

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Fournalanesend C.P. School held by video conference on Wednesday, September 23rd 2020 at 12.30pm

PRESENT: Mrs Vanessa Burton, Mrs Fran Ferguson, Mrs Helen Marks-Williams (Chair), Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mrs Sue Robinson.

APOLOGIES: Major Adrian Battley.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Major Battley; his apologies were accepted.
2. **Pecuniary Interest Forms:** The clerk has emailed pecuniary interest forms to Governors and asked that they complete them and return them to her. (Action: all Governors)
3. **Election of Chair:** Mrs Marks-Williams had agreed to take the role of Chair until this meeting. No other candidate for Chair has come forward and Mrs Marks-Williams' term of office ends in November. She will have completed two terms of office – eight years – and will not be continuing as a Governor. Very kindly Mrs Marks-Williams has agreed to remain in the role until the end of her term to enable a new Chair to be identified.
4. **Governor vacancies:**
 - a. The clerk pointed out that there are already two governor vacancies: one LA governor and one co-opted governor. Mrs Marks-Williams will leave another co-opted governor vacancy at the end of November. Major Battley's term of office as co-opted governor expires in March.
 - b. The Head is approaching several people who may be suitable as Governors. The clerk said that it might be possible to find candidates through websites that match people wanting to do voluntary work with schools.
5. **Minutes of the full Board meetings of July 8th 2020:**
 - a. Governors accepted the minutes of the meetings on July 8th 2020 as true and accurate records of the meetings. The Clerk will send the minutes to the Chair to be signed on behalf of the Board.
6. **Matters arising from the minutes:**
 - a. All matters arising are elsewhere on the agenda.
7. **Items for annual review and adoption:**
 - a. Code of Conduct (based on the NGS model code of conduct August 2020): adopted
 - b. Governing Body Decision Planner: adopted with no amendments
 - c. Scheme of Delegation: adopted with no amendments
8. **Covid 19 risk assessment:**
 - a. The risk assessment was re-evaluated last week and will need updating at least half termly. Taking of temperatures at the school gate was added to the measures in place in

response to the local area having become a Covid 19 hotspot. Parents were reassured by this action. Adherence to the procedures in the risk assessment has been checked.

- b. Five children and one TA are off with symptoms. Four children are off due to a sibling having symptoms. One child last week was an unauthorised absence. The Head has given out four tests to families needing tests. In each case the reasons for giving out these tests have been recorded. There have been no positive test results so far.

9. Curriculum and SDP/SEF:

- a. There are an increased number of red actions on the SDP. It has become obvious that phonics need adding. There are actions marked purple carried forward from last year which are still active but not the top priority at the moment. The situation is completely different from last year. Children have settled nicely and are enjoying being at school. It is parents who are anxious.
- b. Assessments are starting to be made and where usually there would tend to be groupings of gaps in knowledge what is becoming evident is more like a scatter graph of gaps. Much depends on how much parents have worked with the children and how thorough their coverage of the material was. Generally, PP children have done the least of the work that was set. Children are being marked red/amber/green. For reading, 27 have been marked as red and are having daily phonics intervention. This equates to more than a quarter of the school. Children rated amber have interventions two or three times a week. Although there are PP children who don't need interventions the proportion of PP children needing interventions is higher than that of non-PP children. Some parents did very well so some children have moved up through levels. A Governor challenged what the timescale would be for the red rated children to catch up to amber? It will take time. It should be easier for the younger children. They are getting interventions in the morning which is more suitable for younger children. KS2 children get interventions in the afternoon so they get their full quota of core subjects in the morning as well as their interventions. It is hoped that by Christmas the anomalies will be ironed out. Natalie Perry is being used to do focused work where needed once assessments have been made. She is also doing some supply work. The advantage to using her for tutoring work is that she knows the children.
- c. A Remote Learning Policy is being finalised. Remote learning is being provided for children who are off. The policy is being based on the evidence of how children have been accessing learning. Not enough of them were accessing the internet. £2,500 has been spent on textbooks. Packs of work for the week are delivered to children; it is same work as that being done in school. A Governor who is a parent said that she felt it was better. Using White Rose maths was good, partly because it doesn't require a log-in. English has been photocopied sheets. Doesn't this create a lot of extra work for teachers she challenged? Planning is being done for a week ahead so it is not too bad. Teachers are doing what is expected of them. The LA has asked how provision is being handled and there is an expectation from the Government that remote learning will be delivered by schools. Mrs Ferguson said that the amount of work is fairly equal whether it is uploading it on-line or providing it through text books. Aware that the workload for staff had increased other activities have been reduced such as staff meetings. Some children are not engaging with the work provided and the school is recording the reasons for this. A Governor challenged whether there was any outcome when children are not doing the work? No there isn't but it can be provided as evidence to Ofsted to explain why children haven't made progress.

10. Pupil numbers:

- a. There are 99 children on roll. It is the first time in a long time that this has dipped below 100. The new intake is 7 children – only one new parent. Eleven children have been lost.

One went to New Zealand, one to St Germans, one who lives in Torpoint has gone to Carbeile. Seven children are technically still on the roll but are being electively home educated. This is due to worries about Covid. Parents want them to remain on the roll however but it is not possible for the two to happen concurrently. The Educational Welfare Officer (EWO) is contacting each family. A Governor asked how many families are involved. It is a total of four families. This could have a significant impact on finances. If the children are not on roll for the census the School will not get funding for them but if they return to School they will need catch up interventions. Funding from the Government for tutoring and catch up will be based on census numbers so this is a concern. Government guidance is that children who are unauthorised absences should not be provided with work. Unfortunately there is not a consistent approach to this across local schools. There is no collaboration happening between local schools although the LA is trying to set up meetings. The inconsistent approach with regard to the provision of work to children absent for unauthorised reasons will be mentioned to the EWO who can take action. It was noted that it is the children who suffer with all of this.

11. Safeguarding, SEND, CiC

- a. updated 'Keeping Children Safe in Education': Governors have received the updated KCSiE document and will email the clerk to confirm that they have read Part 2.
(Action: all Governors)
- b. s175 feedback: the School received good feedback. The suggested action was for someone to attend a diversity course. Emma Cunningham is already booked to do this. The course is three hours for three weeks and so cover will be needed to release her for this.
- c. Child Protection Policy: adopted.
- d. Item in confidential appendix.
- e. Item in confidential appendix.
- f. Item in confidential appendix.
- g. Inappropriate use of TikTok has been an issue while the children have been at home.

12. Staffing issues:

- a. Update: Emily Green the new appointment for Tamar Class taking Y3/4 has settled in well. She is very diligent and looks like a good appointment. The two reading assistants on a job share are working flexibly between themselves and this is going well. There has been some additional overtime for them due to the requirements thrown up by Covid 19. Lunchtime assistants have been increased from three to four so there is one for each bubble.
- b. Staff retention: Staff who have left have all had valid personal reasons for leaving. The Chair performed an exit interview with Kieran Davies to ascertain his reasons. Several staff members have been at the school for a long time, and all the TAs have worked at the School a long time – in one case coming back having previously left. Kieran Davies has said he is happy to come back and help out at the School if needed. Natalie Davies is another case of a staff member returning. Overall the School is stable and Ofsted have recognised that. A Governor suggested that the Chair should perform exit interviews as a matter of course. It was felt that it was good practise for the Chair to speak to staff members and to seek the view of the SLT.

13. Finance:

- a. Finance update including Covid impact: There has been an additional charge to the curriculum line of £2,500 on text books. There shouldn't be an additional need for spending on these if there is a second shutdown. The books going home cost £18 each. It

had been anticipated that the School would be shut in September due to increased infection rates from the tourist traffic and so enough books were purchased to cover the entire school. In mixed age classes there are photocopies being used so children have work appropriate for their age. The children have their names in the books and it is made clear that there will be a charge if they are lost. This makes people more careful with them. It is not expected that the School will be open in the half term for key workers' children.

- b. Charging and Remissions Policy: approved.

14. Premises and Health and Safety issues:

- a. Work has started on the kitchen electrics.
- b. The Health and Safety Policy has been updated in line with the risk assessment as Covid guidelines change.
- c. A fire drill was held last week which highlighted problems with the system. Usually children filter across as they line up but knowing that they have to keep their distance under the current guidelines this didn't happen trapping one class from a fast exit. So the way the classes line up has been changed to stop this and the fire drill will be rerun.
- d. Assemblies are difficult so the Head is doing assembly in each class.
- e. Item in confidential appendix.

19. GDPR:

- a. No issues to report. Information packs have gone out to parents and data been gathered in the usual way.
- b. A number of old documents have been shredded in line with the retention policy. The waste disposal company, Zero to landfill, now used by the school does confidential shredding at £5 a bag.

Dates of next meetings:

Wednesday, November 11th 2020 FGB meeting at 12.30pm

20. AOB:

- a. A teacher training student in her final year will be in school from November to January working with Y1/2.

There being no other business the meeting closed at 1.54 pm.

Chair.....

Date.....

ACTIONS

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Pecuniary interest forms to the clerk		All Governors
Confirm reading of KCSiE Part 2 to clerk		All Governors