

**PART 1 MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF WYBUNBURY DELVES C of E PRIMARY SCHOOL**

Date:	Tuesday 29 th September 2020	
Time:	4:00-6:00pm	
Venue:	Zoom meeting	
Present:	Neil Arnott (NA) Lisa Taylor (LT) Kathryn Chesters (KC) Elizabeth Taylor (ET) Janet Clowes (JC) Mandy Branders (MB) Rachel Brodin (RB) Helen Hunter (HH) Kate Hughes (KH)	Chair (Foundation governor) Vice Chair (Foundation governor) Headteacher Foundation governor Foundation governor Foundation governor Parent governor Parent governor Staff governor
In Attendance:	Jenny Ball (JB)	Clerk to Governors

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge

Documents received ahead of or during the meeting here:

- Previous minutes, Part 1 & Part 2 (1st July 2020)
- Governors roles & responsibilities
- Governors training as at 14.09.20
- Governors training programme (Autumn)
- Equalities Policy & Equality Trust Objectives
- HT Report (Autumn 1)
- Organisational RA for re-opening in Sep 2020
- Child Protection & Safeguarding Policy (Sep 2020)
- Pupil Premium Statement (2020-2021)
- Accessibility Report (DDA Report)
- BvAvC Report (2019-2020)
- Approved Budget (28.08.20)
- Variations to Budget
- Record of Visit
- Year End Arrangements for 2019-2020 Accounts

The meeting met its quorum.

AGENDA ITEM 1	WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE (Opening prayer)
Discussion:	KC welcomed all to the meeting and KH shared an opening prayer with governors. KC informed governors that HH would be a little late to the meeting as she had another meeting in her school.

AGENDA ITEM 2	APPOINTMENT OF CHAIR & VICE CHAIR (2020-2021)
Discussion:	<p>JB thanked governors for their nominations and asked if there were any further nominations from governors. Governors confirmed there were no further nominations. JB shared with governors that there had only been one name put forward for the position of Chair which was NA and one name for the position of Vice Chair which was LT.</p> <p>JB explained that although there was only one name for each position, formalities would now need to take place where NA and LT would each in turn, be asked to wait in the zoom 'waiting room' to provide governors with the opportunity to discuss each of the appointments, raising any questions or concerns they may have. JB placed NA in the waiting room first and governors discussed the Chairs appointment.</p> <p>Governors held a brief discussion and NA was invited back into the room. NA was informed that he had been duly appointed as Chair for the academic year 2020-2021. Governors were delighted to make this appointment and congratulated NA.</p> <p>The same process was repeated for LT and LT was placed in the waiting room. Again, governors held a brief discussion and LT was invited back into the room. LT was informed that she had been duly appointed as Vice Chair for the academic year 2020-2021. Governors were delighted to make this appointment and congratulated LT.</p> <p>HH joined the meeting at 4:20pm and JC joined the meeting at 4:25pm.</p>
Decision:	That NA be appointed as Chair and LT be appointed as Vice Chair for the academic year 2020-2021.
AGENDA ITEM 3	ANNUAL DECLARATIONS
Discussion:	<p>1.) Governors were asked to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> • Declaration of pecuniary, personal, educational interests. • Code of Conduct • Confirmation of eligibility
Outcome:	JB confirmed that all Annual Declaration statements have been completed. The only declaration outstanding is for JC.
Action:	JC to complete the Annual Declaration and return to JB by Wednesday 7th October.
Discussion:	<p>2.) Governors were asked to check their details on the GIAS form are correct.</p> <p>The GIAS form has been emailed by JB to governors for completion.</p>
Action:	KH to upload the completed GIAS form to the relevant place and in line with the DfE requirements.
Discussion:	Governors were asked to check if all enhanced DBS checks were up to date.
Outcome:	All DBS checks have been completed by governors.
AGENDA ITEM 4	GOVERNING BODY MEMBERSHIP
Discussion:	<p>As a guideline, stated in the CDAT Terms of Reference document, the governing body shall consist of: (a) The Headteacher (b) 2 Parent governors (c) 1 Staff governor; (d) 2 Co-opted governors e.) Foundation governors f.) Non-Foundation governors.</p> <ul style="list-style-type: none"> • a.) Current membership: Wybunbury Delves governing body membership currently consists of: Headteacher; 2 Parent governors, 1 Staff governor, 5 Foundation governors • b.) Vacancies: KC reported that the governing board currently have three vacancies which they are finding extremely difficult to recruit into. Over the past 12 months, the school have advertised via the churches and have been speaking to the local vicars.

	KC added that at present, there was no parish priest but that when this position was assigned to, KC would speak to them to gain some more ideas. KC also said she had spoken with the CEO (Neil Dixon) who has been trying to recruit for the school using a company who recruit governors. Unfortunately, this has been unsuccessful to date. The school have also advertised on social media that CDAT are looking to recruit governors but this has also been to no avail. KC felt that the challenge may be due to the fact that the vacancies are all for Foundation Governors who must be a practicing Christian and attend church. KC asked governors for ideas but there were no thoughts to record at this time. KC assured governors that the school would keep trying to recruit to fill these three vacancies.
Action:	KC to provide a vacancy/recruitment update at the next meeting in November.
	<ul style="list-style-type: none"> c.) Appointments: As per Agenda Item 2, NA was appointed into the role of Chair and LT was appointed into the role of Vice Chair.
	<ul style="list-style-type: none"> d.) Skills audit: Governors agreed this needing re-looking at and refreshing for the governing board. LT and KH need to review progress on this. Re-look at it and re-fresh.
Action:	LT and KH will review the Skills Audit and feed back to governors at the next meeting in November.

AGENDA ITEM 5	COMMITTEE STRUCTURE & MEMBERSHIP (2020-2021)
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Discussion:	<p>Governors were asked to confirm membership for each Committee for the proposed committee structure:</p> <ol style="list-style-type: none"> 1. Pay committee – NA, MB, HH & LT 2. HT Performance Management panel – NA, LT, JC & RB 3. Pupil Discipline & Exclusion panel – NA, LT, JC & MB 4. Staff Discipline & Dismissal panel – NA, MB & RB 5. Staff Discipline & Dismissal appeal panel – LT, JC & HH 6. Complaints – NA, JC & HH 7. Complaints appeals – LT, MB & RB 8. Standards & Workstream committee – LT & JC <p>KC informed governors that the structure of these committees will now change due to an increase in six LGB meetings per year, as opposed to three. KC assured governors that the information typically gained at committee level, will now largely be received via the LGB meetings. Governors agreed the committees would be put in place as and when needed.</p> <p>KC highlighted that the Pay committee will be required to meet this term to discuss pay awards, based on the appraisal. KC asked governors for comments on the proposed committee structure. Governors were in agreement with the proposed outline of committees above.</p> <p>Q: LT: Is the Standards committee the right platform at an LGB meeting or do governors think this should be a separate committee? A: Governors agreed that there needs to be a separate Standards & Workstream committee which has been detailed above.</p>
Outcome:	That governors agree with the above outlined structure for all eight committees.

AGENDA ITEM 6	AGREE GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2020-2021
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Discussion:	<p>Governors were asked to confirm membership for each Committee for the proposed committee structure:</p> <ul style="list-style-type: none"> • Maths & Computing – LT • GDPR & Health & Safety – LT • Music, Drama & Art - ET • Wellbeing & PSHE - MB
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	<ul style="list-style-type: none"> • Safeguarding - MB • English - NA • Science & DT - HH • Humanities (R.E, Geography & History) - KH • SEND – RB • Pupil Premium & Looked After Children - JC • EYFS - HH <p>KC confirmed that this structure fits in more with the Ofsted requirements, in that governors will have full knowledge and insight into their assigned subject(s).</p>
Outcome:	That all governors have confirmed and agreed with the above Subject Link Governor Roles.
AGENDA ITEM 7	SCHEME OF DELEGATION 2020-21 & TERMS OF REFERENCE
Discussion:	<p>Governors were asked to note the SoD and Terms of Reference for the LGB and its committees (even if no changes have occurred).</p> <p>KC reported that she had not had sight of the recent SoD or Terms of Reference and wasn't sure if there had been any further updates.</p>
Action:	JB to email governors with the updated SoD and ToR for the LGB.
AGENDA ITEM 8	TRUST UPDATE
Discussion:	<p>KC shared with JB that the school have had a Link Trustee/Director in the past but after the link director had stepped down from his director role, he had not been replaced. Governors all agreed that this is something they would like to re-start as they have previously found the attendance of a Link Trustee/Director extremely valuable and beneficial.</p>
Action:	JB to email the CEO (Neil Dixon) to ask if it is possible for a Link Trustee/Director to attend future LGB meetings.
AGENDA ITEM 9	FINANCE UPDATE
Discussion:	<p>Governors confirmed that they had received the 'Variation to budget 2020-2021' spreadsheet ahead of the meeting for review.</p> <p>KC highlighted that the 2019-2020 budget was not yet finalised, agreed and signed off as there were still some adjustments to be made. KC shared CDAT Year End dates and process with Governors. KC highlighted that some things on the BvA 2019-20. For example, the universal free school meals is showing a higher income than budgeted for, but this is because it includes pre-payment for 2020-2021 which will be journalled across. The school and the SEN budget is incorrect due to the mis-posting to FEEE and this will be corrected. Ultimately, the budget was set for a small surplus but the school now expect to just break even for the 2019-20 in year budget.</p> <p>KC shared that there is approximately-£4.5k in the schools bank account, paid in via Parent Pay by the Childcare Voucher scheme. Parents use this to pay for OOSC but due to COVID and OOSC closure during lockdown, the money was not utilised to pay for OOSC sessions. This will impact future OOSC income, as we already hold the money, or will be returned to the parents via their employers childcare scheme. KC asked governors if they had any questions. Governors did not have any questions at this time.</p> <p>KC referred governors to this year's budget, stating that once it has been approved, and following adjustments made due to grants etc, the school are expected to be in surplus of £8,142. A TA 25 hour extended contract has been agreed for a pupil in Y6 which will cost the school £13-14k. The school will receive some high needs top up funding towards this role. Two TAs has also been placed on an extended contract, with one working during the morning and the other in the afternoon. KC clarified that the £13k 'catch up' funding from the government will fund these salaries.</p>

	<p>KC informed governors that the school has still to pay £20k on the CIF bid for the heating which is yet to be taken out of the school's funds. CDAT are exploring that further on the school's behalf. £40 had to be paid back to Cheshire East following the annual pay review. KC shared that the school have received £4k for maternity leave from the insurance company. Absence insurance for 2020-2021 has increased due to increased TA hours and additional 1:1, Governors agreed to accept the quote.</p> <p>CDAT have asked schools to use DBE services for property management compliance. Governors agree quote of £5k. KC added that this is an increase from last year because of the air conditioning unit and electric gates which require regular servicing. KC added that the boiler room ceiling currently require repairs and a quote this was approved at the last meeting. The work has been delayed due to Covid and the additional scaffolding costs as they were missed out of the original quote so a new quote had to be submitted to the school. The CEO (Neil Dixon) had approved the original quote but the scaffolding costs have resulted in an additional £500. The school would like to continue with this quote and KC asked for governors approval, adding that the work is urgent as the boiler room is unsafe.</p> <p>Q: LT: Based on what's happened with the quote, did the school obtain three quotes, and are the school satisfied that the quote they have accepted is competitive? A: KC: The school didn't get three different quotes as the CEO had said he was satisfied with the original quote because the quote was obtained from DBE Services and the urgency of the repairs. KH confirmed with DBE Services the legality of revised quote.</p> <p>LT concluded that it would be good practice for the school to obtain three quotes when carrying out work in the future.</p> <p>KC shared that the Y4 classroom carpet needed replacing as it was currently a trip hazard. KC will be receiving quotes over the half term period. KC added that work also needs carrying out down the corridor. The school had an insurance claim for a flood they experienced over the summer holidays, when the pipes in the boys toilet burst and flooded the school. Insurers are in the process of handling that claim. Emergency work has been carried out but there is still outstanding work to be completed. Y4 also require new blinds and the conservatory roof needs some attention as it has a leak which causes particular difficulties when it rains. KC added that various people have tried to fix it but it has been deemed as un-mendable. Further investigations are required to explore exactly what is causing the leak. KC informed governors that the CIF bids are opening up again soon and the school will be liaising with CDAT as the flat roof is in a poor state of repair.</p>
Decision:	Governors agreed and approved the additional cost of £500 for the scaffolding.
AGENDA ITEM 10	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	<p>Governors were asked to consider the impact of any governor training in the last academic year and what may be needed in the new academic year.</p> <p>KC reported that some training was due to take place but that this had been cancelled due to Covid. KC confirmed that she had recently emailed governors, informing them of some upcoming training. This included, Diocese Ofsted training of which the school had been allocated one place. KC asked if governors were happy for KH to attend with a view of feeding back to governors following her attendance. Governors all agreed. There is also online governor training available which has been circulated by KH and costs £185 for a full day and £100 for a half day. KH asked governors to let her know if they would like to undertake any training detailed on the circulated document. KC also shared that there was training around how to be a governor in a church school which they may find useful.</p>
Action:	Governors will notify KH of any online training they wish to undertake.
Action:	KH will feedback to governors following the Diocese Ofsted training.

AGENDA ITEM 11	GOVERNOR VISIT REPORTS SINCE LAST MEETING
Discussion:	<p>Governors were asked to agree on a Governor Monitoring policy/proforma and a schedule of visits and to consider how governor visits will be arranged during the year and when reports are circulated.</p> <p>KC confirmed that no governor visits have taken place within the school because of Covid since March 2020. KC stated that she was happy for governors to visit the school but that this was entirely their decision. KC clarified that if governors chose to visit the school, they could take part in a walk through the school but wouldn't be able to fully access all bubbles due to Covid. KC added that virtual meetings could also be easily set up between the governor and subject lead.</p>
Action:	All governors will contact KC to arrange face to face or virtual visits with the relevant subject lead.

AGENDA ITEM 12	GOVERNOR SELF EVALUATION & ACTION PLANNING 2020-21
Discussion:	<p>Governors were asked to consider the following:</p> <ol style="list-style-type: none"> 1.) To agree what the specific priorities for governors this academic year are. 2.) To consider the work of the board in light of last year's achievements and/or challenges. 3.) To look at any communications between the Trust and LGB. <p>KC suggested that the schools key priorities at present were around Wellbeing and Health and Safety and these priorities are unlikely to change for the remainder of the school year because of the current Covid situation. The schools focus is on keeping up to date with the changes and continuing to respond in an efficient and effective way. It is about continuing with the work the school have already started. KC shared that the school have spend a significant amount of time, effort and money in re-writing the schools Phonics programme but as yet have not had sufficient opportunity to review the impact, due to lockdown. The school is focused on securing Phonics, early reading and writing. These areas are already significantly developed considering the lockdown period took place. KC confirmed that a Phonics reassessment would take place in Autumn Term 2 and that Phonics is still high on the schools agenda and list of priorities.</p> <p>Q: JC: When are governors likely to receive some feedback with regards to the Phonics? A: KC: At the Autumn terms meeting in November when this data will be available.</p> <p>JC added that this used to feature heavily on the Standards committee. KC said school had received a positive email from the English hub stating that the engagement with the children during lockdown and the videos the school provided were very strong. In summary, the school promoted Phonics well and received a high level of engagement form the children. KC added that a lot of hard work, time and money had been invested, particularly around the staff team and resources. In addition, governors will be asked to test out the schools Risk Assessments that in place around the school.</p> <p>JC concluded that it would be useful for governors to have some guidance around how to best challenge and support the school as well as a list of questions that would be useful for governors to ask. JC added that it was crucial that governors feel confident they are asking the right questions. JC said she found it useful to have the experience of a Trustee present at the previous meetings and appreciates this may be challenging now that the trust have expanded and more schools are joining CDAT. Governors felt they needed to voice any concerns they had and to feel like they still had a voice on the board. LT agreed that the board needed this and asked how the governors go about actioning this. JB said she would speak to Neil Dixon (CEO) to share governors thoughts around this and seek further guidance and clarity.</p>

Action:	JB will speak to Neil Dixon and share governors feedback as above. JB will also obtain a list of useful questions that governors may wish to ask.
AGENDA ITEM 13	PART ONE MINUTES OF THE LAST MEETING (1st July 2020)
Discussion:	To receive and approve the minutes of the last meeting, addressing any points of accuracy.
Decision:	All governors agreed and accepted that the Part one minutes were a true and accurate record.
AGENDA ITEM 14	MATTERS ARISING
Discussion:	<p>Item 4:</p> <ul style="list-style-type: none"> When the new link Director for the school is appointed, KC will invite him/her to governor's meeting to learn more about the school. Action in progress. To be carried over to the next LGB meeting in November. To establish a Pre-school work stream. Action in progress. Governors agreed this was something they still wished to pursue as a separate entity. Governors agreed that this Pre-school work stream committee would consist of HH, KC, LT, JC and MB.
AGENDA ITEM 15	ANY ITEM OF IMPORTANCE OR RELEVANT TO THE SCHOOL
Discussion:	<p>KC provided governors with an update on the following:</p> <ul style="list-style-type: none"> School reopening to all pupils Update on Risk assessment Safeguarding update <p>Prior to the meeting, KC emailed governors with a copy of the HT report that detailed each of the above. KC shared that the school roll had reduced and will continue to decrease as a further two children are moving house to a different location. There is also a potential that two more children will be moving on. Some year groups are quite small, with a total of 14 children in Y3. Y1 has 19 which may be reduced to 18 in the coming weeks. KC stressed that although 14 doesn't sound particularly low, it can be more difficult to manage and may have an impact moving forward. The children moving on are largely due to house moves and relocation which could be as a result of lockdown where families are re-prioritising to be closer to their families.</p> <p>KC shared that the attendance in school has been positive with only two children absent on the first day of school. One child is self-isolating and one child did not return to school so the figure was at 99% on return to school. Today, this number remains high at 95%. KC reported that there have been nine Covid tests of children and they have all come back with a negative result so in summary it has been an overall positive return to school. KC concluded that attendance figures are slightly higher than other Cheshire East schools, the school is very settled and the routines around drop off and collection are working very well. The traffic around the school is also moving more efficiently and the parking situation has improved.</p> <p>JC left the meeting at 5:15pm.</p> <p>Please note that the following questions were sent by RB to KC a couple of hours prior to the meeting of which KC has provided a full response to, via email to RB and to all governors at the meeting.</p> <p>Q: RB: How much of an impact has the school closure had on pupil attainment levels? A: KC: Any closure of school, even for the 6 weeks for a normal summer holiday, shows an impact on the retention of knowledge by children. School have baselined data against previous end of year expectations since returning in September. From there, individual, group and class targets are set, inventions and adjustments to teaching sequences have been made.</p>

KC added that with regards to the Phonics, Y2 will be formally tested at the DFE request in Autumn 2; this will happen for all Y2 children in England. Our Phonics assessment data for the beginning of term shows at least 80% on track to be successful and data as a whole is lower.

In writing, the expectations are 'must have' and not 'best fit' therefore spelling and handwriting play an important part in this, as well as grammar and content. The school have begun RWI spelling in KS2 this term which is a daily taught spelling programme and staff are positive about it so far. Handwriting will be a whole school target this term. Individual targets for specific gaps in Maths, teachers will be encouraged to revisit concepts from earlier in the year rather than new teaching and this was the approach taken by school during lockdown. Fractions was a missing topic from summer term teaching and assessments include a large number of questions from this. School are prioritising Place Value on return, then 4 operations and fractions and interventions are also in place. Low Maths data after lockdown is a national trend.

Q: RB: Were the children on track before the closure?

A: KC: March's data is unreliable as a data source due to the usual assessment's being incomplete due to school closure.

Q: RB: Noting the gaps that were mentioned which included reading, SPAG, handwriting and Maths, (especially in Y6), what plans do the school have to help pupils get back on track? For example, TA's, booster/homework clubs, additional homework.

A: KC: Additional TA hours have been secured for this year (1:1 Y6 TAs from last year have had their contract extended) which has allowed for the planning of intervention groups for English, Maths and social. Additional homework is being used in some year groups. Teachers will offer a booster group next half term as their club.

Q: RB: With reading being an area of concern, are there any more user-friendly alternatives to Oxford Owl?

A: KC: Reading books would only become a concern if there was to be another lengthy lockdown. A smaller lockdown or school closure we would send home books as we did at the start of lockdown in March. School are reviewing any websites and online resources which could support our older children in the event of a lengthy lockdown. School are trialling Steps to Read within our reading teaching this term to address some of the comprehension aspects of reading. These resources have been ordered.

Q: RB: How is the school going to address gaps in the curriculum content? For example, Y5 swimming, Y6 PGL and other cancelled visits that may or may not have been essential to the curriculum.

A: KC: Visits and visitors enhance the curriculum and usually form part of our offer. The essential curriculum is covered in school. Like all schools, we are being encouraged this term to not invite visitors or travel. Residential visits are not allowed for at least this term and hopefully across the year this may change. PGL has been cancelled for Y6, it was rescheduled for March but school have taken the decision to cancel due to the complexity of the visit and keeping our children separate from other schools, children staying overnight etc. The school are hoping to be able to have a similar day visit at the end of Y6.

The current Y6 missed their swimming course. Top-Up Swimming will be offered at the end of Y6 to those children in Y6 who cannot swim. The pool is beginning to reopen up to school groups, starting from October half term, so the school will try to get a slot for later in the year (less slots for schools due to enhanced cleaning needed). This is part of KS2 curriculum and will need to be planned for.

Forest Schools has also been added into the curriculum this year at a considerable cost. The school feel the benefits from this type of education are vitally important and within a rural school setting. Y1-Y6 will all receive 1/2day for 1/2term in Forest School.

Q: How are the school ensuring pupils have their voice? Is the school council still running?

A: KC: This has been established in terms of the children being involved in it, however they are yet to meet. KC clarified that it often takes some time at the beginning of the year to get up and running and this year has been even more challenging due the school being unable to mix the bubbles up. Mrs B is giving Y6 job time on a Wednesday and hoping that it can slot in there. The format will be reduced due to less mixing and time limitations. KC reassured governors that it will be running as it is very important to the school.

Q: RB: Are there any plans to show services virtually, like the Leavers service?

A: KC: As per yesterday's email, Harvest is already being prepared as a virtual service and will be shared on Monday. The school have asked for Food Bank donations to go with it and the school will be doing something similar at Christmas. Hopefully, the school will be able to offer something slightly different as the year goes on.

Q: RB: Are there any plans for theme type days/ fundraising etc?

A: KC: Classes will plan theme days throughout the year and Y6 have already arranged a date for their theme day this term. Fundraising will be cut back a little this year as the school are mindful of family situations. The school are planning for Children in Need next term.

Q: RB: With the significant increase in Pupil Premium, how is the additional money going to be spent to support these children?

A: KC: The school have increased the TA hours and now have two 1:1 TAs who have had their contracts extended to support PP and catch up. This amounts to an additional 26 hours.

Q: RB: How were children on PP impacted by the school closure?

A: KC: All PP children received FSM vouchers if they were eligible during lockdown. Some children came into school and others were monitored for home learning through the use of Seesaw and phone calls. KC confirmed that it is a mixed picture and this information has been collated by school and will feed into the schools plans for this term.

Q: RB: Do the school need to consider how they can help, should the school close again? For example, access to IT, home learning packs etc.

A: KC: The school have a list of families without IT capability and home learning packs were provided during lockdown if needed and have been again this term for children who are self-isolating and require SeeSaw based provision. The school has two laptops from IT for children with a social worker programme and the school are expecting to be supplied with a further two laptops which will be loaned to PP families with no IT capacity in Y3-Y6. The school have CE loan agreement documents for this which will need to be put in place if needed. The school also have four laptops for hire but this would not cover all PP children in Y3-Y6 so they would have to be prioritised.

Q: RB: Are external health/ educational/ social visits now allowed for SEND children?

A: KC: Yes, the school do have these planned into the diary. They each provide their own risk assessments and will attend school wearing full PPE. SEN consultations, CEAT/EP/Emotional Healthy Schools are continuing half termly but virtually rather than in person.

Q: RB: How are the SFP's going to be completed for SEND children?

A: KC: This is happening as normal. Teachers are offering a virtual meeting with parents to discuss the plans which will be completed by the end of this week. Small group work and interventions are allowed to take place as the Government documentation allows staff to work in this way and with different children, as long there is clear educational value and Track/trace arrangements are clear. The school have a clear plan of intervention.

Q: RB: Does the school have a plan in place (particularly for those with a designated 1:1) of how SEN children will be supported if the school closes?

A: KC: If a bubble closes for self-isolation, all children from this bubble and staff will have to

stay at home and work from there. Closure of a primary school is tier 4 on the local lockdown and if it requires school to continue to provide vulnerable/key worker provision, the school will do so in a similar way to before. EHCP children needs and parental wishes will be discussed and risked assessed as per last term and it will be an individual offer based on these things being completed.

Q: RB: How can governors best perform in their roles? Will this be via virtual meetings with subject coordinators and designated leads, or socially distanced visits?

A: KC: From this term, governor visits will be allowed into school, if Governors are willing to come into school. Staff are willing for virtual meetings and this could be during the Subject leader time if governors are available. Governors will need to plan their visit carefully as multiple bubbles cannot be entered. Even so, evidence can still be looked at with a member of staff or by touring the school through shared areas or watching a class from the doorway. Alternatively, the visit can be focused on one particular bubble.

Q: RB: In the event of a fire drills, are the children still required to socially distance when evacuating the building?

A: KC: In evacuating the building, most groups will stay apart naturally. At the school evacuation point (on the top carpark), the children will be socially distanced. Fire evacuation does take priority over COVID requirements but the school will try and maintain social distancing.

Q: RB: How can governors best support the Headteachers at this time?

KC: Currently all staff are taking PPA time at home, this includes Preschool staff for book time. This was agreed with CDAT. KC confirmed that she has started to take one afternoon dedicated leadership time at home (equivalent to PPA for a teacher) and was working from home on that afternoon. NM then has charge of school and KC can be back at the school within ten minutes if this were needed. NM has one morning weekly management time in addition to her PPA time and she has subject leader time on rota across the half term, alongside the other subject leaders.

Q: RB: What are the COVID procedures if a case was suspected and KC was working from home?

A: KC: KC confirmed that all staff in the school are aware of the COVID procedures and the office staff take control if a child is displaying symptoms within the school. NM is fully aware of the procedures for who the school need to inform and the fact that the school will only inform and take actions with the wider community when a case is confirmed. KC clarified that she was able to manage a positive case from either home or school. There are procedures and decisions will need to be taken by SLT/Chair about closures or self-isolating advice. This is being continually updated by DFE and CE. As smaller number of people as possible for self-isolation is what they are asking for which means the controlling of groups within school has to be tight.

LT asked that it be minuted what a great job the Headteacher and staff team have done and on behalf of all the governors, offered a formal thank you for all their hard work and commitment. KC thanked LT for her positive and welcomed feedback. KC would like to note that all the staff in school are working extremely hard in very difficult times whilst trying to protect their own families from the virus. In many ways they are putting their job and our school community before their own family in order to protect them. This does impact on their mental well-being and work-life balance. Their jobs, and the job of the Headteacher has significantly changed beyond what is normal and everyone has adapted and are continuing to do their utmost to keep a community safe and to continue with the teaching and learning in the best way that we can. KC concluded that staff are going above and beyond, and was extremely thankful and grateful for the amount of time and effort they had all put in.

AGENDA ITEM 16	APPROVAL OF SCHOOL HOLIDAY DATES 2020-21
Discussion:	KC asked governors for their formal approval of the school holiday dates for 2020-2021.

Outcome:	That all school holiday dates for 2020-2021 be approved by governors.
AGENDA ITEM 17	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<ul style="list-style-type: none"> • Safeguarding policy • Updated accessibility plan • Equality policy and scheme • PP strategy • School Pay policy <p>KC clarified that the school are currently awaiting the School Pay Policy from the Trust which she will circulate to governors once this has been received.</p> <p>In sharing the above policies, KC highlighted the need for governors to be familiar with the schools policies and procedures as this is an area Ofsted will often ask governors about to ensure they have the correct and sufficient knowledge. Governors agreed all policies that had been circulated.</p> <p>KC reported that there have been two EHCP's put in place, one for a child in Reception who has a full time TA and one for a child in Y6 who has a TA for 25 hours a week. Following conversations with parents, the number of SEN children is expected to increase from the current figure of 11. This is not expected to be a significant increase. KC added that the number of free school meals has increased significantly. In addition, the school have secured some funding for children to attend forest school one day a week for a six month period. KC emphasised that this is a different way of learning and is focused on building resilience and team work. KC confirmed that some of the PP money has contributed to the children being able to do this.</p> <p>Staffing wise, a staffing structure has been agreed. KC shared that a Daily Mile Track has been installed and has so far received a lot of positive comments from children, parents and staff, causing excitement across the school.</p>
Outcome:	Governors agreed and approved all Policies that were circulated.
Action:	KC will circulate the School Pay Policy to governors once it has been received by the Trust.
AGENDA ITEM 16	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	KC asked governors to email her in sufficient time before the meeting, should they have any questions they would like answers to at the meeting. KC said that on occasion, questions had been emailed to her only hours before the meeting and whilst she welcomed these questions, governors were asked to send these in advance to allow KC sufficient time to answer them. Governors all agreed.
AGENDA ITEM 17	DATE OF NEXT MEETING/S
Discussion:	Tuesday 17th November 2020 at 4pm via zoom.
AGENDA ITEM 18	CONFIDENTIAL MATTERS
Discussion:	Please refer to the Part 2 minutes. For governors attention only.