

**Minutes of the Virtual Federated Governing Board Meeting of Hevingham and Marsham
Primary Schools held on Wednesday 20th May 2020 at 6.00pm**

Present: Hannah Banstead (HBa), Lydia Board (LB), Harvey Bullen (HBu), Olivia Corfield (OC), Sam Gibbons (SG), David Hagan-Palmer (DHP) (Chair), Alison Maskrey (AM), Sue Simmonds (SS), Moira Stansfield (MS), Chris Yates (CY), Andrea Loudoun (AL) (Notes)

ACTION

1. **Apologies for Absence** – there were no apologies.
2. **Virtual Meetings** – DHP proposed that governor meetings were held virtually due to COVID-19 until further notice. All governors agreed.
3. **Declarations of Interest** - DHP is a governor at Buxton primary school, HB is an HLTA at North Walsham Nursery, Infant and Junior School, AM is a counsellor at The Hewitt Academy and Hellesdon Academy, OC is a governor at St Michaels Primary School, Aylsham.
4. **Minutes of the Previous Meeting**

The minutes of the previous meeting were agreed. They will be signed when next possible.

5. Matters Arising from Previous Minutes

12. Outdoor site at Marsham – there was nothing to report at this meeting.

24. GDPR – OC had now completed the audit which had highlighted there were a lot of action points to be addressed. One action was to appoint a Data Protection governor. The governor would work with OC to address the points needing attention. This role would also involve the governor working closely with the cluster DPOs and making sure they were undertaking their responsibilities, ensuring data protection was appraised at the Headteacher's performance management meetings and carrying out GDPR monitoring walks to make sure the schools were complying. SS agreed to take on this role and would meet with OC when possible to discuss the role fully. GDPR should also be a standing item on the FGB meeting agenda to make sure governors are challenging the senior leaders of the school.

Clerk

67. Under 5's Provision – this would be discussed later in the meeting.

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6. Headteacher Report

LB gave the following verbal report:

Pupil Numbers - Four children were due to leave the schools but as they had not yet been able to join their new schools they were still shown on the school roll and staff were still involved in setting work and keeping in contact. LB would review this when schools returned on the 1st June.

Staffing – A 1:1 TA had resigned. Chloe Kemp had been employed for the U5's practitioner role. She would be working in school until the U5s opened although she was currently on sick leave. An advert needed to be placed for the U5 lead practitioner role. This would be placed once it was known when the U5 provision was to open. Mrs Pickering was due to move to Class 1 at Marsham in September until she went on maternity leave around October half-term. The Year 1/2 vacancy had been advertised and 12 applicants with a range of experience had applied. Debbie Leahy had indicated that interviews could take place face to face with appropriate distancing and housekeeping taking place between interviews. Candidates would not be able to have contact with children but would be asked to do a presentation instead. Interviews would probably be on the 9th June and maybe the 10th. **SS asked if a governor needed to be present** which, after discussion, it was felt would be beneficial. DHP and SS offered to attend. OC to liaise once final dates are known.

OC/SS/DHP

The Reception intake for September had been confirmed as 5 at Marsham and 14 at Hevingham. One child at Marsham had an EHCP and a 1:1 TA would probably need to be employed. LB and OC need to look at the budget to cover this cost. Also, LB did not want to recruit anyone until timings for Reception children starting school was known.

PGC students are no longer working in the schools and have finished their teaching practice.

There have been no incidents of racism or bullying.

Safeguarding – Jen Brooker and LB had met in early April to discuss safeguarding and update files. One complaint had been received since lockdown. LB had spoken to the parents who were happy with the investigation that had been carried out and the matter had been resolved.

Staff meetings – one had been held via Zoom. Another meeting will be scheduled to discuss what will happen when some children return to school on the 1st June. More regular Wednesday staff meetings will probably take place after half-term to discuss the curriculum once schools return properly.

No staff complaints had been received.

7. Phased Opening

LB reported that the schools had continued to be open for key worker and vulnerable children except for one week during the Easter break when they had not been needed. She explained to governors which children had been in school and on which days. An online survey had been completed by parents/carers for those year groups eligible to indicate whether or not their

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child/ren would be returning to school after half-term. Very few children would be returning. LB told governors how many from each year group there would be and that Masham Y6s would attend at Hevingham as the Class 2 teacher was shielding. **CY asked if LB knew why so few children were returning** but this question had not been asked. Various reasons for not returning were discussed. Schools had let parents know of safety measures put in place but the final decision was with the parents. The small numbers had made it easier for the schools to offer more sessions to the children. Final details were still being discussed but current thinking was that all eligible year groups will be offered 4 days a week with key worker and vulnerable children attending 5 days a week. This will allow teachers time to plan, upload work onto Google classroom, mark work and get resources ready. LB explained which teachers would be teaching which year groups. Timetables and job roles had to be looked at as some staff could work but had to maintain social distancing. Risk Assessments needed to be carried out for those people. SG and LB had carried out Risk Assessments for those returning to school. Once completed LB would upload the Risk Assessments onto Governorhub as governors had to read, comment on and approve them.

LB/Govs

AM asked how lunch times would be managed - only packed lunches would be provided for R/Y1 which would be eaten in the classroom. Separate areas on the playground would be allocated to each group.

AM asked about guidelines received from the unions – LB briefly described unions response to schools reopening. She felt the schools could manage with the small number of children currently due to return but if numbers increased it would cause more of a problem as classroom sizes were not large enough for all children to attend and socially distance. SG explained how schools had worked out how many children could be accommodated at any one time. The parents of children returning to school will be informed of protocols to be followed for the children to attend. Any children turning up who had not informed the school would not be allowed to attend. It was agreed Risk Assessments would be reviewed weekly.

CY asked about social distancing for R/Y1 children - a letter had been sent to parents explaining that children had been told about social distancing and would be encouraged to do so but it could not be enforced. All children would have their own equipment and lots of hand washing would take place.

HBa asked how a limit on numbers is decided – this would depend on the size of the classroom.

AM asked what would happen if numbers exceeded capacity – vulnerable and key worker children would be given priority and the remaining children would be offered less sessions and a rota put in place. Staff will remain with their ‘bubbles’.

DHP summarised by saying the schools were OK at present but the situation would have to be reviewed if numbers increased. Governors should be prepared to back up any decisions the schools make regarding attendance. He felt parents should be informed about how to change their mind about their child attending school.

Thanks were given to staff for their handling of the situation.

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8. Caretaker Vacancy at Marsham

LB reported that a contractor had been covering this vacancy prior to the lockdown. After lockdown Adam Pickering had had the capacity to manage both schools. Once the schools reopen more areas would be in use and this would be too much for Adam to cope with. The cleaner at Hevingham may not be available able to work. LB asked governors how they would like to handle this.

After discussion it was agreed that, in the short-term, Marsham should return to using contract cleaners. OC explained that the budget was in place to cover this cost. Once interviewing could take place an advertisement would be placed for a new caretaker.

9. Under 5 Provision

LB reported that this had not opened as planned and, at the moment, she was unsure when it would be. As the children would be new she was not sure how staff would help them settle with current social distancing rules. Work on the setting up the provision had continued. One member of staff had been recruited who was currently being paid for by the school as there had been a vacancy. A lead practitioner still needed to be recruited. After discussion it was agreed that the decision should be delayed until the schools re-open fully and then advertise for the new member of staff.

CY asked about outstanding repairs for the Under 5 building which had been delayed. OC would speak to the contractor after half-term to see if they were now working. Once the building was watertight the space could be used as a pod if required.

10. Support bring given to Parents/Carers

SG reported that each teacher had set up a virtual classroom and were putting work online weekly for the children. Most children seem to be enjoying the lessons and parents could message staff if required. A variety of work was being set. It was proving successful and maybe could be continued in the future. Teachers were speaking with parents once a fortnight to provide support and see if any help was needed. Phone calls could happen more frequently if parents highlighted any problems. LB outlined extra help that could be given including safeguarding.

CY asked if there were any families who did not have sufficient IT resources. There were a few families who were being supplied with the work via 'paper packs' which were dropped at their houses. Most could access instructions via their parent's phone even if they could not type up their work. DHP asked about extra IT support for families – OC reported that this was not something schools could set up but had to be accessed via a social worker if the family had one.

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Miss Coulter had been using TAPESTRY and producing daily Phonics sessions which children could do with their parents. Speech interventions were being videoed by Miss Bussey and made available where required. Parents had been posting comments back to staff.

HBA asked if there were any problems with food and accessing food banks – LB was only aware of one family having this need and they were getting the help needed. Vulnerable people that had professionals working with them were being well supported. LB reported that there was one family she would be following up with after half-term.

11. Wellbeing and Workload

DHP asked how staff were coping. LB reported that she had taken a flexible approach if staff had family obligations. People seemed to be accessing IT well and WhatsApp groups had been set up for support. The main concern was the uncertainty.

SS asked about support for LB which she said she was receiving.

SG explained that the work being set for the children at home could also be completed by those in school. LB outlined how the day was likely to be timetabled and that new topics were not being taught. Fridays had been left clear to help staff with their workload. SG explained some of the work he would be doing to help Y6 with their transition to high school.

12. Safeguarding

This had been discussed throughout the meeting. Online safeguarding newsletters were still being sent. There was an online safety tab on the school website for parents to access resources and a new nurture and wellbeing tab.

13. Vulnerable Groups Update

This had been discussed earlier in the meeting.

14. Financial Matters and RAG Rating

OC did not have the current RAG ratings but thought the schools would still be between red and amber. A few points had been raised regarding audits not being discussed. OC thought they had been so had gone back to the Finance officer and asked him to check. A reply had not yet been received so OC will chase after half term.

OC

The budget had been set and this had been seen by all governors.

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HB referred to the government saying any additional costs incurred during this time could be claimed back but as schools were still receiving funding as if they were operating normally it was thought to be unlikely there would need to be a claim. LB had forward OC an email about this, OC to investigate after half term. There was a short discussion on which costs may be claimed.

OC referred to an email she had received from HR regarding the paying of supply teachers the schools had used between January and March.

DHP removed himself from this discussion as he knew the person being discussed personally. HB chaired this part of the meeting.

LB outlined the LA proposal and the possible cost to the schools. HB asked what options the schools had been given. OC said it had been suggested schools use their supply budget to offset this cost but the schools did not have a supply budget. Governors discussed various viewpoints after which it was decided that OC would ask county if there was any movement on how much had to be contributed, would the supply teacher not get paid if the schools didn't contribute and for how long were schools expected to make payments. **HBU asked what other heads in the Cluster were doing as he felt all schools in the cluster should deal with this matter in the same way.** As LB had a cluster heads meeting via Zoom the next day she would ask them. It was agreed that if county would not contribute then the schools would pay in the interests of good relations.

OC

LB

15. Policies

All policies had been sent to governors to look at before the meeting.

Online Safety policy including safe internet use and ICT Code of Conduct – there were no changes to this policy.

Governor Monitoring and Evaluation – changes had been made to this policy under the Annual Programme of Visits paragraph.

First Aid policy – DHP asked about the 'needs assessment'. OC said that all staff are first aid trained so there was plenty of cover. OC followed the LA suggested contents for first aid kits. **SS asked if there were paediatric first aiders available at both schools** which there were.

The policies were agreed.

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16. Dates for Future Meetings

Full Governing Board Meetings – to be held virtually at 6pm

Wednesday 1st July 2020

If another meeting was needed before this time DHP would email governors.

No sub-committee meetings were arranged at this time. Governor hub would be used to keep governors informed as necessary.

17. Any Other Business

A website audit was due – HB agreed to carry this out.

AM asked about teacher assessment SAT results – SG said these had not yet been requested although he had been sending transition information to the high school.

The meeting ended at 7.50pm

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