

Shebbear Community School
 Agreed Minutes from the Part One Governing Body **Zoom** Meeting
 Monday 25th January 2021 at 7.00 p.m.

PROCEDURAL

Present:

Mr N Alford (Head Teacher),
 Co-Opted Governors: Mr A Goode, Mr J Quance, Mrs G Cooper, Mrs C Coward (Chair)
 Parent Governors: Mr J Richards, Mrs A Bernstone, Mrs T Brock
 LA Governor: Mrs P Kirby (Vice-Chair and Chairman for part of this meeting).
 Staff Governor: Miss R Curtis
 Clerk to Governing Body: Mrs S Hawker (clerk).
 The meeting was quorate and all governors attended via Zoom.

1/01/20 Welcome to new parent governor and apologies:

Miss N Derwin (co-opted governor) sent her apologies for this meeting; governors agreed to accept and sanction these.

2/01/20 Declaration of Pecuniary Interests:

No new declarations were made by existing governors.

MONITORING AND ACCOUNTABILITY

3/01/20 Head Teacher's Report (documents available before the meeting on GovernorHub):

Mr Alford's report included a Covid-19 update and safeguarding.

We received very little notice of closure this time - we were in school working on the 4th January and were closed on the 5th! The Chromebooks, purchased last term, have been a real help and we have lent out 16 to children who need them, as well as having enough for the keyworker and vulnerable children who are currently in school. We have received 4 from the DfE. All the children had been trained and prepped in how to use them, in anticipation that this may happen, and we are delivering live lessons every day. Each class has its own timetable, and we have tried to avoid any clashes for families with two or more children at Shebbear Community School. So far the feedback has been positive; a lot of time has been spent on the phone offering remote support to help families who were not as confident using Google Classroom, but this has subsided as time has gone on. The live lessons are generally only 30-40 minutes in length and include daily Phonics lessons plus assemblies. Keeping the lessons relatively short has worked well and means pupils are able to focus and have sufficient time to complete tasks. So far participation has been high with most children attending most lessons.

We have 21 keyworker/vulnerable children attending, although the most on any one daily so far has been 14 on site. We have 4 children who attend daily. These figures do put us both above the National and Devon average. This time the guideline criteria is not as strict as before - being ambiguous and broad - and there has been an element of misunderstanding as to who qualifies as a keyworker, however it is generally okay and we are coping well. As yet we do not know when this will end and so may have to be prepared to continue like this until Easter.

Since the meeting, it has now been confirmed that schools will not open before Monday 8th March.

Lateral Flow Testing (LFT) has started for school staff this week, which is not mandatory, although everyone has indicated they are happy to participate and test up to two times a week. All test results are reported both to school, as we have to keep records, and also to NHS England/DfE.

Q: Do you have any safeguarding concerns about any of our families? CC

A: We do have our eye on a couple of families; we take registers at the daily lessons so it is easy to identify children who have not attended. We are also making calls/emailing home to keep in touch with those families. NA has made some home visits.

Signed:

Dated:

Q: Are the children able to catch up on lessons they have missed, are they recorded? CC

A: Yes, we are keeping recordings for 10 days after the live lesson and these are available as necessary. The recordings are also kept for safeguarding reasons and could be reviewed should the need arise.

We have completed a risk assessment for live lessons and the return to school document has also been updated. There will be no SATs again this year. Mr Alford has also completed a DfE 'Review you remote learning provision' document which is on Governorhub (as are all documents relating to the Head Teacher's report). He believes that the school has responded really well with the live lessons closely replicating what we do in school.

The main barriers we have found are the poor internet access that Shebbear enjoys. Learning resources have been made available to all and Mr Alford said that the staff have all been brilliant and it has been a real team effort.

Mr Alford reported on the various Christmas activities that we were able to arrange during the last week of the autumn term, including a drive-by from Santa and a visit to Shebbear College.

He confirmed that the library area is well on the way to being completed with Mr Hookway coming in over the Christmas holiday period to carry out the structural works. Bookcases have been made and fitted and once a little bit of painting has been completed we can have the carpet tiles fitted. He thanked Andrew Goode for coming in and helping.

He advised that the Parish Council have very kindly allocated some more funding towards improving the pond area to make it more usable and accessible and this work would be started once the weather begins to improve.

He confirmed that Mrs Gough has completed the SEND report - the clerk will put this onto Governorhub. Mr Goode advised that he had sent his governor monitoring SEN report, but this hasn't arrived at school. He will send again.

ACTION: CLERK TO PUT THE SENDCO ANNUAL REPORT ONTO GOVERNORHUB.

ACTION: MR GOODE TO RE-SEND HIS SEN MONITORING REPORT

4/01/2020 Governors' Reports:

ONLINE LEARNING (CC AND PK verbal report): Mrs Coward and Mrs Kirby both had observed some online lessons and an assembly and were very impressed with the quality of the home learning we are providing. The children were engaged, listening well and attentive and the parents were involved too. Mrs Coward commented how well Alice and Vic were managing to keep Teddy class children engaged during the lessons, especially as there are many distractions that happen at home and as the youngest children in the school, their concentration levels aren't as developed as the older children.

Mrs Kirby thought it very impressive how Mr Alford had delivered the assembly in such an engaging way too. She said that staff were all very professional and well-organised.

Mrs Coward praised the continuation of assemblies as it ensures families still feel part of the school community. She has sent an email to all of the teachers thanking them for their hard work and continuing work on Zoom (on which we now have unlimited time as the 40 minute cap has been removed).

IN SCHOOL LEARNING (AG): Mr Goode's written report is available on Governorhub. As he has been in school helping with the library refurbishment, Mr Alford asked him to carry out a report on the in-school learning provision. Again, he reported that everything he had seen was very well-organised and very positive.

Signed:

Dated:

SEN (AG and RC): See above for details (Head Teacher's report).

No future visits were planned at this time; we will wait and see for how long this lockdown will continue before making any plans.

5/11/2020 Clerk's Report:

GDPR: The clerk confirmed that she has started to populate the online mapping tool and that it is very much a work in progress. There have been no reportable breaches since the last meeting.

Training: The clerk reminded Mr Goode and Mrs Brock that they both have training sessions booked this term. She also drew governors' attention to the Checklist that has been circulated should anyone wish her to book them onto any sessions. She confirmed that she will be attending the Clerks' Update session in a couple of weeks' time.

As always, the clerk continues to forward the weekly Governance Alert and other documents from the Devon Association of Governors etc. to ensure that governors are kept abreast of current legislation and any changes.

6/01/2020 Financial Reports:

FRS: The clerk apologised for not bringing an up to date FRS report to the meeting, however verbally reported that we continue to be on track as per the November report, with the addition of DevonNorse refunding approximately £3500 towards the catering, following the furlough of kitchen staff.

Following her attendance at the Administrators' Conference, it sounds like there will be no budget workshop this year, which means that we will have to create our budget with little external help. We have been told that next year the Teachers' Pay and Pension Grants will be based on actual numbers on roll, not minimum funded at 100, and this will negatively impact our budget by approximately £6000.

An up to date FRS and a draft budget will be taken to the Resources meeting on the 8th March.

STRATEGIC ITEMS

7/01/2020 Approval of Committee Structure and terms of reference; committee membership; governor recruitment:

There was no business for this section of the meeting.

8/01/2020 Approval of minutes of the last meeting(s):

The Part One minutes of the last full Governing Board meeting (AGM) held on Zoom on the 16th November 2020 were circulated prior to the meeting. They were agreed by governors present and will be signed as correct by the Chairman at the earliest future time.

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

9/01/2020 Matters arising from the minutes of the last meeting(s) including progress made on 'Actions':

All matter arising at the previous meeting have been actioned with the exception of items discussed elsewhere in this meeting - please see below for a heating update.

10/01/2020 Policy adoption and review:

The latest updated appendix for the **Safeguarding Policy** was circulated to governors, taking into account this latest lockdown. The updated **Special Needs and Disabilities Policy** was also tabled for approval. Mrs Kirby proposed that these were both adopted, seconded by Mr Goode and agreed by all.

Mrs Evans is currently looking at the **Outdoor Education** and **Physical Education** policies which will come to the next meeting. There is a new template for the **Emergency Plan**, and the clerk is attending a training session on this tomorrow. This will also come to the next meeting, as will the other two on the agenda (**Positive Behaviour** and **School Vision**).

Signed:

Dated:

All were happy with this, understanding that staff time is directed in other directions at present.

ACTION: POLICIES TO COME TO THE NEXT FULL GOVERNING BODY MEETING.

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

Term Dates 2021/22: The proposed term dates were circulated on Governorhub before the meeting. Having discussed this with the staff, Mr Alford suggested that the five non pupil days should be: 6/9/21; 4/1/22; 20/6/22; 25/7/22 and 26/7/22. The two occasional days are suggested for the 27/7/22 and 28/7/22. Mr Alford advised that staff were happy to come in on the 3rd September to help set up classes etc. Mrs Kirby proposed that these dates be adopted, seconded by Mr Richards and agreed by all. Clerk to circulate and update the website accordingly.

Heating System: Unfortunately, it is back to the drawing board as DCC did not include us as one of the schools selected for improvements and we are unable to demonstrate that our carbon savings will be enough for the grant requirements. This will be discussed in depth at Resources on the 8th March.

Library Refurbishment: This was discussed in the Head Teacher's report above.

Class Structure 2021: This was deferred to the next meeting.

ACTION: THE CLERK TO CIRCULATE TERM DATES FOR 2021/22.

12/11/2020 Correspondence:

Email correspondence has been circulated to governors weekly and is also available on GovernorHub.

Checklist (Devon Governor Services).

DfE: Food parcels and free school meals vouchers.

Plandscape - notification of annual price increase.

Q: How much extra is this going to cost us? AG A: I will need to check and email you details. SH

GOVERNANCE

13/01/2020 Approval of Chair and Vice-Chair's terms of reference and election Chair and Vice-Chair:

This was not required for this meeting.

14/01/2020 Impact from this meeting:

*The governors have robustly monitored and observed the online and in school provision of home learning during lockdown, measuring pupil engagement and ensuring our pupils receive high quality education during this difficult time;

*The governors have ensured that the most vulnerable families are supported through provision of food parcels and free school meals vouchers and safeguarding measures.

15. Dates and Times of Next Meetings:

Full Governing Body: Mon. 29th March 2021 at 7.00 p.m./Weds. 28th April 2021 at 7.00 pm

Resources: Monday 8th March 2021 at 7.00 p.m.

Pay & Performance: Monday 8th March 2021 at 6.30 p.m.

It is too early to predict if these will be virtual meetings or held at school.

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.

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 and declared the meeting closed at 8.15 p.m.

Signed:

Dated: