

Leavening Community Primary School

A VIRTUAL meeting of the Full Governing Body Meeting was held on

6th May 2020 at 5pm

Minutes

Present	James Robinson (JR) Sian Mitchell (SM) David Sharpe (DS) Louise Tolhurst (LT) Susie Kemp (SK)	Chair - Parent Governor Head Co-opted Governor Parent Governor Parent Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	Louise Peers (LP) David Griffin (DG) Neil Audsley (NA)	Staff Governor Co-opted Governor Co-opted Governor
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.0520	Welcome and apologies JR opened the virtual meeting on Zoom and explained this was a light touch catch up meeting with a short agenda to focus on staff and pupil wellbeing as well as any key decisions required. LW confirmed the meeting was quorate. The information from the email from SM which was sent to all governors provides an detailed update on how the school is dealing with the pandemic situation.	
2.0520	Declaration of interests, pecuniary or non-pecuniary. None	
3.0520	Determine any confidential items (not for publication) None	
4.0520	Notification of urgent other business None	
5.0520	Approve the minutes of the meeting held in March 2020 Approved with no comments.	
6.0520	Consider matters arising from the minutes, not covered on the agenda None raised.	
7.0520	Report from the Headteacher SM referred to the detailed update that had been circulated this week to all governors which gave an updated on the following: a) Update on how the school is continuing to provide care for children who are vulnerable, children with ECHP plans, the children of key workers, associated risks, issues etc. b) Support being given to parents and carers to help them educate their children at home c) Any issues arising from how the building is currently being used and remote working for staff In summary, all was going well; staff have clear tasks from SM and are doing CPD. Governors noted all of the information and documents sent out.	

No	Item/Details	Action
	<p>Q Are there any children who would benefit from use of a school iPad? Can we actively engage via teachers on any child who could use a school iPad to make sure no one needs one?</p> <p>A. SM noted guidance sent through regarding expectations on this. Government guidance / LA says if there are vulnerable children they are funding children to use one – the school is doing a check for a child with an EHCP. LP doesn't know of any parents with concerns. The school will check via keep in touch measures if there is demand for a loan scheme.</p> <p>The school has regular contact with families and pupils so staff are aware who would need anything. SM contacts all vulnerable families weekly and has a system of good personal communications in place. Feedback through video messaging / chat is being used.</p> <p>Q Where do we stand against national figures which say that only 20% of state schools pupils are handing work in regularly?</p> <p>A SM will check. Circa one third of the class are handing work in.</p>	
8.0520	<p>Business critical decisions</p> <p><u>Catering Arrangements</u> SM covered arrangements for switching the catering arrangements. The school is looking to leave the NYCC contract from September and instead use Norton primary school to provide cooked meals.</p> <p>Catering has been an issue and many small schools are in a similar position. The school has looked at the service at Norton school and contacted the HT of a school who uses their services.</p> <p>A decision is needed from the GB by end of week in order to meet the deadline for giving notice on the NYCC contract.</p> <p>The NYCC meal price is £3.60 and the current price is £2.50 so there would be a big increase if the school stay with NYCC. The school has also queried the level of quality of the current service. Norton would charge £1.60 per meal and have sent menus out. The other school using Norton charges £2.50 to take account of other costs including transport, staffing.</p> <p>The school can't justify TAs being taken out to set up meals and serve them so would look to employ a kitchen assistant instead. This has been costed and a taxi to collect and take meals back in pods. There are an average 30 meals a day in school and calculations had been done on this and the lowest number of 22 meals a day. Allowing for the transport, pods and staffing costs, over three years, the school would save £5k for 22 meals or £19k for 30 meals.</p> <p>Q How much are school meals now? A £2.50 Q Would they still be £2.50? A yes Q Has the school that uses Norton been happy with them? A Yes, no problems regarding quality. Q How long do we have to commit to? A Not known</p> <p>It was agreed to approve the proposal. SK to speak to the school about the admin/finance arrangements. Notice will be sent to NYCC. SM to make arrangements for recruitment of a kitchen assistant by September and do it virtually. The school could have a drive towards the take up of school meals with parents.</p>	<p>SK</p> <p>SM</p>

No	Item/Details	Action
	<p><u>Start Budget</u> SM reported that FR has done the budget.</p> <p>FR has advised there are no big capital budget plans currently; the capital budget can be used to buy the catering pods to transport the school meals in.</p> <p>It was agreed that the Start budget will be agreed with the other governors not at the meeting by email.</p> <p>SM noted that the school would be seeing the highest intake for some time with 10 new first year starts: 8 from the nursery and 2 local children. This confirms the good decision by the GB to promote the nursery. One family chose the school based on wraparound care provision. The school receives circa £3200 additional funding per pupil.</p> <p>The Start Budget showed a £15k c/f figure which was an improvement on previous forecasts.</p> <p><u>Reopening the school</u> Q Any information from government on steps to re-open? A Nothing detailed yet.</p> <p>The school is developing a phased plan with other HTs from the cluster, so there is some shared work being done on it. The school could look at social distancing for 5 x Y6 children with one teacher and 1 HTA on a rota plus TAs. There would be a handwashing station and gel available.</p> <p>Staff PPE is under review. The school needs an agreed approach on how the return will be handled.</p> <p>JR referred to a useful BBC programme on the science of the virus which may be useful for pupils to watch.</p>	ALL
9.0520	<p>Staff and pupil wellbeing update The need to consider the mental health and wellbeing of staff and children was discussed.</p> <p>Regardless of whether they work, having masks on may help staff feel safer. However, the school also understands the children's anxiety may go up if staff wear masks. The school also needs to think about the Y6 transition in September.</p> <p>Q Should governors be asking SM to get an update from staff on how they are feeling about safety etc.? It was agreed to let staff know that governors are concerned about their wellbeing as well as the safety of the children. A SM is to speak to staff first to see how they are feeling and will then develop an approach on this.</p> <p>JR noted that the planning needs to be science led. It was agreed that masks should be provided for people who want them; but need to ensure they are the right kind. Also need kit to hand if anyone shows symptoms. SM is to ask the LA for a clear direction on PPE etc. for staff and children. In the meantime, before the availability of such guidance, it was agreed to order masks. The school will communicate to parents explaining that some staff may choose to wear masks and it will be optional for the children as well.</p> <p>SM will get staff views and let them know governors are concerned with their safety.</p>	SM

No	Item/Details	Action
10.0520	AOB SM reported that the LA is asking if schools would be willing to send in an estimate of SATs, other tests and pupil attainment. This is to be discussed at the next FGB. Q What are the pros/cons for disclosing any estimates? A Not aware of any Q Any views on this in the cluster? A Not had time to discuss it as the request has just been received	SM
11.0520	How has this meeting impacted on the welfare and progress of our pupils? Start budget and financial probity Quality school meal provision Reviewing the wellbeing of staff and pupils	
12.0520	Date of next meeting 24 th June 2020, virtual meeting – time tbc	

Signed

Dated