

MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

Thursday 25 June 2020

via Microsoft Teams

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

Present:	Justine Guillon JG (Co-Chair), 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)
7.1	Welcome and Apologies JG welcomed everyone to the meeting Absent Rod Key RK
7.2	Declarations of Interest None
7.3	Minutes & Matters Arising The minutes of the meeting held on 23rd April 2020 were confirmed as correct. The minutes of the meeting held on 21st May 2020 were also confirmed as correct.
7.4	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. The school currently have 96 pupils attending on a daily basis. Y6 has 37 pupils in 3 bubbles, Y1 has 24 children in 2 bubbles and YR has 17 children in 2 bubbles. All 3-year groups have little space for any further children. Key Worker (KW) children numbers vary each day with up to 23 pupils across 2 bubbles. SR advised that he was looking at ways to allow pupils from other year groups into school for at least one day before the end of term. One idea had been to close the school one week early to years R, 1 & 6, to open for the remain pupils. SR has carried out a survey with parents, although 70% were in favour of closing the school early, there would be a need for additional KW classes, possibly three more. This would not allow sufficient capacity for the remaining year groups. DP asked if the pupils could be taught completely outside? SR advised that they require indoor facilities such as toilets and washing facilities, not making this practical. SR advised he has asked parents of Yrs. 2 -5 to confirm if they would send their children back. He was expecting to know numbers by tomorrow (Friday 26 th June). SD felt it was important to give all of the year groups a chance to come into school before the end of term. JG agreed. CD asked if the KW children would go into their classes? SR confirmed that this would not be possible as

the bubbles have to remain separate. JG asked if they would be able to mix on the field. SR advised again no. If anybody shows Covid symptoms, the bubble needs to be closed immediately until test results come back. The bubbles have to remain separate to minimise any spread.

IS also supported the idea of all year groups returning. He asked if the school have to give priority to the extra KW children? SR advised that he could deny the extra spaces, however he felt the disruption to families already promised provision until the end of term was not appropriate. DP asked whether the Teacher Training days timetabled for July could be used for pupils to return to school? SR said no. The teachers have already worked these days in October half term, along with the days covered in the Easter holidays, he would not be asking staff to come in. The governors agreed.

SR told the governors that the school is currently closed on Fridays to all but KW pupils. This allowed teacher to concentrate on families of pupils not in schools. It also allowed for any additional cleaning where needed. SR asked if the governors would agree to the school remain closed on Fridays to YR,1 & 6, freeing up capacity to bring in the additional pupils. The governors agreed that the school should remain closed to Yrs. R, 1 & 6 until the end of term. SR thanked the governors; he agreed to finalise the return plan and share with governors via email.

BH asked if the KW provision will finish at the end of the term? SR confirmed that it would. He said that Wiltshire Council is compiling a directory of Summer provision. He has not yet seen this.

IS advised that a number of parents had approached him at school regarding the plans and that any communication of decisions would need to be timely and carefully considered. SR agreed, he advised that both he and JD had been available on the school gate in the morning and evening to chat to parents and answer any questions. Letters confirming decision will be sent out early next week.

The school are currently preparing class lists for the next academic year. Each pupil has been asked to provide the names of 3 friends they would like to be in class with. This has allowed to staff to ensure everyone will be with at least one friend. The governors felt this was a good idea. JG asked if the bubbles were increasing for September? SR advised they were planning for a maximum of 30 pupils in each class.

SR told the governors that Dolce the school meal provider, had now furloughed all of their catering staff except Sian Lloyd the head cook. He said that she has done an amazing job providing lunches and food boxes. Dolce require a minimum of 60 meals a day to remain viable, School agreed to cover any shortfall using the UFSM budget to ensure meals were still being provided onsite. Meals for eligible pupils over the summer holidays will be provided through the government voucher scheme.

The work on the school roof will be carried out over the summer holidays. All staff have been offered access to a counselling service, so far nobody

	<p>has taken up the offer. 38 pupils have accepted places for YR in September. 1 parent has applied to defer the place for a year. As part of the virtual induction process, EYFS staff are having Zoom chats with each family. School have also produced a video, showing children around the school. The induction plans for September will remain the same as last year.</p> <ul style="list-style-type: none"> • Covid19 Planning JG advised governors that due to the lack of information from government, this would be difficult at the current time. The governors offered to hold further meetings if needed by the school. SR thanked the governors, he advised that the main issue for September will be staffing. The school may need to recruit additional staff.
7.5	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance and Premises <p>F&P have not met, DP will contact Sarah Quarrell to agree a new meeting date.</p>
7.6	<p>Any Other Business</p> <ul style="list-style-type: none"> • Meeting dates for 2020-2021 The proposed meeting dates were made available before the meeting. The governors agreed to the proposed dates for the FGM. Committee chairs to review and advise of changes to proposed committee dates. • Governor End Dates – Forward planning JG advised governors that due to work commitment she will be stepping down from her position as co-chair and as a parent governor at the end of her term in November. IS has agreed to take on the position of co-chair. JG asked the governors to consider whether they would be willing to fill IS's position of vice chair. SD said that they should not be daunted by the role and that if anyone was interested to speak to him or JG or IS for further information. <p>JB advised that she has taken part in on online Governor briefing, which had been interesting and informative.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 24th September 2020 it will be via Teams at 6.30 pm.</p>	