



## Full Governing Body

2<sup>nd</sup> July 2020, 4.30 - 6pm, Orleton C of E Primary School

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### Minutes

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**Present:** Camilla Argyle (chair), Adam Breakwell, Lyn Broom, Matthew Burns, Jane Keenan, Kerry Martin, Emma Morgan, Sallie Peacock, Mark Simmons (clerk)

#### 1. Apologies

Wes Coleman, Lucy Rossiter (maternity leave)

#### 2. Conflicts of interest

None to declare.

#### 3. Minutes of meeting of 19 March 2020 and 21 May 2020

The meeting scheduled for 19 March had been cancelled due to the impact of the Covid-19 lockdown planned for the following day, and governors noted the annotated agenda for that meeting which had been circulated by Camilla and Adam.

The minutes of the extraordinary meeting on 21 May were unanimously approved.

#### 4. Matters arising not dealt with elsewhere on the agenda

None.

#### 5. Update on current arrangements in school

Risk assessments had been discussed in some detail in the extraordinary meeting of 21 May. Since then, the school has been managing the organisational challenges of phased returns (key workers' children, then Reception, then Year 1, then Year 6), fluctuating numbers as people return to work, and maintaining 2-metre distances and small 'bubbles' wherever possible. One staff member who has not been well is working from home until the end of term. The key workers' children 'bubble' has exceeded 15 and had to be split. There have been 13 in Reception so far, and with over 15 in Reception school would have to introduce another class or gone part-time as well find an additional TA and lunchtime supervisor. There are 13 in Year 1, with 1 more expected for the final two weeks of term. These numbers have made it impossible to welcome any Year 5 pupils, as had been hoped; this is a more important target year group post-lockdown than the current Year 6, given the need to help with catch-up work and preparation for Year 6. There are Zoom meetings twice a week with groups of children who are not in school.

Governors noted their disappointment that the government's advice has been inadequate and poorly delivered, and that this has had a negative impact on educational provision. DfE guidance released today (2 July) on children's return in September looks set to continue that trend.

This period has been especially exhausting for those like Emma who have been in school all the time; Emma has also taken on extra work including some of the Y1 class. Governors expressed their huge thanks to all the staff for all that they have done to make the phased return to school possible and to continue to support those children who are not in school.

#### 6. Provision from September including staffing

Initial expectations are that there will be Key Stage 1 and Key Stage 2 'bubbles' rather than cohort 'bubbles', recognising that peripatetic and other teachers will need to move between 'bubbles' and in some ways it would be easier to treat the whole school as a 'bubble'.

According to advice so far, the school would not be expected to shut down unless at least 2 cases have been confirmed. Buses are expected to be running, as are breakfast club and after-school care, but this may not be possible given adjusted start and end times. Face masks will not be required for children under 11, and a 2-metre distance is only required 'where possible', which is unhelpful in terms of teachers' feeling safe in school.

Government advice also suggests a focus on English and Maths, which is against Adam's preference for a balanced, broad and varied curriculum. The school already has robust plans in place for catch-up, many have done a lot of work at home, and the school would have preferred some other year groups to have returned than those prioritised by the government. There are sufficient supplies of cleaning materials etc., and much of the return to school will be about encouraging parents to bring their children back to school, though this is not expected to be a significant challenge unless there is a significant outbreak of Covid-19 in the meantime.

Governors asked whether more staff would be required. One potential is a qualified teacher who after a career break would initially like to return to work as a TA, and could work from 9:30-12 each morning focusing especially on Year 3 students, who are a challenging year group with a wide range of ability and who have missed SATs.

Another TA (who is also a qualified teacher) is taking a Year 6 group in the mornings, which includes a child with an EHCP. School has now negotiated with Zoë (who has been covering Lucy's maternity leave in Class 4) to stay on on a 0.8 FTE contract until at least Easter; it may be that Lucy can focus on delivering catch-up lessons once she has returned from maternity leave.

## 7. Assessment Systems

The new assessment system looked good but has not performed well and has not had the capabilities promised. Telephone calls to the provider have not been returned. The school has therefore looked at ScholarPack and SIMS as alternatives. SIMS is rated highly by the Local Authority, and is already used by school for registration and for providing end-of-year data for the LA, so staff are familiar with it, and it is up-and-running in a number of local schools. It is not yet particularly user-friendly and there are a few glitches which still need to be corrected, but the provider responds well and quickly to feedback. Governors queried why this system had not been chosen before, and it was clarified that this was because the system is only recently fully usable online, and is now already considerably better than it had been before. Local training is also available. Governors approved this recommendation.

## 8. Buildings update

The roof is leaking where it had been before, and in a new location. The Local Authority has not yet come to inspect, and Adam will chase. The pre-school roof is also leaking and appears to have been punctured, and this was quickly inspected by the LA.

Given that the Local Authority has already agreed to pay for two new classrooms, these leaks have accelerated that need and the LA's response. There is now agreement in principle from Chris Baird (Head of Children's Services) to sanction a £750k build which would include pre-school (and Reception & Year 1, with various remodelling options). A financial commitment of around £100k from school / pre-school would be required to secure this. Pre-school should have a carry-forward of around £10k, and governors agreed in principle to support pre-school, (including its reserve levels and business continuity) with a long-term loan over say 10 years, as happened with the school kitchen extension. This would help to ensure Karen has also been looking at various sources of external funding. Governors supported the recommendation not to wait for details of potential new government funding unless this would enable a full £1m re-build to include the remodelling of Classes 1 and 4.

There has also been discussion with the Orleton School Food CIC about a small reconfiguration of the Reception classroom to turn it into a rectangle (while retaining toilet access for that classroom) and then use some of the original space as a small office, alongside OSFC plans (see 11.2 below) to make better use of the outside space for growing and events.

## 9. Governor focus areas for 20/21

Governors were allocated to the focus areas for the coming year as follows:

- Lyn for **Year 3** (noting that some parent governors have children in that class) and for **Reading**;
- Camilla for implementation of the new **curriculum** (and new website associated with this, for which Sarah Somers has also given some pointers) and for **safeguarding**, both of which draw on Camilla's experience of a recent OfStEd inspection;
- Sallie for **RE** and **SIAMS** (Statutory Inspection of Anglican & Methodist Schools);

- Kerry for **EYFS** (Early Years & Foundation Stage);
- Wes for **SEND** (Special Educational Needs & Disabilities);
- Jane for **Looked-After Children** (and post-LAC), noting that Maths is already a secure area.

All governors will share responsibility for assessment, which is the third strand of performance management.

Governors also agreed to catch up regularly through the coming year and to monitor the impact of Covid-19 regularly. This will be a significant focus for Curriculum & Outcomes Committee and should be a standing agenda item for the full governing body meetings too.

## 10. Preschool link update

Pre-school has conducted a thorough risk assessment, recognising that arrangements are slightly different when working with such young children. The situation has been helped by limited numbers (initially, three children of key workers, who had previously been accommodated within the school's key worker 'bubble'). For September the numbers are good; Wednesdays will be most difficult as there will be 13 children. Tara is providing a further risk assessment to Sallie to show which additional measures will be on place on these days. As noted at the committee meeting, staff have not been furloughed, to ensure that safeguarding requirements could be maintained day even in the event of sickness absence, with four members of staff on a rota basis. There will be a holiday club during the summer, although pre-school is only registered with OfStEd for 45 weeks' provision so this cannot run throughout the summer holidays. Pre-school much appreciates the school's help in accommodation the children of key workers and in making the Reception class available if required.

## 11. School Meals Company update

Orleton School Food CIC has been reviewing its priorities for the coming year, under two broad headlines.

### 11.1 Activities that build school-community links, e.g.:

- continuing the Meals on Wheels offer as long as demand remains, supported by volunteers delivering meals (having secured to continue this over the summer holidays);
- developing a lunch-time (and after-school if there is the demand) gardening and nature club, run by a team of around 10-16 community volunteers;
- expanding the after-school cooking club by asking members of the community to lead sessions where they have particular interest;
- organising events jointly between the school and community groups - for example, a 'community cream tea' hosted by the school and Coffee Shop; hosting the Evergreens for lunch; Christmas cakes being baked for Woofferton Care Home; developing a 'lock-down cookbook';
- using food to help bring the curriculum to life, facilitated by expertise from community volunteers - for example, growing and cooking with herbs and/or potatoes when studying the Tudors;
- strengthening links with parents – for example, hosting an annual 'taster evening'; convening a termly parents' 'focus group'; contributing a half page – probably not a half-page, but the plan is every school newsletter has something from OSFC, whether it's a "what we've done this week" or a recipe to try at home or what we've just harvested or whatever - to every school newsletter; running a competition for families to submit recipes to be considered for inclusion in the menu; establishing links with the PTA for 'work days' in the garden;

11.2 Developing a dedicated space for a growing and cooking hub within the school site, in conjunction with the suggested Reception classroom area reconfiguration as mentioned above, and using the space outside and adjacent to the side gate for growing veg etc.. OSFC directors are exploring options with the architect and looking at funding opportunities. OSFC directors have also agreed an SLA with the school to provide the company's administrative support and most of the financial processing, to release management staff time to focus on the priorities above. Governors unanimously approved of OSFC plans.

## **12. Any other business**

Governors expressed their keenness for monitoring visits for their focus areas to be resumed, and queried whether this would be possible. Having read the government guidelines it seems likely to be feasible from September, and if initially not possible in classrooms should be possible in offices / staff room.

## **13. Meeting schedule for 2020 - 21**

It was agreed that in the current circumstances the setting of meeting dates for the full year would be deferred. The next full governing body meeting will be on 19 November at 4:30pm, hopefully in person, with committee meetings preceding that on Thursday 17 September from 4pm.