

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 21st May 2020 at 4.00pm

Signed.....Chair/Vice-Chair Date.....



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held online using Zoom on Thursday 21st May 2020

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted, Vice Chair
Mr M Snow (MS)	Staff, Headteacher
Mrs K Pye (KP)	Staff
Mrs V Bird (VB)	Co-opted

Apologies

Mrs N Smy (NS)	Parent	<u>Work commitment</u>
Mr P Whiteman (PW)	Co-opted	

Non-Governors in Attendance

Mrs S Meredith	Deputy Headteacher
Mrs A Starnes	Clerk to the Governing Board

Vacancies

2x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (4) and remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4.00pm and finished at 4.35pm having considered all the items on the agenda.

Key: **Red:** Action Points, **Blue:** Challenge, **Green:** Support, **Purple:** Ring-fenced funding.

1. Present & Apologies

NS and PW sent apologies. **These were accepted by the meeting.**

2. Order of Business

As agenda.

3. Declaration of Interest

None for this meeting.

4. Minutes and Matters Arising

The minutes from 23rd April were agreed as a true and accurate record and will be signed by UH as soon as normal meetings resume.

Matters Arising: MP apologised for not sending PM audit report – due to computer issues. VB to write up GE visit report. TJ has spoken to KW about tendering process and has dates ahead so that GB can scrutinise. SRE policy is pending. PW has agreed to check medical procedures.

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5. Finance

MS reported that a balanced budget has been set. Items are currently being purchased to help the school function due to Covid-19. This includes technology/IT to support children who don't have access to this at home. VB offered to loan the school a gazebo as there is limited shady space outside.

Budget: The end of year figures will be agreed at the next meeting.

6. Governance Matters

TJ completed a visit to the school to discuss preparations for re-opening to more children. This went very well – there is a lot the school is already doing and will do. Children attending are allocated laptops (kept to themselves) and adults observe social distancing. **Governors thanked TJ for his visit and positive feedback.**

7. Headteacher's Report

MS said that the government will make a decision on 28th May regarding the next phase of lifting the lockdown. There are 5 key measures, including Track and Trace. The school is working towards partial re-opening from 1st June and will be ready. Planning has been carefully done and parents have been sent one letter a week, with guidance being adapted on a daily basis. A letter is going out tomorrow with the majority of information about when the school is aiming to re-open. MS is very conscious that this should be as succinct as possible. Staff are anxious as some are shielding, but those who have come into school so far have found it helpful. There have been questions about PPE and how the school locks down if someone displays symptoms.

The aim is to start on 2nd June, as staff have worked very hard and need a break. The school will be ready by tomorrow and starting on Tuesday will give staff an extra day to get resources ready. All groups will return in one go, with start/finish times staggered, and children grouped in bubbles (maximum 10 in each). There will be limited access to main foyers in small rotated groups. Initial numbers will be 40-45% at most and Reception about 33%. As insecurities abate, numbers should grow. The school has planned for all children returning, so can scale down as required.

The main worry is that if the government decides that more children should return, the school doesn't have the structures to manage. More guidance would be needed. A risk assessment document and procedures document are being produced, which the school will try to make as straightforward as possible. The Behaviour Policy will be adapted for those children needing more support. MS has held a virtual meeting with the LA and discussed creative timetabling.

What about fire safety advice?

Two drills have been held with vulnerable and key worker children and we are due to have another. The school is lucky to have the space to do this feasibly.

Governors praised the approach of keeping messages short and simple.

What is your opinion of schools attempting to re-open?

Schools need autonomy. Several days have been spent on policies and guidance changes on a daily basis. Leaders have had no break. MS and SM want children back in but need to ensure they are as safe as possible. Messaging has to be really clear.

Governors gave their full support to MS and SM's decisions to fully re-open the school.

MS said that schools have the right to make decisions for their local community, and this includes the decision to partially close bubbles if there is an outbreak of Covid-19 in the community.

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8. Safeguarding

The senior team report regularly to the LA and the number of vulnerable children has risen; however, procedures are very sound and contact with families excellent. **Governors were pleased to hear this.**

9. Staffing

Two NQTs have been appointed, one of whom has experience outside of education. Both appointees display potential. Also, two more experienced teachers are joining, one from Chillerton & Rookley who will take on the role of English Lead. The other has been Maths Lead at their current school in London.

Why is the teacher moving from London? They are originally from the Island.

10. Attendance

Attendance is steadily growing.

11. Site

Nothing further to report.

12. Policies

The Assessment Policy was approved by Governors.

MS will speak to LW regarding page numbers.

13. Date of next meeting

Thursday 18th June 2020 - 4.00pm, FGB – online, using Zoom.

UH reported that PW has contributed to discussions on health and safety, particularly regarding the welfare of staff.

14. Impact of Meeting

- Policies approved – Assessment
- Careful planning and sound measures in place to ensure safe return of children
- 4 teachers appointed, including new English Lead
- Successful Governor visit to school to discuss re-opening

Mrs Hutchinson thanked everyone for their time and closed the meeting at 4.42pm.

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

Contact via the School Office on 522469 or in writing, or via the Clerk to the Governing Board

Mrs A Starnes: Clerk to the Governing Board

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Or in writing to the School Office