



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
 FULL GOVERNING BODY MINUTES
 27TH APRIL 2020

The meeting opened at 17.30 hrs

Meeting of:	Full governing board		
Date and time:	27 th April 2020 5.30pm held online via Zoom		
Present:	Polly McMeeking (PM) – Chair, Jan Pugh (JP) – Vice Chair, Katie Limm (KL) Steve Challoner (SC), Jackie Griffiths (JG), Emma James (EJ) – Headteacher, Keith Buncl (KB), Jodie Poole (JVP), Amanda Merricks (AM), Ian Preston (IP).		
Apologies:	Matt Kirk (MK), Hayley Burden (HB).		
Absent:	Joanna Attwood (Assoc)		
Others in attendance:	Yolande Biggs (YB) - Clerk		
<u>Quorum:</u>	7	Quorum met:	Yes

Agenda Item	Discussion	Action
1	Agenda item Apologies – see above	
2	Agenda item Welcome and Declaration of Interests. Actions Chair asked Governors to declare any changes to the information held by the Clerk and/or any items on meeting agenda where a conflict would arise. No changes or conflicts declared.	
3	Agenda item Items to be raised under ‘Any Other Business’. None.	
4	Agenda item Agree minutes from meeting held 29 th January 2020 . Actions and deadlines Minutes were agreed and will be signed at the next opportunity.	YB/PM
5	Agenda item Matters arising from the previous minutes (not dealt with below) Discussion and challenge Item 5. 6. Post Ofsted celebration, instead, plans being made for an open event in July 2020. Postponed Covid19 Actions and deadlines 1. Single central record visit c/fwd 2. Accessibility and Health & Safety c/fwd 3. Safer Recruitment training to be completed.	HB



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	<p>4. Equality review. Due by July.</p> <p>5. Strategic Planning. c/fwd Covid19</p> <p>6. Learning walk due 3rd March, postponed Covid19</p> <p>7. GDPR c/fwd</p> <p>8. CPD Meeting c/fwd Covid19</p> <p>9. HT performance management, mid-term due.</p> <p>10. Staff performance management. Agreed good idea to meet with each individual.</p>	<p>IP/KB PM, JP, KL</p> <p>EJ</p>
<p>6</p>	<p>Agenda item Report from Head teacher – written. Circulated prior to the meeting.</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • Q. How are staff coping? Deputy Head has met with staff, generally well, most are embracing the challenge • Q. How is mental health of staff? All have said that they are fine. • Q. Have any staff alerted you to concerns about working? No. Wherever it is possible, staff are working from home. • Q. Have we directed any staff to remain at home? No staff have been directed to stay at home. • Q. Have any staff reported isolation due to own infection? Family/contact infection? 1 staff member self-isolating during the early days, has been back in school for weeks. • Q. How many children have self-isolated who would normally have attended during this opening? 1 family with 3 children have self-isolated. • Q. How many children have we served during the closure...how many key worker children...how many vulnerable? Average of 13 children per day, 30 in total on the register, attend different days. 4 vulnerable children attend every day. Risk assessments have been carried out where the vulnerable are not in school, social workers have been spoken to. • Q. How much contact has there been between staff and families during this time? Family contact with class teacher. Parental survey sent out to gather feedback. • Q. Has there been feedback from families on the work offer for children? Generally positive with a few 	



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	<p>disgruntled; too much work, too difficult. Discussion how exhausting online sessions can be.</p> <ul style="list-style-type: none"> Q. Have you or Jayne personally contacted families during the closure? How? Yes. Letter, Email, Telephone, Face to face. Q. Have postcards been sent to children to give tangible reassurance? Yes, Reception. Q. How are we using the school website and Facebook page to communicate with families? Are new activities being put on these platforms? Facebook is updated periodically. Staff made a video for children during the Easter holiday. Q. How do you and Jayne feel about the current situation...is there any support which governors could give to you to assist? SLT will review what support might be needed. Concerns for when school returns, gaps in knowledge and accountability. Discussions. No additional pressure on parents, they should choose from the school work that is on offer. No expectation of any level of achievement. <p>Actions and deadlines</p> <ol style="list-style-type: none"> Analyse results from questionnaires. <p>Decisions made</p>	EJ
7	<p>Agenda item Planning for return to school. Covid19 responses.</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> Chair, Head and Deputy Head have put paperwork together to prepare. No idea when will be likely. Restrictions will be in place. Chair outlined likely effect on children; loss of routine, socialising. Year 6 children leaving with little notice, no transition. Discussions taking place with Professor Barry Carpenter, lives locally, ex-Governor, advises Government on mental health. Skill and expertise available in school, recovery curriculum to support children coming back to school. Governor asked what is it that school won't be doing? Concern that school could fall behind when compared to 	



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	<p>other schools. Head and staff will ensure that there is a good balance.</p> <ul style="list-style-type: none"> • Part of the recovery curriculum will be getting back to basics, key skills, filling the gaps. Creating a firm foundation to build on. • Recommendation from Jill Ellis for school to build on its expertise in Social and Emotional Mental Health. Potential to provide a service to WCC whilst improving financial position of the school. • Offer of use of materials produced by Barnados. • Question raised how to market the school with an aim to fill empty spaces and/or sell services to other schools. Currently at discussion stage. • X3 new FSM pupils since lockdown. They will need to be on FSM for January 2021 census to be included on Ever 6. <p>Actions and deadlines</p> <p>Decisions made</p>	
8	<p>Agenda item Safeguarding.</p> <p>Discussion and challenge</p> <p>Actions and deadlines</p>	
9	<p>Agenda item Admissions</p> <p>Discussion and challenge 28 children allocated to Reception for September, for some Chaddesley was their 2nd choice.</p>	
10	<p>Agenda item Report from Resources Committee Update from Teaching and Learning Committee</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • Resources committee met twice. Dramatic changes needed in order to balance the budget. Now is not the right time, too many uncertainties. Costs have been cut, no redundancies at present, may need to be considered over the next 3 years. Recommendation to set a deficit budget. 	



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	<ul style="list-style-type: none"> • Nursery numbers queried. Lockdown is making marketing and parental engagement more difficult. Head to make a video. Websites and posters could be used to market the Nursery. Discussion to use Facebook and banners. Dedicated member of staff needed with marketing skills. Currently Head and Bursar in spare moments. Governor suggested contacting a University or College. Head asked who would make contact? JVP and IP offered to take on Admin rights for school Facebook page. JVP and IP to meet. Head will feed them with info and create a virtual tour. Discussion re different platforms. • Reviews and feedback from parents to be sent to JVP & IP. • Chair of Trustees and Julie Cooper have been brought in as Associate Governors by the Resources committee to serve initially to 31st December 2020. • Following discussions and advice from WCC HR department, council officials and Trustees agreed to submit a deficit budget with accompanying rationale. All agreed, 2020/21 budget approved. <p>Actions and deadlines</p> <ul style="list-style-type: none"> • Facebook posts and reviews to be looked at • Identify websites for advertising Nursery • Create posters • Create virtual tour <p>Decisions made</p> <ul style="list-style-type: none"> • Additional human resource needed for marketing. • Work to increase income and reduce expenditure wherever possible. • Meetings between Head, Deputy Head, Chair and Vice-Chair will be fed back to T&L Committee 	<p>JVP IP EJ</p>
11	<p>Agenda Item Exclusions Deferred to next meeting</p>	
12	<p>Agenda Item Policies</p> <p>Discussion and challenge Allegations against staff Child Protection and Safeguarding</p>	



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	<p>Decisions made Defer review to see when and how schools are opening as a paragraph may need adding regarding social distancing.</p>	
13	<p>Agenda item Collaboration. Project update and “away day” potential – working party(PM/EJ) Discussion and challenge Deferred to next meeting. Decisions made</p>	
14	<p>Agenda item Review of SDP objectives and progress. Questions for governors to consider:</p> <ul style="list-style-type: none"> • Are we making progress towards our objectives? • If not, why not? What can we do to correct this? • Are our monitoring methods working well? • Do we have enough information to determine whether we're making progress? <p>Discussion and challenge Deferred to next meeting. Decisions made</p>	
15	<p>Agenda item GDPR compliance for gov board update Discussion and challenge Deferred to next meeting Decisions made/Action Points</p>	
16	<p>Agenda item Any Other Business None</p>	
17	<p>Agenda item Confirmation of date/time of next meeting. If school is opening before 1st July Thursday 4th June 5.30pm via Zoom Wednesday 1st July 5.30/6pm venue TBC</p>	

The meeting closed at 19.20hrs
 Yolande Biggs 16/05/20