

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held *remotely (via Microsoft Teams)* at 5:30 pm on Tuesday, 19th January 2021.

PRESENT

Mr C Looker (Chair), Mr D Claughton, Mrs P Cocker (Head Teacher), Mrs R Afzal, Mrs K Dickinson, Mrs L Drummond, Mrs S Marshall, Reverend K Young, Mr T Cross, Mrs G Wright

In Attendance

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
48.	<p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>There were no apologies for absence and no declarations of interest.</p>	
49.	<p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>The following item was notified to be brought up under any other business by Mrs S Marshall:</p> <ul style="list-style-type: none"> • Meeting Papers. 	
50.	<p>MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2020</p> <p>RESOLVED: That the minutes of the meeting held on 24 November 2020 be approved as a correct record by the Chair and signed at a future meeting.</p>	
51.	<p>MATTERS ARISING</p> <p>(a) <u>Minute 31</u></p> <p>Foundation Governor recruitment to be carried forward.</p> <p>(b) <u>Minute 33</u></p> <p>Instant communication system is still be looked at by SBM. Schedule of events will be carried forward to next meeting. Educational visits policy will be put on hold until needed.</p> <p>(c) <u>Minute 38</u></p> <p>The working group meeting had now been arranged for 2 Feb 2021.</p>	

52. HEAD TEACHER REPORT AND GOVERNOR QUESTIONS

(a) General update and Covid-19

Autumn update:

- All pupils were in School from September.
- There were 6 bubble closures across School in the Autumn Term.
- Fluctuating staff – up to 30 staff off at one point.
- Did some work on assessment – baseline.
- Remote learning platform is up and running.
- Christmas was done slightly different, it was nice with lots of creative activities.
- The School took part in Christmas Jumper Day with donations from children being given to Save the Children Fund. A local business gave the School a generous donation which meant the School could support vulnerable families with welfare packs and presents.
- Donations of presents and food were received from Salvation Army.
- Staff donated to the food bank.

January 2021:

- A union letter discussing staff welfare caused some impact.
- Following the announcement by the Government on Monday 4 January of School closures, the School was closed for one day on Tuesday, 5 January to prepare for remote learning and supporting learning in School for vulnerable pupils and children of critical workers, which commenced on Wednesday, 6 January.
- A Risk Assessment was completed to understand the numbers that could be accommodated in School.
- By Thursday, 7 January, 142 pupils were coming into School, made up of 10% who are vulnerable children and 90% who are the children of key workers.
- There are currently 10 pupils on the waiting list for a critical worker place.

Q: What are the class size numbers, are they higher than last lockdown?

A: We are following the Government remit. We have looked at the size of the room, the most we have in a large room is 20, in some other rooms its 16. These are maximums. We have told key workers that they should keep children at home if they are not on shift.

Governors had a discussion about the Government guidelines on critical workers and vulnerable pupils and how this is being managed in School, and how the Teachers feel about it.

Q: Is there scope to review these numbers?

A: We keep a register and if anyone doesn't come into School regularly they may lose the place.

Q: Should we add something into the Risk Assessment to emphasise that the numbers have been established to ensure a safe environment for staff and children?

A: Yes good Idea. This will be updated.

**Mrs
Drummond**

(b) Review of remote learning experiences to date

- School have set up 2 teams, 1 remote/home and 1 in School and with a teacher and teaching assistant in each group.
- Both groups are following the same curriculum content.
- The School are looking at incorporating catch up where possible.
- Remote learning is hard work for the Teachers – Mrs Cocker outlined some specific staff needs (CEV etc.)
- 32 children in Nursery and reception – both classes of 16 children are housed in main School. There are a few Reception children being taught with Nursery children. Parents of Nursery pupils were asked if they required a Nursery place and all who did have been allocated a place in School.
- Lots of practice on the remote platform in the autumn term meant School was ready to go and well prepared.
- 2 x live lessons per day – Maths and English.
- There are various other curriculum activities throughout the day.
- Marking and feedback is being done daily and throughout the day.
- Small groups of SEN children with particular needs are using paper packs, all other children are accessing online.
- A register of engagement is in place, with phone calls home this week to those not engaging.

Mrs Dickinson had received some feedback from parents who found the live lessons were the right balance and the daily marking was very useful. Some working parents are finding it very difficult to support their children properly.

Mr Looker asked that congratulations and thanks be passed to all staff from Governors.

Q: How have you ensured that issues have been dealt with?

A: We have great comradery and staff have been helping each other.

Mrs Cocker advised that Teachers have settled into the live lesson now and prefer them to pre-recorded lessons.

Q: How are you keeping track of staff welfare?

A: The staff working at home have a group WhatsApp so are able to communicate with each other easily and have a daily meeting via Teams. The SLT keeps in touch regularly with staff.

	<p>Q: How are staff engaging with the Lateral Flow testing?</p> <p>A: We are waiting for the kits to arrive, staff will be given tests to do at home, twice weekly. Staff will be encouraged to use them, however they are voluntary.</p>	
53.	<p>COMMITTEE UPDATES</p> <p>Governors were asked to read the minutes of the following Committee meetings and refer any non-urgent questions to the relevant chair.</p> <ul style="list-style-type: none"> • Achievement and curriculum – 6 Oct 2020 • Children, Families and Community – 9 Nov 2020 	All Governors
54.	<p>SAFEGUARDING</p> <p>Mrs Afzal has completed a monitoring report which has been distributed to Governors to read.</p> <p>Q: Is there any PREVENT training for Governors?</p> <p>A: Mrs Marshall is looking into the PREVENT training needs of Governors.</p> <p>ACTION: All Governors were reminded to confirm they have read the KCSIE document and advise Mrs Afzal</p> <p>Q: Are there any areas of safeguarding for improvement or development?</p> <p>A: The last audit showed very little that needed doing except prevent training and DSL training, which had not taken place due to Covid.</p> <p>Q: Is there a concern that we may be missing opportunities to support vulnerable children because of the lockdown?</p> <p>A: Most of the ones we would be most concerned about are in School which is good. There are various strategies we have in place, e.g. weekly phone calls to others and checking in through live lessons. We have a School counsellor in School every day who is picking them up face to face.</p>	<p>Mrs Marshall</p> <p>All Governors</p>
55.	<p>REPORT ON CHAIR'S ACTIONS SINCE LAST MEETING</p> <p>Mr Looker updated Governors on his actions since the last meeting:</p> <ul style="list-style-type: none"> • Meeting with Mrs Cocker 4 January following closure notice. • Has been kept informed over the last few weeks. • Usual 4 weekly update meeting took place. 	
56.	<p>ANY OTHER BUSINESS</p> <p><u>Meeting Papers</u></p> <p>Mrs Marshall raised an issue over the papers for the meeting. When she received her papers the envelope looked as though it had been opened.</p>	

	<p>This has been fed into Governing Body Services.</p> <p>One Governor hadn't received anything through the post and another had only arrived the day before.</p> <p>ACTION: Mr Looker will take this forward and contact the Governor Clerking Service.</p>	Mr Looker
57.	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That future Full Governing Body meetings be held at 5:30 pm on the following dates:</p> <p style="text-align: center;">Tuesday, 9 March 2021 Tuesday, 18 May 2021 Wednesday, 7 July 2021</p> <p><u>Agenda Items</u></p> <p>Items carried forward/postponed from this meeting to be added to the March meeting.</p>	Governor Clerking Service
58.	<p>IMPACT STATEMENT</p> <p>Governors have had an impact by questioning and challenge in the following areas:</p> <ul style="list-style-type: none"> • Report on remote learning. • Questions and discussions on Heads report. • Questions around safeguarding. 	
59.	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

C A L o k e r
C H A I R
25/3/21