

MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

Thursday 23 April 2020

via Microsoft Teams

(Subject to the approval of the Governing Body at the next meeting)

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS , Jonathan Watts JW , Jess Baldry JB , David Palmer DP , Barbara Hearn BH , Ed Bailey EB Chris Dutton CD , Steve Rafferty SR (Headteacher), Jan Douglas JD and Matt Slee MS Katie Kelly KK (Clerk to the Governors)
5.1	Apologies Rod Key RK Absent Justine Guillon JG
5.2	Approving 'alternative arrangements' for remote meetings The governors all agreed to approve the use of Microsoft Teams to hold remote governor meetings. JB suggested using certain protocols including using mute when not speaking and stating names before talking. This was agreed.
5.3	Declarations of Interest None
5.4	Minutes & Matters Arising The minutes of the meeting held on 12th March 2020 were confirmed as correct KK to send a PDF version to SD for digital signature. The governors approved this.
5.5	Monitoring & improving our performance Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR gave an overview of the HTR. 38 children have been offered places for September 2020. School are waiting to see if they all accept. Staff are beginning to write end of year reports; however, they will be in a slightly different format to previous years. They will not include attendance, targets for next year or teacher assessments of foundation subjects. Up to 14 children have been attending school on a daily basis however today there were 17. 10 of these are siblings. The numbers are slowly going up due to parents taking on new key worker roles. IS asked "do you know how many are coming in each day?" SR confirmed that they did, parents call or email to ask for a place. He received a call asking for a place for a reception child for the first time today. To allow an EYFS child to attend, the school will have to ensure there is a paediatric first aider on site, therefore reception children can only attend if the

appropriate staff are available.

JB asked "how many staff are in daily?" SR advised that he or JD are in everyday along with 2-3 members of teaching staff over a 3-week rota. "Is this enough?" SR confirmed that up till now that has been fine however if the numbers continue to rise then this will have to be re looked at. JD advised that there would be a need for more staff if there is an increase in younger pupils. They currently support the pupils with online learning which they can maintain 2-metre distancing and the pupil numbers mean there is plenty of space in the hall, again if the numbers increase this may be come more difficult to maintain. It is exceedingly difficult to keep the children 'Socially distanced' from each other and the staff. DP asked if there had been suggestion of PPE for staff as they were caring for the children of frontline staff? SR advised that they were still being advised to just 'Wash Hands' CD said that this needs to be acknowledged that teaching staff were putting their own health at risk.

SR said that the school has 3 teachers that are currently shielding and number with underlying health issues that would mean it was not advisable to come in. However, all staff have been keen to come in or help out and have been flexible on days and times.

The governors asked for it to be acknowledged the task the school is currently undertaking in exceedingly difficult circumstances and for their thanks to be passed on to all of the staff for everything that they are doing.

A new home learning website has been set up to allow families easy access to the online learning provision. However not all families have access to home computers and in many households, there are a number of children and parents that need to share access. Daily English and Maths is being set and is available as paper packs for those families that need them, these are either being collected or delivered.

The English and Maths is supplemented by videos, story time and online content which the school have received good feedback from the parents. This week the BBC has launched BBC Bitesize and National Academy has also released online lessons and quizzes both of which the school are looking at to recommend to parents.

DP asked if the school would be able to take up the governments scheme of giving laptops to pupils or whether school would consider the loaning of IT to families in need of computers. SR advised that the scheme was only open to pupils with named social workers. Unfortunately, the school is not in the position to loan IT to families as it is being used daily by the pupils in school.

Staff are phoning all of the families on a weekly basis, the calls are partly well being and partly help with learning. IS asked if they had been in contact 100% of the families? SR advised that a few families had been very difficult to contact, they planned to contact them from the school number

	<p>this week and that Jen Marshall would be following up all non contacted families next week, if necessary SR would visit them (maintaining social distance measures) to ensure that the children were all ok. The lunch drop offs have made keeping contact with some of the more vulnerable families easier.</p> <p>Dolce have continued to provide all of the pupils in school and FSM pupils with daily meals. Sian the school cook has been amazingly supportive providing food boxes for some of our more vulnerable families. As Dolce are still able to provide meals and weekly food boxes, the school have chosen to use this scheme rather than use the voucher scheme.</p> <p>General maintenance of the school and grounds is continuing where necessary, but work is being kept to a minimum.</p> <p>PH Sports have now finished their Breakfast club provision. The school is not currently opening Breakfast or After School Club. Following advice the staff may be Furloughed, however WC have asked schools not to proceed until the LA has the process in place. DP advised that as long as the staff were doing no work, the school should be able to backdate furlough. He also asked whether parents had been informed about charges for both clubs during lockdown. SR was unsure, DP agreed to discuss this at the F&P meeting on Monday.</p> <p>Jen Marshall is now in post as Family link worker. She is in school every Tuesday and is keeping in contact and supporting the more vulnerable families. SR or JD are in school every day ensuring a Safeguarding lead is on site at all times. Kerry Haines (SENCO) is completing a weekly SEN return for the LA. This ensures a weekly risk assessment of the 4 children who have EHCP. 1 of the pupils is in school, KH is supporting the remaining 3 families. JB asked whether the Safeguarding policy needs to amend to reflect the current situation. SR agreed that this was a good idea. CD confirmed that his school had already completed the amendments, he offered to send them to SR for guidance.</p> <p>Attainment & Curriculum</p> <p>KS1 and KS2 SATS have been cancelled along with all other testing for this academic year. Baseline test may also be cancelled in September. The secondary schools have sent through transition material for the year 6 pupils. SR hopes the school will re-open allowing the pupils to complete the work at school. IS asked whether the staff will be required to provide predictive SATs grades for the year 6 pupils. SR advised that they had not been asked to yet.</p>
<p>5.6</p>	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance and Premises <p>F&P are due to meet on Monday. SR to set up a Teams meeting for 6.30pm</p>

5.7	Any Other Business <ul style="list-style-type: none">• JB asked whether a HR meeting is needed to look at the staffing levels and furloughing Breakfast and After School Club staff. SR confirmed he would contact them if needed. JW offered to attend if needed, as he has experience of Furloughing staff.
Date of next meeting - The next meeting is on Thursday 25th June 2020 it will be via Teams at 6.30 pm.	