

## Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Virtual Governing Body held on Tuesday 12<sup>th</sup> May 2020 held via Microsoft Team at 20:10 (GB4)

**In attendance:** Eleanor Kading (Chair – EK), Nicola Ball (NB), Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD), Niki Clarke (NC), Abi Cox (AC), Lucy Gosden (LG)

**Clerk:** Leanne Haldane (LH)

**Guests:** None

No.	Procedural Matters	Action
1	<p><b><u>Apologies</u></b></p> <p>No apologies.</p> <p>The meeting was confirmed at quorate.</p>	
2	<p><b><u>Declaration of interests in any agenda item</u></b></p> <p>None declared</p>	
3	<p><b><u>Minutes of last meeting</u></b></p> <p>Minutes of GB3 meeting held on 14<sup>th</sup> January 2020 approved and signed. The GB confirmed the minutes were an accurate reflection of the meeting.</p> <p>Confidential minutes from GB3 to be approved once GB meetings can be held face to face in school again.</p> <p><u>Action Points from GB3:</u></p> <p>Not reviewed due to pandemic taking priority – will review once lockdown is over.</p>	
4	<p><b><u>Headteacher Update</u></b></p> <p><u>NB gave an update on the current situation at the school:</u></p> <p>NB advised that a recent government announcement has changed the expectation that if a child or member of staff is living with a member of the household they are now expected to come to work or school. Previously this would not have been the case but the member of the household shielding is supposed to sleep in a separate room, eat a different times and the members of the household not shielding should return to work if they are</p>	

can.

The GB asked if a member of staff was classed as vulnerable but not shielding, could they sign themselves off as absent with a sick note from the GP.

NB replied that they could if it is the member of staff that is vulnerable, but not if it is another member of their household. NB advised this has caused some anxiety amongst members of staff who have previously been shielding members of their family and are now expected to return to work. NB advised that previously they have worked with staff families to manage this and childcare if another parent is also a keyworker, however HR advice has now changed that childcare is not an acceptable reason for someone to stay at home as the children can return to school.

The GB asked if this doesn't contradict what the Government is saying in general that employers should be understanding if families have no childcare.

NB replied they are understanding but if people are keyworkers then childcare is now in place in the schools so they should return to work. Nurseries will be opening and schools will need to take more children. NB advised they really need more guidance from the Government and hope it comes. NB advised that she has sent an email update to all parents today asking families for their opinions. NB advised they have worked so hard to support families and ensure good mental health and want that to continue to fit the ethos of the school. NB advised the schools need more support from Government than is being given; NB commented the Unions are supporting the HTs how to respond to parents.

NB advised that there are lots of different areas to Risk Assess and that all HTs are having to devise their own as there is no standard document produced by the Government. NB has met with the SLT and they are working through everything.

NB has sent the GB a document entitled 'Coronavirus Head Teachers Report May 2020', a copy is filed with these minutes. NB discussed the document with the GB.

NB advised the GB there were initially some concerns raised by families with only 1 keyworker who couldn't get their children looked after at the school if there was another parent who could look after them. These concerns have been addressed.

NB advised the school was currently supporting a range of children. They were able to open during Easter to continue to support families.

NB advised that the families who had not been in contact at all from Ashlands and Misterton have now been either contacted or seen in the community.

NB made an amendment to the document for isolation from '124 days' to '14 days'.

NB advised that Zoom meetings have been really good for checking on staff wellbeing and they try to hold meetings now every other day. NB advised that feedback from staff has been that this has been very useful. NB advised that teachers didn't want to increase their workload using Google classroom as they are also juggling family life. NB advised some staff have been in to support looking at how social distancing will work in the school, sorting out the Eliot building, supporting with cleaning and sorting out resources in the cupboards – all without increasing the footfall too much.

NB commented how the school staff have realised how important they are in the community and how much parents do want to be supported by the school.

SEND – KD (SEN Lead) has been in contact with all SEN families as well as their class teacher and feedback from families to NB has been very positive and that families feel well supported.

Free School Meals – the Federation is not using a voucher system. Wadham provide anyone who attends school with a free school lunch. Families in receipt of the free voucher are having food parcels (that include breakfast and lunch) delivered to their home address. Two of the lunchtime supervisors have taking the responsibility for the deliveries going forwards.

Health & Safety – NB has produced new written protocol for this or adapted those already in place. There is a tick list for pupils and staff to complete as they enter the building – this has been very successful. NB advised the school has been taking temperatures; this is not required under the new guidance but for now it is working well. NB advised parents have been fully supportive with the school taking temperatures. NB wanted the GB to be aware this is happening.

NB advised that parents have received clear guidelines for attending the school, e.g. where is leave their children, what to bring into school, tick guidance etc.

Recruitment – No school is holding interviews on site, these would be over Zoom. NB advised that LG will be returning from Maternity leave next week. NB advised that TJ will be joining Holly Class from September, which will be good for supporting the class to transition, however this has not been finalised yet so NB will not be putting this onto the letter to parents.

The GB advised that this should be added to the letter but instead state that TJ intends to visit when they return to school.

NB advised that there have been 3 data breaches with work being sent home and all parents being cc. NB advised the GB that all the parents had been contacted following the errors and all were fine.

The GB asked how staff with children at home are finding the workload.

NB replied that at the beginning there were lots of questions to deal with and how hours could be worked around family life. NB advised that no firm structures were put in place, just an expectation of 6 hours a day. NB advised that all staff are meeting this. NB advised that most staff members have another person at home so workload can be shared. NB advised that coming back to school/work is the bigger cause for concern now. NB advised the Government is now actively encouraging all parents of keyworkers to put their child back in school. NB commented that childcare has mostly been closed up to now, including childcare linked to churches, however it is hoped that they will open in 3 weeks time in line with schools.

The GB asked what happens if staff rely on family members for childcare.

NB replied that she had spoken to HR about this and their view was that childcare should not be a reason that a member of staff does not return to work. NB advised this is the current guidance and is not very supportive, however it may be reviewed as a lot of families rely on family members for childcare.

The GB commented that HR may be wrong in this case as the Government is currently saying that no childcare is a valid reason for a member of staff to not return to work and that employers have to be understanding.

NB replied that in the majority of cases this applies to employees who are not keyworkers. The Government are saying that if someone is a keyworker then there should now be somewhere for their child to go. So staff are being encouraged now to use the schools, nurseries etc to go back to work. NB commented that HR are simply saying that keyworkers now have childcare and are not looking at family members being childcare so they may need to take this into consideration. NB commented that this may be recognised by the Government in the next 3 weeks or the school may need to say it is a Church school and they are going to support their families a bit more.

The GB commented it is unfair that it's one rule for people who are keyworkers and one rule for everyone else. If keyworker families have no childcare then what are they meant to do.

NB commented that this is the different, if you are a keyworker then you are expected to return to work, but if you are not then you can make the decision whether to return or not. NB advised that if a keyworker child's school is closed then the expectation is that the keyworker contacts the LEA and is signposted to the next available provision for their child. NB commented that she didn't know how this worked for pre-school children.

The GB commented that most parents would put their child into just any provision. The GB commented this is not sitting comfortably with them morally and they definitely wouldn't just put their child anywhere. The GB commented that the schools re-opening further may not happen now until the end of June anyway.

NB replied that regardless of when they need to have a plan in place of what it would look like when they do open. NB added if they end up

opening on reduced days because of staff availability then this is what they will need to do. NB advised that at the next GB meeting she should have more information about what they can do and what staff are available.

The GB commented that the Union for Teachers has told them not to plan for June.

NB replied they will think about June as even if nothing happens then it will be a good guide going forwards. NB advised that at the moment the Government is saying there will be 15 in a classroom so they will need to think about how this will work.

The GB asked if other teachers who are covering the classes are expected to arrange distance learning for their own class. The GB asked if so, how will this work.

NB advised that email contact for teachers with parents has been reduced from 9am – 3pm to 9am – 12pm so they will have time to put together work packs. There wouldn't be teacher support every day for parents but teachers would be able to send the distance learning to those not coming in. NB advised they also need to consider the expectation on the HLTAs, if they were in a class of 15 and the teacher was not present, is this too big a responsibility. NB advised that re-opening Misterton would also need to be carefully thought out as there are not enough teachers who could return to support opening the school. NB advised that the Eliot building could be used instead to support his group. NB commented they would be reluctant to use supply teachers if teachers went off sick once the school reopened, as this may be too great a mental impact on the children, so in this instance it would be preferred to continue with home learning. NB advised her Union is advising teachers to not plan, but that NB is putting together different scenarios so there is something to work off if the school is asked to re-open from 22<sup>nd</sup> June for a month. NB commented the response from parents seem to indicate that less than half the children would return if the school was opened anyway.

The GB advised NB to plan as if they were all to return, as in Denmark when the schools reopened, parents were initially reluctant to send their children in, but once it was established that everything was alright then they did.

NB asked the GB if they had any other questions or reflections from staff members or the GB as parents.

A staff Governor commented that it was hard at first having the kids home and working from home, however shared planning with teachers from both schools has been really helpful.

A Governor who is also a parent at the schools commented that the information received from the school has been very straight forward to follow, very engaging and good project work.

The GB commented that the White Maths resource has been very useful to parents.

	<p>A Governor who is also a parent at the school commented that the quality and quantity of the work is great, but not every day is easy as the children's motivation is waning now. The GB added that they could see how the situation could be affecting parents mental health with trying to fit it all in and maybe just accessing the work off a phone with no printer. Also parents have been working at home for 8-9 weeks now and trying to fit home schooling around this could be very difficult, especially if the parents work full days.</p> <p>The GB commented that sometimes the work being sent home can feel like a lot, however the support being offered by teaching staff is clear that parents can pick and choose what their child might engage with and what is realistic to be completed in a week.</p> <p>The GB thanked NB for all her hard work during this difficult period and to ask them for support if she needs it.</p>	
5	<p><b><u>Budget</u></b></p> <p>The GB board has been sent the Budget documents. The non-teaching Governors have been sent the full budget and the teaching Governors have had a breakdown of it. The Chair advised that assumptions have been made about teacher's pay as this is not normally verified until October. Then Chair advised that Alison at County has helped to put the budget together this year. The GB has previously emailed questions on the budget documents and these have been answered and added to the GB file for evidence.</p> <p>NB advised that Alison came and worked in the school for a day and a half as the BM is still off work. Alison followed the BM's usual structure and set the budget according to this. Alison's advice is that finance needs to be a prevalent item on GB agendas going forwards with reduced numbers coming in and the need to be more mindful of funding.</p> <p>The Chair advised that the GB needs to be more pro-active next year to support the school to find funding for different areas. The amount of children being born going forward a couple of years is going down and therefore the amount of money coming into the school will be less.</p> <p>NB advised that staffing has been reviewed and next year they will need to let one of the apprentices go.</p> <p>The Chair advised if any other member of the GB had questions regarding the budget, they should contact her directly.</p>	
6	<p><b><u>Safeguarding</u></b></p> <p>A local school has been made aware that grooming has been happening on a social media platform. NB has updated the school website with the latest</p>	

	<p>advice on this for parents.</p> <p>NB has completed the safeguarding audit in time for the deadline. The audit was successful and copies of the documents will be sent to the GB shortly. All staff are up to date with their safeguarding training. NB advised that First Aid training has been extended for a year so all staff remain in date.</p>	
7	<p><b><u>Health &amp; Safety</u></b></p> <p>Nothing additional to add, already discussed under Item 4.</p>	
8	<p><b><u>Church Distinctiveness</u></b></p> <p>The GB asked if there was anything they could be doing to support the school community.</p> <p>NB advised that they had moved the green leaf reward scheme and the proud wall onto the school website so parents could access this at home. The parents have been sharing what the children are doing at home which is being shared on the website linked to the school's values. NB has resources from an online conference she attended called 'worship in the home' which have been shared with the teaching staff who are all ensuring work has the values weaved through it. RE teaching is also being sent home. NB sends out the 'thought for the day' from Ed Gregory every day to staff and parents.</p> <p>The GB advised that the rotary club has been doing random acts of kindness and have left some gifts for children in doorways. NB advised she will look to include acts of kindness in her next round-up.</p>	
9	<p><b><u>Urgent matters arising after agenda sent, to be added at the start of the meeting</u></b></p> <p>None</p>	
10	<p><b><u>Discussion of effectiveness of meeting</u></b></p> <p>Nothing to add</p>	
11	<p><b><u>Date, time and venue of next meeting</u></b></p> <p>Next meeting TBC w/c 25/05/20. Tuesday preferred day, preferred time 8pm.</p>	
<b>Meeting closed at 21:50</b>		