



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
 FULL GOVERNING BODY MINUTES
 1ST JULY 2020

The meeting opened at 17.30 hrs

Meeting of:	Full governing board		
Date and time:	1 st July 2020 5.30pm held online via Zoom		
Present:	Polly McMeeking (PM) – Chair, Jan Pugh (JP) – Vice Chair, Katie Limm (KL) Steve Challoner (SC), Matt Kirk (MK), Jackie Griffiths (JG), Emma James (EJ) – Headteacher, Jodie Poole (JVP), Amanda Merricks (AM), Ian Preston (IP).		
Apologies:	Hayley Burden (HB).		
Absent:	Joanna Attwood (Assoc), Keith Buncle (KB).		
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 meetings held 27 th April and 21 st May 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 27 th April Results of parental survey regarding home/school links. 90% positive feedback. Some teachers sending too much work. Some issues arose where parents working from home and also due to siblings. Q. Which groups presented issues? Younger children more difficult to serve, especially Maths. Stress levels on teachers of younger groups, higher.	



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
1ST JULY 2020

	<p>Q. Marketing. What has happened regarding Virtual tour for website? School has not been looking at its best, aim to create in September. Head has conducted tours of the perimeter where requested by parents, focused on the outdoor areas. 21st May PPE supplies in school. Q. What proportion has been used? Cleaning staff are using aprons and gloves. Masks and shields, available but have not been used by staff.</p> <p>Actions and deadlines</p> <ol style="list-style-type: none"> 1. Single central record visit c/fwd 2. Accessibility and Health & Safety c/fwd 3. Safer Recruitment training to be completed. 4. GDPR c/fwd 5. CPD Meeting c/fwd Covid19 6. HT performance management, mid-term due. 7. Staff performance management. Agreed good idea to meet with each individual. 8. Contingency plans needed to provide learning resources in the event of local lockdown eventuality. 9. Environmental study of ponds to be carried out. 	<p>HB</p> <p>IP/KB PM, JP, KL</p> <p>EJ</p> <p>PMc</p>
6	<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. Are there additional Pupil Premium children? • During the coronavirus lockdown period, more children have become eligible for free school meals (FSM). PPG funding is based on FSM numbers in January census, so if family circumstances change before then, school won't get funding for them. • Q. Attendance of vulnerable children. • School has been open for vulnerable children and key-worker children throughout lockdown. • Q. Governor asked how the recently introduced sessions for children in years 2-5 have gone? • They have gone well, parents very positive and grateful. Children have enjoyed them. Staff have enjoyed seeing their classes. Most groups had 15 children in them. • The numbers of children attending has increased each week, including new starters in Nursery. 	



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
1ST JULY 2020

- Q. Governor asked if any children not expected in, in September?
- School has been advised that one child will not return, will be home-schooled. Parents have formally notified the local authority.
- Q. Governor asked how has the support for SEND children been?
- There is one child waiting for assessment. Vital services have been suspended during lockdown, hoping that services will resume in September.
- Q. Governor asked if there has been any online support available?
- None from the Educational Psychologist.
- Q. Governor asked what happened with regard to furloughing Wraparound and Nursery Staff?
- Following consultation with affected staff and production of letters to staff, WCC refused permission for staff to be furloughed, some from March. Affected staff were not scheduled to work, due to WCC's actions they effectively had a week's paid leave. Since 1/6/2020 WCC has announced that furloughing staff will be considered. Head has complained to Caroline Brand. No response to date.
- Q. Governor asked if the quality of teaching project can be brought forward?
- School is hoping that this can resume in September. Focus will be Maths and English. It is a big project and it will require that specialist leaders will come into school. This can only happen when it's safe to do so.
- Q. Safeguarding. Positive handling 4 incidents queried.
- The 4 incidents are the same child. Post coronavirus School is looking to see no increase in the number of children.

Actions and deadlines

1. Chair will liaise with SENDcO and will write to WCC. Expressed disappointment that school appears to have been abandoned by support services.

Decisions made



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
1ST JULY 2020

7	<p>Agenda item Planning for return to school in September. Covid19 responses.</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • No plans have been made at this point as Government guidelines have not yet been released. • Currently School is making the following assumptions <ul style="list-style-type: none"> • Bubbles will be 30 children i.e. the class. • Attendance will be compulsory; fines will apply for compulsory school age children. • No excuses allowed for lack of space/personnel. • Accommodating breaks and lunchtimes for class bubbles will be tricky. Separate play areas will need to spread around the school, more supervision needed. <p>Actions and deadlines</p> <p>1. Plans will be made once the guidelines are issued,</p> <p>Decisions made Governors wished to record their thanks and congratulated the school and staff for handling things so well throughout the pandemic.</p>	
8	<p>Agenda item Safeguarding.</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • Training for all staff and governors in the Autumn term. • Fixed Term Exclusions. A high needs child waiting for an EHC Plan. There has been improvement and good progress is being made. <p>Actions and deadlines See item 6.1 Heads Report above.</p>	PM
9	<p>Agenda item New Parent Induction</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • No physical meeting. • Reception teacher is phoning parents and information packs are being sent out. The pack includes a welcome letter from the Governing Body. • High number of new intake currently attend Pre-School, so familiar with the school. • One parent governor is part of a parents WhatsApp group. This has been useful for self-supporting each other. 	



**CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
1ST JULY 2020**

	<ul style="list-style-type: none"> • Reception teacher will make a video of the Reception class areas for parents. • A governor will be coming in to take photographs around school in order for the website photos to be updated and new Wraparound and Nursery facilities shown. Arrangements also being made for some drone filming to show the outdoor areas. 	<p>AM</p> <p>JVP</p>
10	<p>Agenda item</p> <p>Report from Resources Committee Update from Teaching and Learning Committee</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> • Resources committee. WCC has accepted the deficit budget. • Maintenance works to be carried out over the summer holidays. Another volunteer day is being arranged. • Shropshire County Council demanding payment of an invoice from 2018 for £11.5K. Covers periods 2015/16, 2016/17 and 2017/8 up to August 2017. Relates to payments received by school via voucher and online payments. Shire's invoices for stated period did not charge school for these meals. School has asked Shire's why problem arose as information provided weekly to an employee of Shires has not changed since they have been the meal provider. School has asked Shires how the figure due has been arrived at. School has asked why it took 2.5 years for someone at Shires to realise that something was wrong. School has stated not prepared to pay the sum demanded and if an amount can be agreed, a payment plan would need to be put in place as school is in deficit. <p>Actions and deadlines</p> <p>Decisions made</p> <p style="text-align: center;">Teaching & Learning Committee have not met.</p>	
11	<p>Agenda Item</p> <p>Exclusions</p> <p>See Head's Report and Safeguarding above.</p>	



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
 FULL GOVERNING BODY MINUTES
 1ST JULY 2020

12	<p>Agenda Item Policies</p> <p>Discussion and challenge Equality Objectives EYFS Teacher Pay and Teacher Appraisal</p> <p>Decisions made</p> <ol style="list-style-type: none"> 1. Policies were discussed, formal review deferred to September. 2. Equality Objectives, has closure affected this? During review in September, add internet access for disadvantaged, loan of equipment. 3. EYFS. Governor currently on maternity leave will take this up upon return in September. 4. Teacher Pay and Teacher Appraisal. Resources committee will review this in September. 	<p>HB</p> <p>Resources</p>
13	<p>Agenda item Collaboration. Project update and “away day” potential – working party(PM/EJ) Reschedule Strategic Planning meeting</p> <p>Discussion and challenge Offmore Chair of Governors hasn’t been fully engaged. Hope to re-establish in September.</p> <p>Decisions made</p> <ol style="list-style-type: none"> 1. Governors to agree date to meet for Strategic planning in Sept/Oct. Outcomes could have an effect on performance management. Better if meeting takes place out of school, possibility of using village hall discussed. 2. Head to send around a doodle poll to establish a date. 3. A governor will make enquiries about village hall and will coordinate bring and share refreshments. 4. Head should be performance managed before the rest of the staff. 	<p>EJ</p> <p>JVP</p>
14	<p>Agenda item Governor Compliance with Statutory Duties. Governor Self-evaluation and Chair evaluation.</p> <p>Decisions made</p> <ol style="list-style-type: none"> 1. Chair evaluation circulated prior to meeting and discussed. 2. Governors to complete self-evaluation and return by the end of July 2020. 	<p>All</p>



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
FULL GOVERNING BODY MINUTES
 1ST JULY 2020

15	<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 Maths and English continue to be the priority; school has been in an unprecedented situation these past months. Year 6 data has been estimated, decision, that's not useful for Y2. Lack of teacher assessment to set targets for next year.</p> <p>Decisions made</p> <ol style="list-style-type: none"> 1. Targets will roll over 2. Mental health will be a priority 3. Every Teacher a Leader 4. Children will be formally assessed at October half term to get their baseline. 5. Most classes will have the same teacher as this year. Phase leaders will be in reception and Year 3. 	
16	<p>Agenda item GDPR compliance for gov board update</p> <p>Discussion and challenge Deferred to next meeting</p> <p>Decisions made/Action Points</p>	
17	<p>Agenda item Any Other Business</p> <p>Discussion and challenge Q. Governor asked question about funded sessions covering Nursery and Wraparound care. Is there a way to earn more for the school?</p> <p>School offers a range of sessions that parents can use their funding for. Where a parent chooses to use funding to cover the cost of Wraparound care, the amount received by school is higher than what parents pay for the same care. School does not allow funding to be used to pay for holiday club as this would likely reduce the income for Nursery. Other ideas e.g. charging parents for lunchtimes have been considered in the past.</p>	
18	<p>Agenda item Confirmation of date/time of next meeting. Wednesday 9th September 2020 5.30pm, aiming to hold in school.</p>	

The meeting closed at 19.20hrs
 Yolande Biggs 6/07/20