

## St William's Primary School

### Minutes of the meeting of the Full Governing Board (via Teams)

20 July 2020 6pm

**Present:** Hilary Anderson (HA), Chair; Sarah Shirras (SS), Headteacher; Annelies Hall (AH); Jackie Cole (JC); Samantha James (SJ); Gareth Flack (GF); Kirsty Sims (KS); Vicky Buxton (VB); Mark Bloomfield (MB); Peter Bower (PB); Nicola Finch (NF)

**Minutes:** Sharon Knight (SK)

Agenda item		Action
1	<p><b>Welcome and apologies</b> There were no apologies.</p>	
2	<p><b>Declarations of business interests/conflicts of interest for this meeting</b> None.</p>	
3	<p><b>Minutes of last meeting and matters arising</b> Minutes were signed as a true record. There were no matters arising.</p>	
4	<p><b>Arrangements for September 2020</b> SS presented arrangements for September 2020.</p> <p>a. <i>What does the guidance say?</i> The advice from the government is that the risk to education is as important to any other risks. NCC had produced a Compliance Code and had a risk assessment based on that. SS noted there were some contradictions in the document.</p> <p>b. <i>What are St William's priorities?</i> SS explained the SWP risk assessment.</p> <p>1) <u>Management planning &amp; staffing arrangements.</u> SMT would ensure responsibilities for safeguarding would not be compromised; it remained a top priority. Governor engagement would continue. Good staffing levels would be ensured.</p> <p>2) <u>Minimising contact, maintaining social distancing &amp; risk assessing activities.</u> Groups would consist of year groups, not classes. Shining Stars would be an extended group. Open air educational visits would be allowed, but not residential or sleep-overs. Discussion over SRBs were ongoing. It was planned to stand down after school clubs. Lunchtimes and breaks would take place in groups. Catering would be limited at first.</p> <p>3) <u>Hygiene, health needs, communication/involvement.</u> David and Tracy had maintained good hygiene. <b>Q: AH asked whether there were any pupils with underlying health needs who would not be returning in September. A: SS replied that, so far, there were</b></p>	

only 12 children who were not in school. Three families had written with concerns over guidance guidance. Linda and Teresa had made pastoral calls. The advice from NCC was to be sympathetic. There were a couple of shielding families. Q: SJ asked whether all staff were back. A: SS replied there were 2 shielding staff; this would end on 31 July. Q: HA asked whether there had been contact with all children who had not returned to school. A: SS confirmed there had been no families who had not been in touch. Linda and Teresa had made contact with the 10 children who had not attended the "hello" meetings. SS explained an appendix to the Behaviour Policy dealt with unexpected behaviour of children. Q: AH asked whether the LA had visited to check the school's risk assessment. A: SS said H&S teams had been undertaking announced visits but had been concentrating on schools where there were concerns over leadership and management. SS added she tended to speak to them daily.

- 4) Return after isolation and reviewing arrangements.  
SS said there would be a SAGE update on 17 August. Updated risk assessment would be on website.

c. *What do we already know?*

- 1) Short, phased return to ensure safe and quick return.  
7 September – Ys 1, 3 & 5 (Y1 half day)

8 September – Ys 2, 4 & 6

9 September onwards – all in.

Week 2 – Reception: half class in morning, half in afternoon. Q: AH queried whether Y1s could stay for lunch. SJ added Y1s were tired after half a day so could go home after lunch. A: SS agreed and confirmed lunch would be in classrooms; would be packed lunch only initially and cold pasta dishes. Classrooms would then be cleaned. Q: SJ asked whether all year groups would be in classrooms. A: SS confirmed they would and that lunch could be outside.

- 2) Change to timetable.

SS said there would be shorter sessions with more frequent breaks/fitness sessions. There would be designated toilets and wash basins for year groups. There would also be designated outdoor space for each year group. Nursery outdoor space would also be separate. Q: AH asked whether TAs were getting a break at lunch times as lunch was eaten in classrooms. A: SS confirmed that TAs would

	<p style="color: red;">arrange to give each other a break if they worked all day.</p> <p>d. <i>What questions remain?</i></p> <ul style="list-style-type: none"> <li>• There would be no after school clubs until after half term. There was a query over what James would do.</li> <li>• Role of TAs, particularly for Y2 upwards, still needed to be worked out.</li> <li>• Virtual singing/choir – singing outdoors in groups on over 15 could not take place, so thinking of a way around this. Music could be part of lunch time arrangements. <i>Chat: JC and HA like this.</i></li> <li>• PPA – there would be attempts to reduce staff working across year groups.</li> <li>• Shining Stars would be relocated to dining hall initially. <i>Q: AH asked how much notice parents gave to use Shining Stars. A: SS explained there was an online app with pre-payment so bookings could be made at short notice; the app closed at 6pm for bookings for the next day. The app froze bookings at 16 children in the morning and 24 in the afternoon. MB had been instrumental in this. Staff had been reduced but could be increased if necessary. Chat: AH, to MB, said this was a really good idea.</i></li> <li>• Swimming – Thorpe would not be used initially.</li> <li>• SRBs – decisions still needed to be made.</li> </ul> <p><i>Q: AH asked whether there would be different start and finishing times. A: SS said not at the moment; it would reduce waiting times at the gates for families with more than one child at school. She added there would be separate gates for Reception &amp; Y1; Y2; Ys 3 &amp; 4; Y5; Y6 (two gates). Q: HA asked whether there was a requirement to clean classrooms between morning and afternoon sessions. A: SS said the risk assessments specified regular cleaning so there would be cleaning after lunch; David and Tracy were present during the day. There would also be hand sanitisers on all external doors. Q: AH asked when the final risk assessment would be shared with parents. A: SS confirmed provisional arrangements would be sent out tomorrow, then updated following SAGE on 17 August. Q: AH asked when staff would get the latest update. A: SS confirmed this would be after the FGB meeting. Chat: JC commented this sounded really well thought out and that all possible areas and challenges had been covered. HA suggested visiting to look at final risk assessment, then sharing with governors, then sharing with parents (<b>Action</b>). She thanked SS for putting her report together and asked governors to direct questions directly to SS via Chat (<b>Action</b>).</i></p>	<p style="text-align: center;">HA All</p>
5	Staffing update - SS	

	<ul style="list-style-type: none"> <li>• Socially distanced picnic on 17 July on field to say goodbye to 4 staff, including Teresa from Shining Stars. Jane had prepared boxed high teas for everyone. 52 staff attended. <i>Chat: KS said well done to Jane, it was delicious. SJ agreed, as did HA, adding that squirrel like scones!</i></li> <li>• Annette, former TA, would return to work in Y2.</li> <li>• Nursery and Reception teams had been confirmed. KS2 staffing would be confirmed once more certain of children.</li> </ul>	
6	<p><b>Financial update - SS</b></p> <ul style="list-style-type: none"> <li>• As budget healthy, conservative claim for just over £4k submitted for additional Covid related costs from government. This included Easter holiday and half term opening, and associated gas, electricity and cleaning. Other additional costs included soap and towel dispensers and lidded bins. Will use Tapestry (online system). <i>Chat: JC commented that children seemed prepared to return. AH commented Tapestry good development given books could not be touched. SJ – up for use in Y1.</i></li> <li>• Roof – LA funded roof work pushed problems up to corridors. Leaks getting worse. Quotes received; £20k cheapest. Have £12k in capital money and “David’s fund” would cover the rest. Patching up would cost £5k. Ran past HA but would like other views. <i>Chat: HA proposed work should be done. All agreed.</i></li> <li>• Painting around sinks to tie in with year group areas. <i>Chat: all agreed.</i></li> </ul>	
7	<p><b>Assessment update – what DfE are saying</b></p> <p>VB referred governors to handout. <i>Chat: SS – delighted VB, Jade and Jo reinstated as statutory moderators. AH – congratulations to VB, Jade and Jo. JC – excellent news. HA – great news and well done all. Q: HA asked how many Y2s were due to retake phonics in Y3. A: VB confirmed 20% of children should have resat phonics check in Y2; 12 children would be carefully monitored in Y3. Chat: Comments from SS, HA, KS, JC commented on NCC training called N-SNAP....SNAPPy title! Q: AH asked whether there was anything further governors should know about curriculum changes. A: VB confirmed there would be. SS added Y3 &amp; 4 history units had been redone to include missed essential learning. Rachel also sent good documents on teaching science. Chat: HA and GJ thanked VB for a really helpful summary.</i></p>	
8	<p><b>Governor training – HA</b></p> <p>HA was to meet with NF to discuss joint training with Brundall following feedback on preferences from one governor (<b>Action</b>). AH was to provide training around HR; HA was to discuss content with AH and SS (<b>Action</b>). Safer recruitment training</p>	<p><b>HA HA, AH, SS</b></p>

	<p>would definitely be offered. <i>Chat: JC apologised for not getting back to HA.</i> HA invited governors to contact her over any training input anyone could offer and to let her know which training proposed at last meeting they would like <b>(Action)</b>. <i>Chat: SJ, KS, AH – safer recruitment; question &amp; challenge/having a courageous conversation.</i> AH asked governors to consider what had happened over the course of the year to strengthen their role as governor <b>(Action)</b>. <i>Chat: SJ asked whether questions could be linked to SDP. AH concurred and asked what was happening about SDP for next year. SS responded Covid management had taken over. She would revisit last year's targets and reflect on any new recovery targets needed (Action).</i> AH thought this was a good idea. VB said home learning offer would probably be one of these. SJ added some of questions/courageous conversations could be around talking to parents. VB thought this was a good idea. SS thought some children had flourished at home whereas some families had found things difficult. HA agreed with all that had been said. NF said Brundall had surveyed parents and pupils about home learning offer. KS suggested a webinar for parents. SS said this had been talked about, especially around maths and phonics.</p>	<p>All</p> <p>All</p> <p>SS</p>
9	<p><b>New governors – HA, SS</b>  HA said she had spoken to her contact at AVIVA. SS had spoken to her contact at the Cabinet Office. <i>Chat: NF asked how many governor vacancies there were. SS responded there were two.</i></p>	
10	<p><b>AOB</b>  SS said she could not have been prouder over what the vast majority of staff had done. She offered her huge thanks to them, governors and HA in particular. She said she had never had so much positivity. HA echoed this on behalf of the GB, adding it had been a privilege to be part of the school. She added she could not praise the school enough and thanked all staff and governors. She stressed this couldn't have been done without working as a team. <i>Chat: all governors agreed. GF thanked SS and staff saying the provision for both his children had been second to none. SJ added SLT had been very supportive, thinking of staff and children. All sent wishes for a happy summer holiday.</i></p>	
11	<p><b>Date of next meeting: Tuesday 29 September 2020 at 6pm via Teams.</b></p>	