



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 24 March 2020, 6.00pm**

Present: Jonny Davies (JD) – Acting Headteacher
Jo Marwood (JW) – Acting Head of School
Bridget Tayan (BT) - Joint Chair
Paul Haslam (PH) – Joint Chair
Jonathan Spruce (JS)
Jan Tringham (JT)
Victoria Lack (VL)
Louise Downend (LD)

In attendance: Karen Butler (KB) – School Education Advisor (SEA)
Chris Walker (CW) – Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined

Ensuring that the Headteacher performs their responsibilities for the educational performance of the school

Ensuring the sound and proper and efficient use of the school's financial resources

No.	Agenda Item	Part 'A' – Procedural	Action
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1	Welcome and Introductions	<p>PH chaired the meeting and welcomed everyone.</p> <p>In view of the Covid-19 virus and in line with governmental recommendations Governors had agreed to undertake the meeting virtually, using Zoom. All governors were able to access the software and to attend the meeting.</p> <p>PH introduced Jo Marwood (JM) who had joined the school, as Acting Head of School, this week. JD would continue to work closely with JM to support the school during this interim period.</p>	
2	Apologies	None	
3	Identification of confidential items	To be considered as the meeting progressed.	
4	Identification of urgent other business	All governors agreed that an urgent update was required on actions taken to address Covid-19.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	None to declare.	
6	To approve the minutes of the meeting on 25 February 2020.	Governors approved the minutes and confidential minutes from the 25 February 2020 meeting which were signed as an accurate record. The confidential minutes from this meeting were not approved due to the virtual nature of the meeting. Governors agreed that, in the current circumstances, these should be circulated electronically with the papers for the next meeting where they would be considered for approval.	
7	Matters arising	<p>All other items had been completed or were covered elsewhere on the agenda.</p> <p>VL joined the meeting at 6.20pm</p>	

		Part 'C' – School Improvement	
8	Covid-19 Update	<p>JD updated governors on the actions taken in response to the Covid-19 virus. Key actions included:</p> <ul style="list-style-type: none"> - The school closed on Friday but would remain open from Monday for vulnerable children and those from key worker families, in line with the guidance from the government. - 17 potential pupils had been identified meeting the criteria. 4 attended the school on Monday. - Parents had been kept informed of all developments and advised to keep their children at home if this provided the safest environment for them. - 6 staff had been available on Monday; this was being reduced to 3 which would include someone with first-aid training and a Designated Safeguarding Lead. - 1 cook had been retained on-site. The viability was being considered as all those children still attending had brought in their own food. - 1 cleaner had been retained and had undertaken a deep clean - Heidi Hunter had been in contact, by phone, to families to offer support and advice on a daily basis. - The support and communication with the parents had been well-received. - The main focus had been to ensure that the children were as safe as possible, ideally at home. - Support and advice had been sought from Children’s Services and from Grove Road School; which would include providing additional staff should it be required. - The LA was currently exploring cluster models across the county. - The situation was reviewed on a daily basis. - Work packs had been prepared and other resources signposted for parents and children. <p>The Government had promised to provide Free School Meal vouchers to the value of £2.30 per day. Governors agreed that this small amount could leave some families vulnerable over the next few months and agreed with JD’s recommendation to match this amount with Asda vouchers using Pupil Premium Funding.</p> <p>The school would continue to try and explore other facilities that families might be able to access to try and ease their situation during the current emergency. This would include exploring options such as access to Foodbanks for example.</p>	

Governor Questions

Q: Do you think the number of children returning to school will increase?

A: Probably. We are expecting an additional two children next week. We have planned for all eventualities and have provision in place should all 17 pupils return at the same time.

Q: Of the 17 pupils identified, what is the split between vulnerable and key worker children?

A: Roughly 50:50

Q: Are those staff not able to attend school due to self-isolation able to undertake any work?

A: Yes. They are all undertaking a range of teaching duties which include updating the school web pages to populate with resources and also to undertake any relevant online courses through Educare. We will constantly review the position over time and in the light of all available guidance. The preparation of evidence for EHCP applications is another key action that is being undertaken at home.

Q: If staff are required to work during what would have been the Easter Holidays will they receive any time off in lieu?

A: The situation is different for the different staff groups. Support staff can claim back hours worked from the Government. Staff on term time only contracts will be paid overtime. Senior Leaders are required to work the hours to fit the role and will not be entitled to any provision. With regard to the teaching staff we are putting in place rotas for the next few weeks with the aim of spreading the workload as fairly as possible; this will hopefully ensure all staff get some time off over the holiday period or in subsequent weeks. All staff will have to work flexibly for the foreseeable future.

Governors were concerned that a number of pupils (up to 11) had already left the school following the Ofsted Report and a number more were considering leaving. Whilst acknowledging the seriousness of the immediate concerns around Covid-19 governors asked whether any actions could be taken now to improve school improvement and to hopefully stem the flow of pupils out of the school.

Q: Mindful of the recent Ofsted Inspection and the need to improve as a matter of urgency, will the school be able to maintain its focus on the delivery of the School Improvement Plan at the current time?

		<p>A: Safeguarding the pupils, staff and the school must be the priority in the current emergency. Once the situation improves the focus can shift towards delivering school improvement, but this must take a backseat for the time being.</p> <p>KB informed governors that:</p> <ul style="list-style-type: none"> - All contingencies were being explored - Numbers of pupils attending schools were being reported daily and local solutions put in place - A number of schools had volunteered to act as hubs to help support those that had had to close - The position was fluid and decisions were being taken on a daily basis based on all the available evidence and resources available. - Government had advised that where possible children should remain at home; this was subject to the normal requirements relating to their safety/ any child protection concerns. - Where children remained at home schools would remain in contact with families to provide support and guidance wherever possible - Ofsted have suspended any future inspections. - Academisation processes have also been put on hold. - The admissions process had been put on hold; therefore, those pupils that had left the school would not be able to find a new school at the current time and would therefore remain on roll at Woodfield for the time being. - Details about LA hardship funds and community volunteering would be available by the of the week. <p>Action: Even though these (11) families had left the school, in the current circumstances, JD/JM agreed to contact them to see if they needed any support during the Covid-19 emergency. The overriding concern was to provide support should it be required. This process might also encourage a number of these families to re-consider their decision at a future point.</p> <p>In discussion, governors welcomed all the efforts undertaken by JD, JM and all the staff at the school and offered their continued support.</p> <p>PH informed governors that he would check to see what funding might be available for the school through his role as a Councillor.</p>	<p>JD/JM</p> <p>PH</p>
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		<p>Governors agreed that continued communication with parents and the community was essential. Governors agreed to explore using Zoom as a means to communicate with parents; Zoom could enable up to 100 people to attend a meeting at any one time. Parents to be asked to consider questions in advance.</p> <p>PH agreed to draft a note to send to parents and would circulate to governors for input.</p>	PH
9	Finance	<p>The SFVS had been circulated to governors in advance of the meeting. JS talked through the key points. The report had been RAG rated and JS highlighted the areas flagged up as red:</p> <ul style="list-style-type: none"> - The energy and premises cost; this was as a result of being a large site with a proportionately small number of pupils. - Predicted % change in pupil numbers over the next 5 years: these figures were not unexpected and a narrative had been provided. <p>Governors approved the SFVS subject to the following:</p> <ul style="list-style-type: none"> - Inserting an additional narrative for the 3 reds - the signing of the document once complete <p>Governors agreed to explore options to make energy savings.</p> <p>Governors thanked JS and the Bursar for completing the SFVS which provided a useful snapshot of the school.</p>	JD/PH
10	Headteacher's Report	The HT update was subsumed within the discussion at Item 8.	
11	Feedback and actions from the Parents Forum	The Parents Forum meeting had had to be cancelled due to the Covid-19 emergency. Alternative options were discussed at Item 8.	
12	Marketing Update	<p>The school website was now up and running and would be used to store resources which could be accessed by parents and children at home.</p> <p>Governors were invited to review the website and to email any comments to PH.</p>	ALL

13	Health and Safety	Item 8 refers	
14	Safeguarding	Item 8 refers	
15	Governor	<p>Vacancies There are currently the following vacancies on the governing body</p> <p>2 Parent Vacancies: The clerk to investigate how parent elections can proceed in the current lockdown.</p> <p>1 LA Vacancy: PH/BT to meet with a potential candidate</p> <p>1 Staff Governor: Clerk to clarify how elections to be managed in the current climate.</p> <p>Governors thanked LD for all her support and contribution as a parent governor.</p>	<p>Clerk</p> <p>BT/PH</p> <p>Clerk</p>
16	Correspondence	None	
17	AOB	JD informed governors that the LA had agreed to fund the new fencing. A provider had been agreed and a date for completion was in the process of being arranged.	

Signed:

Position:

Date: