teacher wellbeing had been covered in a number of items on the agenda.

20/46 Governance

a) (20/30b) Potential candidates for governor vacancies

Rev Whittaker informed governors that she will put forward the Assistant Curate to the Parochial Church Council for consideration for the Foundation governor vacancy.

b) Succession planning

The Chair confirmed her intention to step down as a governor in July 2021 and proposed the GB appoint an additional Vice-Chair to enable some delegation of the role and to benefit from the support and experience of the existing Vice-Chair.

Ms Ireland has expressed an interest in this role. Governors agreed to consider this proposal formally at the September meeting, when governor roles and responsibilities will be considered. **ACTION: Clerk**

20/47 Governor Training

a) Training completed: Rev Whittaker: Data Protection (4 May 2020)

20/48 Correspondence

None

20/49 Dates of future GB Meetings:

The Clerk will circulate the full list of proposed dates for 2020/21 following the meeting.

Governors agreed the following dates for the Autumn term:

- FGB Meeting Tuesday 29 September 2020 at 6.30 pm
- Finance Committee Meeting Wednesday 14 October 2020 at 9.30am [*subsequent to the meeting this date has changed to Tuesday 13 October 2020 at 9.30am*].
- FGB Meeting Tuesday 17 November 2020 at 6.30pm

Close The meeting closed at 8.40pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date:

Clerk Sarah Williamson