

Shebbear Community School  
Minutes from the Part One Governing Body **Zoom Meeting**  
Thursday 16th July 2020 at 7.00 p.m.

### PROCEDURAL

Present:

Mr N Alford (Head Teacher), Mr A Goode, Mrs A Bernstone, Mrs G Cooper, Mrs L Marshall, Miss R Curtis, Miss N Derwin and Mrs P Kirby (Chairman for this meeting). Plus Mrs S Hawker (clerk).  
The meeting was quorate and all governors attended via Microsoft Teams.

1/7/20 Apologies:

Mr J Franklin, Mr J Quance and Mrs C Coward sent their apologies; governors agreed to accept and sanction these. Mr J Richards was absent.

In the absence of Mrs Coward, as Vice-chairman Mrs Kirby chaired the meeting.

2/7/20 Declaration of Pecuniary Interests:

No new declarations were made by existing governors.

### MONITORING AND ACCOUNTABILITY

3/7/20 Head Teacher's Report (documents available before the meeting on GovernorHub):

Mr Alford's report included safeguarding and a summary of attendance. He provided attendance figures to the 20th March and also the 3rd July, all were accepting that meeting the targets set at the start of the academic year would not be possible due to the Covid-19 lockdown and absence of some eligible pupils who have not returned or only did so for part of the return period.

He confirmed that the annual reports had now been distributed which included assessment grades. He said that when we return in the Autumn Term, teachers would carry out assessment during October once the children had been back for six weeks and this will help us to identify, more precisely, the areas that need to be worked on.

In regard of year groups who would have had statutory testing this term - Reception - about two thirds have achieved the GLD with others making rapid progress since return. Year 1 pupils will undertake their phonics screening in November with a chance to repeat in the summer term (2021) for those not meeting the standard. Some good improvements made in reading by some returning Y1s. Year 2 are not far away from where they would have been if they had been at school full time and that Year 6 estimated outcomes are slightly below what they would have been had they had been in for the whole term.

He told governors that we have been included on the Rural Gigabit Connectivity programme, which means that we will have a broadband upgrade. The work is being funded by the DfE (£16,000) and will also benefit the community and not just the school. We are hopeful that the work will be carried out within the next year.

He advised that the school have been given grants from Shebbear (£3000) and Buckland Filleigh (£1000) Parish Councils - which is tremendous - to fund some new Chromebooks, to be discussed later in this meeting.

He is keeping the class structure for 2020/21 the same as the current academic year. He confirmed that 91% of children had returned to school since the 1st June to enjoy a minimum of three sessions before the summer holidays and that 85% of eligible year groups had returned (Y6 - 100%; Y1 - 82%; YR - 67%). During the summer term, we have welcomed four new pupils to the school.

Generally, he believes that lockdown may not have had the negative impact feared and the children have been very resilient on the evidence of what we have seen.

He said that the staff had been fabulous throughout, displaying a positive 'can-do' attitude. He singled out Miss Curtis, particularly, who has been brilliant in taking responsibility for the keyworker group for four days a week and thanked her for her tremendous work in this. Thank you also to Miss Derwin who takes the group on the other day. He also thanked Mrs Hawker who had taken on additional administrative tasks during this period.

The results of the Survey Monkey about home learning that was sent to parents makes for encouraging reading with overall many positive responses. He felt that if we were to ever be in this situation again, we could learn from some of the comments and look at delivering home learning in a more straightforward way across one system, rather than the multiple ones used. The Zoom lessons with the teachers were very popular and, again, another time they would deliver more of them.

He has circulated the Recovery Plan for September which has three strands: pastoral care; tailored curriculum and routines and expectations and each of these will have either universal, focussed or targeted support, depending on individuals' needs. He also circulated the School Improvement Plan.

Mrs Kirby thanked him and said that the governors very much appreciated all of his hard work during what has been an incredibly difficult time.

#### 4/7/2020 Governors' Reports:

There were no reports for this meeting.

#### 5/7/2020 Clerk's Report:

The clerk had attended the Clerks' Update training session delivered by Devon Governor Services - her report was on Governorhub. She said that the interesting difference this year was that usually the focus was very much on changes coming ahead, however this time the focus was more on the here and now and the impact of Covid-19. She confirmed that she was satisfied that the Governing Body had done all that it should have, with very few actions outstanding to be addressed from the training session.

#### 6/7/2020 Financial Reports:

##### **Cost Centre Structure:**

The clerk advised that we do not need to submit a return to Finance this term. Governors were asked if they would like to change the cost centre structure and create a Covid-19 cost centre, bearing in mind that there had been cost implications during the last term and that it would be more easily monitored if it was all in one place in the budget. Mr Goode proposed that this be done, seconded by Mrs Cooper and agreed by all. Mr Alford commented that we currently have no idea of how much funding we will receive from the 'catch-up' fund and there will be long term implications to the budget due to the current situation, such as additional cleaning, MTA cover etc and this could impact negatively on future years, especially if numbers do not rise.

#### **STRATEGIC ITEMS**

##### 7/7/2020 Approval of Committee Structure and terms of reference; committee membership; governor recruitment:

She advised that Mrs Coward had said that she would be happy to continue as a governor, even when her child had left the school and would be willing to move from being a parent governor to a co-opted governor if this would help with succession planning. Mrs Cooper, whose term of office finishes this autumn, agreed that she would be happy to continue if the governing body wished for her to do so.

It was agreed that committee structure and terms of reference can go to the AGM next term. The clerk asked for the Head Teacher Performance Management governors to be decided - in case they meet early next term before the AGM - and Mrs Kirby proposed that Mrs Coward, Mr Goode and Mrs Marshall continue in this role, seconded by Mrs Cooper and agreed by all. Miss Mellody is happy to continue as the external advisor.

#### 8/7/2020 Approval of minutes of the last meeting(s):

The Part One minutes of the last full Governing Board meeting held on Microsoft Teams on 15th June 2020 were circulated prior to the meeting. They were agreed by governors present and will be signed as correct by the Chairman at a future time.

The clerk confirmed that a meeting of the Pay and Performance Committee had taken place on 15th July 2020 - this was a Part 2 meeting, with the Head Teacher's recommendations being actioned.

**ACTION: PAPER COPIES OF MINUTES TO BE SIGNED AT THE FIRST OPPORTUNITY.**

#### 9/7/2020 Matters arising from the minutes of the last meeting(s) including progress made on 'Actions':

##### **Governor Training Courses:**

Both Mrs Kirby and Mrs Bernstone have completed these three courses; Miss Curtis has started and the remaining governors confirmed that they had every intention of completing these before the deadline (November). The clerk encouraged them to do so, explaining that Mrs Coward has worked very hard on identifying the key areas for the training programme and it would be good to support her.

#### 10/7/2020 Policy adoption and review:

**Re-Opening Risk Assessment:** Mr Alford circulated the updated whole school risk assessment for re-opening in September. This is a lengthy document, covering in details our operational procedures. He also circulated the plans for re-opening. He intends to send both documents to parents at the end of the week. He explained that the documents may need regular updating, depending on advice given nearer the time. He advised that we are expecting some Catch-Up funding, however have not yet received details of how much our allocation will be; he anticipates that we will be able to use this to help implement strategies to help the children make up any lost ground due to missing large amounts of school due to the Covid-19 lockdown restrictions. Some of this will go towards additional staffing.

##### **Q: Will school be swimming in September? ND**

Mr Alford explained that we had approached Shebbear College and they are unable to let us have a minibus when we return, so no we would not be swimming from the beginning of the academic year. Mrs Bernstone, who works for the College, explained that they struggle to let us have one at the best of times.

##### **Q: Will the school be using volunteers in Septemer? GC**

Mr Alford responded that no, not initially, but it would be something to look at going forward into the second half of the term. He anticipates that the after school football club will run from the beginning of term, however he is not sure about indoor clubs. We are still seven weeks away.

**Mrs Kirby** proposed that governors adopt these documents and are prepared for the children to all return in September as per the guidance given by the Government, seconded by **Mrs Marshall** and agreed by all.

**Sex and Relationships Education:** Mr Alford had circulated the updated policy on GovernorHub, explaining that if we are ready to implement it from September then we can do so, but if not then it needs to be ready by the summer term next year. Mrs Cooper commented that she had found it contradictory in that it promoted good relationships and marriage, but then said that there were various types of different relationships. Mr Alford said that he had amended that part; governors re-read it and agreed that it was now more clear.

##### **Q: If a parent wishes to withdraw a child from the RE part of the policy can they do so? ND**

Mr Alford explained that RE is covered more directly under the separate RE Policy but parents can withdraw their children from the sex education part of the curriculum.

**Mr Goode** proposed this policy be adopted and circulated to parents, seconded by **Mrs Kirby**, agreed.

**ACTION: CHAIR TO SIGN THE SEX AND RELATIONSHIPS POLICY.**

**ACTION: POLICY TO BE CIRCULATED TO PARENTS AT THE BEGINNING OF NEXT TERM.**

11/7/2020. Items brought forward by the Chairman for this meeting:

**Purchase of Chromebooks:** As mentioned earlier, the two local parish councils have generously donated the sum of £4000 between them towards the purchase of Chromebooks. There is also a possibility of a further £500 from Cllr Hurley of Torrridge District Council. Quotes had been obtained for 15 Chromebooks and licences and were circulated before the meeting. The best quote is from Stone Computers, which was the most favourable by nearly £500. **Mr Goode** commented that in the past he has used Stone and found them to be excellent, one of the other providers less so.

Bearing in mind the generosity of the parish councils, Mr Alford asked governors to consider purchasing 25 and not just 15. This would allow less movement of individual devices between the children and therefore less opportunity for germ spreading. **Mrs Marshall** proposed that 25 Asus Chromebooks be purchased through Stone Computers at a cost of £153 each, plus 25 licences at £17.99 each. Seconded by **Mrs Cooper** and agreed by all. This will use nearly of the £4500, with the remainder being put towards the cost of paying our Scomis technician additional time to come and set them up.

**ACTION: CLERK TO ORDER CHROMEBOOKS AND LICENCES TO HAVE READY FOR THE BEGINNING OF TERM, IF POSSIBLE. SCOMIS TECHNICIAN TIME ALSO TO BE ARRANGED.**

**Rural Gigabit Connectivity Programme:** This had been covered earlier in the meeting.

**Heating:** The clerk explained that some problems have been encountered with obtaining the Salix loan, as discussed at the February meeting. Pied Piper, the heating provider and our agent for putting the loan application together, have come back with an alternative proposal which would be a leasing arrangement with ownership built in (circulated before the meeting), however the Clerk has taken advice on this from Devon County Council and we are unable to enter into this type of arrangement. However, we could have a VELD loan.

The Clerk has met with another heating company - RES Devon, Barnstaple - who installed these systems into the Hall and ICT area approximately five years ago. Their estimate - £25,500 - was circulated before the meeting. This would be for a wet system serviced by two air source heat pumps, rather than individual heat pumps for each room.

After some discussion, **Mr Goode** proposed that we redact the decision made at the February meeting, and send this second estimate to the Salix loan people, who were asking if we had considered a wet system, seconded by Mr Alford. Mr Alford asked if **Mr Goode** may be interested in helping to coordinate this project, which is proving to be time consuming and onerous, together with any other interested governors, as it is important that we get the correct system for our school whilst being able to afford it; **Mr Goode** agreed to this.

12. Correspondence:

Email correspondence has been circulated to governors weekly. There was no new correspondence for this meeting.

## GOVERNANCE

13. Approval of Chair and Vice-Chair's terms of reference and election Chair and Vice-Chair:

This was not required for this meeting.

Signed: .....

Dated: .....

14/7/2020. Impact from this meeting:

\*Governors have discussed the full re-opening of the school in September, ensuring that the school will be safe. Curriculum arrangements from September have been discussed, plus measures to identify any 'gaps' from this prolonged lockdown period can be addressed and children can catch up.

\*We have put into place arrangements to ensure the children will return safe and happy and that parents have the confidence for their children to return to school in the autumn.

15. Dates and Times of Next Meetings:

**Full Governing Body:** Monday 21st September 2020 at 7.00 p.m. (Annual General Meeting)

These are available as separate files on Governor Hub and will be populated with paperwork nearer the time of each meeting. The clerk will email governors a reminder approximately one week before each meeting.

The clerk added, that she wanted governors to know that Mr Alford had worked incredibly hard over the last few months, facing immense pressure, and as a member of staff she would like to show her appreciation and thanks for his consideration to the staff during this term. Miss Curtis and Miss Derwin reiterated this, agreeing that Mr Alford had made a bad situation as easy for us all to manage as possible.

Due to the non-confidential nature of virtual meetings there was no Part Two business to be discussed at this meeting. The Chairman thanked everyone for attending, wished us all a pleasant summer and declared the meeting closed at 8.55 p.m.