

Godolphin

Local Governing Body meeting

Monday 28th September 2020

4pm via Google Meet

	<p>1. <u>ATTENDING :</u></p> <p>Antony Foden Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight Lucy Wandless (Executive head teacher) Holly Williams</p> <p>In Attendance: Pat Nicholas (Clerk to the Governors)</p>	
	<p>2. <u>APOLOGIES :</u></p> <p>Received and accepted from Steve Polglase and Richard McKie.</p>	
		<u>ACTION</u>
3.	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTEREST</u></p>	
	<p>Mrs Ivey welcomed governors to the meeting. Staff governors declared an interest as paid members of staff.</p> <p>The forms for the new academic year had been circulated by email.</p>	
4.	<p><u>ELECTION OF CHAIR AND VICE CHAIR</u></p>	
	<p>Mrs Ivey was nominated to continue as Chair of Governors; this nomination was seconded and the vote was unanimous.</p> <p>Mrs Hosking was nominated as Vice Chair; this nomination was seconded and the vote was unanimous.</p>	

5.	<u>MINUTES FROM THE 29.6.20 MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the 29.6.20 meeting were accepted as an accurate record, and would be signed by the Chair at the earliest opportunity.</p> <p>Item 9: The Chrome books had not yet arrived. The Trust had made a large order for all the schools; there had been a delay, but they should be delivered in October.</p> <p>Item 13: The staff wellbeing questionnaires had been collated and a summary of the findings sent to all governors before the summer break. Staff wellbeing was still being closely monitored, as pupil absences (coughs and colds) were now having an effect on the planning, as any gaps in learning identified could get bigger. Children’s concentration had also been affected by the long school absence. Staff were finding the days exhausting, as the simplest of activities need careful planning; they could not be spontaneous and flexible as before. Staff were rising to the challenges, but that additional pressure needed watching carefully, although staff were grateful for the suspension of after school clubs which gave additional time to prepare for the next day.</p>	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u> None.	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>NA</p> <p>Q: Governors asked about alternative ways to get to know new parents and families.</p> <p>A: These would have to be online/ remote. It would not be possible to use an alternative venue as it would still be a school event. It was agreed to write a welcome letter/email to the new parents, including an explanation of the forum.</p>	
8	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u>	
	<p>There had been no resignations or newly appointed governors since the last meeting.</p> <p>In light of the most recent resignations, the meeting considered if there were any skills gaps in the LGB. Despite these resignations the LGB was correctly constituted, and given the difficulties with recruitment of governors at the present time, recruitment would be put on hold. The H&S governor role would need to be filled; Mrs Ivey would send out an email to see if any of the current governors wished to take on this responsibility.</p>	
9.	<u>HEADTEACHER’S REPORT</u>	
	<p>Mrs Wandless’ report was circulated by email in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • There were now 10 children in YR this year, initially 6 had been expected. There was another child who had joined Y6, and one who would be leaving. The total would be 80 on roll. • The children had returned well, but staff were beginning to see children lacking concentration and stamina. There had been a number of children 	

suffering from coughs, colds and sore throats. Parents were understandably extra cautious, but children found it unsettling to be off again, especially if a Covid19 test was needed, which in itself could lead to additional anxiety.

Q: Had there been any holiday requests from parents?

A: Yes, there had been one, and this would not be authorised if the family decided to take it.

- A mental health practitioner would be coming to work with the children in school every Wednesday morning. This would involve any child for any reason, not just issues relating to Covid19. The service was funded by the NHS, and the practitioner would be working in other Trust schools.
- The curriculum planning would look at identifying and addressing gaps in the pupils' learning. These gaps had become bigger for some, particularly those who had not engaged with the home learning.
- The government's catch up funding would be based on 79 pupils at £80 each. There would be an initial payment at the end of October. Teaching assistants had been very supportive by working extra hours and moving classes. Interventions were working well.
- Home learning had been set up again for children whose families were isolating, or awaiting test results, as needed. Children who were unwell i.e. not well enough to attend school, would not be required to complete home learning tasks.

Q: How did the NHS Test & Trace app work for staff?

A: Mrs Wandless would get guidance from the Trust at the next head's meeting on the 29th, as Godolphin staff could not get a mobile phone signal while at school.

- The school was required to report suspected cases to PH at the local authority, i.e. anyone who has taken a test. The school would take advice from PHE about who would need to isolate in the event of a positive test result. A spreadsheet had been drawn up showing each child and staff member, and their activities, so school staff can quickly identify who they have been in close contact with.
- The SDP (School Development Plan) was 'tricky' to update, as the priorities changed rapidly. The government talked about restrictions remaining in place for 6 months, so these could impact on a large part of the school year. It was proposed that for reading, writing and maths, the priorities were sent to the relevant subject leaders so they could highlight the ones that needed moving to this academic year. Once this task had been completed, a copy would be sent to governors. The New RE syllabus and the new PHSE curriculum (including Relationships and Sex Education) had all been built into the SDP.
- Mrs Wandless stressed the importance of PE, as some children had been less active during lockdown, and since their return, were quite static in class, being unable to move around freely. The school was creating lots of opportunities for bubbles to get active, not just through PE. BikeAbility was going ahead later in the term. This could help to encourage more pupils to ride their bikes to school.

Q: Was the sports premium funding still available?

A: There were no indications that the money would be taken away from schools.

	<ul style="list-style-type: none"> • Music lessons had begun, and risk assessments were in place. There was a review of after school clubs planned for half term. <p>Q: When will the assessment information be available?</p> <p>A: Jason Hurr had adapted his tracking spreadsheet to track back to March from October. The school had provided their information for Jason, and his report should be ready soon.</p> <p>Governors had asked why some schools were finishing at lunchtime on Fridays. This was most likely to give teachers an opportunity for PPA if a number of staff were absent. It was felt that most parents would want more normal hours, and these would also help working parents.</p> <ul style="list-style-type: none"> • PPE was proving expensive and difficult to source. There was no additional funding for this from the government. • Parent consultations would likely take place over the telephone. Guidance was being sought, but the meetings should be remote. <p>Mrs Ivey thanked Mrs Wandless for her report.</p>	
10.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>There was no report available for this meeting.</p> <p>Safeguarding training for staff had taken place during the INSET days at the beginning of term.</p> <p>Governors had received the updated information for September 2020 regarding the 'Keeping Children Safe in Education' document i.e. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p> <p>It was agreed to ensure that the s157 audit made it clear that the safeguarding governor did meet with children.</p> <p>The Trust was working to organise training for governors, and this would probably be online.</p>	
11.	<u>HEALTH & SAFETY UPDATE</u>	
	Mrs Hosking had completed a health and safety visit before the school reopened, and was happy with all the arrangements; a report was to come.	
12.	<u>STRUCTURED QUESTIONS</u>	
		Covered under item 9: Head teacher's report.
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>NA</p> <p>See item 11 – Health & Safety update.</p> <p>Governors were asked to think about how monitoring could look over the coming</p>	

	year.	
14.	<p><u>FOCUS ITEMS AND UPDATES</u></p> <ul style="list-style-type: none"> • <u>Operational risk register</u> <p>The risk register had been revised to address the full reopening of the school. This was a dynamic risk assessment, reviewed weekly and then shared with trustees.</p> <ul style="list-style-type: none"> • <u>Staffing</u> <p>(See confidential minutes dated 28.9.20)</p>	
15.	<p><u>IMPACT & EFFECTIVENESS OF LGB SINCE LAST MEETING</u></p>	
	<p>Mrs Ivey had resumed her ‘Development for Chairs’ training, following its suspension in March.</p> <p>Actions completed: – A letter to parents from the governors, encouraging them to use the correct channels if they had any concerns, was sent out. There had been no feedback from parents as a result.</p>	
16.	<p><u>URGENT MATTERS FOR DISCUSSION</u></p>	
	None.	
17.	<p><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></p>	
	Governors asked when the next Trust Safeguarding training for governors would take place.	
18.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>Thursday 12th November 2020 4pm informal</p> <p>Thursday 11th February 2021 4pm formal</p> <p>Trust Board meetings for 2020 – 2021</p> <ul style="list-style-type: none"> • 22nd October 2020 • 28th January 2021 (AGM followed by Trust Board) • 18th March 2021 • 13th May 2021 • 8th July 2021 	

The meeting concluded at 5.45pm

Chair’s Signature _____ **Date** _____