

Minutes agreed as accurate at the governing body meeting on 13/7/20

Minutes proposed as accurate by SA, proposal seconded by SM

Southam Primary School – Governing Body Meeting

Tuesday 2nd June 2020 at 6.00pm

(meeting conducted via teams videolink)

Present: Andrea Hugo (AH)(Chair), Nicola Lester (NL)(Vice Chair), Emma Longworth (Head), Marc Fulner (MF), Rowena Taylor(RT), Sandy Marley(SM), Sue Abbott (SA), Janet Montague(JM), Sian Warner (Clerk)

Apologies: Karen Boucher (SVMAT Link Trustee)

Absent: Peter Willis, Antonis Michailidis

Meeting is Quorate

2. Pecuniary Interests

- SM declared her role as governor at Rugby High School.
- Head declared role as svmat primary lead
- Chair declared her role as TA as Priors Primary School

Governors present took a minute to remember Brian Wallace, Former Chair of SVMAT Trustees who sadly passed away. All governors expressed their sincere sadness and spoke about all the hard work he put in help forming the academy trust.

3. Minutes from previous meeting

- Chair went through action arising from previous meeting.
 - H&S Link Governor Report – circulated
 - SEN Link Governor Report – ongoing – **ACTION: JM to complete and circulate.**
 - EYFS Link Governor Report – circulated
 - SVMAT Accounts – available to view on SVMAT website
- Governors declared minutes as accurate. SA proposed minutes as accurate, and NL seconded proposal.

4 & 5. COVID 19 update & Headteachers Report (refer to documents emailed out by Head to governors)

- Head advised that week commencing 1/6/2020 the 1st year group that will be coming back into school (those that are not key worker children) are year6. Head said she had asked all parents of year 6 children whether they would want to send their children back into school. Head said 81% of cohort confirmed that they would send their children back. These children have been split into 4 groups (bubbles) and each group will be in school 2 consecutive days a week.
- Head said that the first day in for year 6 would be 4/6/2020. Head said that this would allow staff to be in school to get resources ready, ensure all H&S requirements are ready in place etc.
- Head said that week commencing 8/6/2020 years 6 &1 will be in school, with year 1 pupils in small groups (bubbles) same as year 6, and each group in 2 consecutive days a week.
- Head said that week commencing 15/6/2020 Years 6, 1 & Reception will be in school, with reception children in small groups as with years 1 & 6.

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- Head said that parents cannot opt in and out between key worker and class groups, as children attendance will be in fixed 2-week blocks, and also children cannot swap from key worker groups to class groups.
- Head said that staffing rotas have been drawn up and agreed with staff, some of which have expressed concerns about returning. Staff has been arranged so that they are also in bubbles and have separate staff room areas to ensure that bubbles do not mix at any point in the day.
- Communication between bubbles and school office is via walkie talkies.
- Head advised that thorough risk assessments for all aspects of school have been written and agreed with staff to ensure that all staff and children are as safe as can be. These risk assessments are working documents and are constantly being tweaked/updated as they find out what works well or not etc..
- Head said that she ensures that all staff adhere to the risk assessments. All health & safety advice is shared constantly with staff.
- Head said that week commencing 1/6/2020 Key worker children are split into 2 groups, KS1 & KS2 in separate location in the school.
- *Governor asked how staff were feeling upon returning to work.* Head said that some were understandably anxious, and that she has done her best to re-assure them that all measures put in place in school will alleviate any fears.
- *Governor asked what would happen if a staff member or child had symptoms.* Head said they would have to get checked and if positive all other staff members in the bubble would have to self-isolate for 14 days.
- *Governor asked what a typical day looks like now.* Head said that children have their temperature taken on entry, then they have to wash their hands. (portable sinks have been ordered) Each bubble has 1 teacher and 1 TA with 1 lunchtime supervisor.
- RT said that children overall have not found the experience at all scary, and the day is very structured as with a normal school day.
- Head said that she has stressed to parents that social distancing in school will not be possible all the time so group organisation has been used to minimise risk, and she has asked that all parents who are sending their children into school to sign a home school agreement.
- *Governor asked how scalable this set up was for other year groups.* Head said that it was not possible, due to lack of space.
- Head said that children will be returning to school in September (or when government announces) into their same classes as this academic year for at least the first week so that they can all settle back into the routine of school.
- *Governor commented that uptake to send year1 children back was low at 36% of cohort compared to 48% for reception children.*
- *Governor asked if there was limit to the number of children allowed back.* Head said that ideally each group 'bubble' would have no more than 11 children in.
- *Governor asked how many key worker children were coming into school on average each day.* Head said KS1 = 9 and KS2 = between 10-13.
- *Governor asked if pre-school was back open.* Head said yes, and she has shared her risk assessments etc with them.
- *Governor asked how often the food bank is being used.* Head said that usually around 4 families a week are regularly using it.

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- Head advised that the company that provide the school meals, Educaterers are continuing to bill the school for school meals this term, using average numbers from previous months. Therefore, head said she has been offering meals free of charge to all school pupils that want one in the form of a deli bag.
- Head said that children in receipt of welfare free meals are continuing to receive £15 a week food vouchers.
- *Governor asked if there were any plans to provide catch up study opportunities during the summer holidays.* Head said that there were not. She said that she has asked parents if they would be requiring services of the sunny days holiday club schemes over the summer holiday period and received varied response.
- *Governor asked what plans had been made to accommodate the new reception intake in September in terms of induction afternoons etc.* Head said that these would possibly be carried out via teams and video messages from the reception class teachers. Head said that she would be pushing back their start date to the 2nd week of Autumn term, with that week reserved for contact from reception teachers to parents probably via teams vidoelink and the 3rd week of term the children in part time, with the following week full time.
- Head confirmed that there are 60 children starting school in September.
- Head advised that to carry out the extra cleaning required, a member of staff from Southam College have been re-deployed to assist.
- *In reference to EYFS link report distributed governor queried with chair about lack of ta support in TA support in class at the end of Wednesday, Thursday and Friday.* Chair explained TA is only paid until 3pm and therefore a TA needs to be 'borrowed' from elsewhere which can leave class teacher alone. Head advised that this had been addressed since report penned.

6. Sunny Days

- JM advised committee that staff have been sent a letter confirming that the 100% furlough wage ended at the end of May, reducing to the 80% from June onwards.
- JM said at present they are not sure how long furlough will be extended to and confirmed that they had enough funds to cover all eventualities.
- Chair advised that she had sent an email which was unnecessary and had since apologised to the person it was sent too. trying to navigate legal language and advice has been extremely challenging and chair was frustrated.
- JM said that 2 solicitors had been contacted to try to ascertain what is required to finalise the licence agreement so that Sue West can take over the club. The advice given by the 2 legal parties differs, therefore JM said they will be arranging a meeting with both parties to discuss further. **ACTION: JM to arrange meeting between legal counsel to discuss action required.** JM said that if all goes well the earliest that takeover will be is September, that's if they do return to business as usual then.

7. AOB

- Chair wanted head to pass on thanks to all staff for their continued efforts in this challenging time.
- *Governor asked if the plans to replace the windows to the side aspect of the school was still happening.* Head confirmed that they were still being replaced.
- Head said that building work for pre-school going well and they are slightly ahead of schedule, except for the installation of the doors and windows.

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Next governors meeting provisionally scheduled for 13/7/2020 at 6pm via Teams. TBC

ACTIONS – June 2020

ACTION	BY WHOM	DATE COMPLETED
SEN link governor report to be circulated	JM	On going
Sunny Days Legal meeting to be arranged	JM & AH	On going

Link governor reports to be sent to the HT as well as the member of staff, prior to circulation