

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**

**Company number 7685652**

***Minutes for the Full Governors' meeting held on  
Tuesday 14<sup>th</sup> July at 19.00 via Microsoft Teams***

Our duties as governors are:

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *setting vision, ethos and strategic direction*
- *holding the Head Teacher to account for the educational performance of the school and its pupils*
- *overseeing the financial performance of the school and making sure its money is well spent*
- *to respect confidentiality*
- *to declare any conflict of interest related to any agenda item*
- *to ensure that previously circulated papers have been read prior to the meeting.*

**Supporting Papers**

Agenda

Admissions policy 2021-2022

Covid 19 Annex Safeguarding and Child Protection policy and procedures

ESP Review 2019-20

EYFS policy

Head teacher end of year report

New Keeping Children Safe in Education

Parent update letter for September

Pupil premium policy

Safeguarding report to governors

Scheme of Delegation

SEND policy

Sex education- long term review

**Attended by:**

Phil Ashdown PA (Chair)

Lisa Mayes (LM) (HT)

Chris Webb (CW)

Christopher Hobson (CH)

Claire Harmer (CHa)

Annette Shakespeare (AS)

Carly Chew (CC)

Irene Fernow (IF)

Caron Short (CS)

Nataley Fryer (NF)

Alexia Davison (AD)

Kristina Mussgnug- Barrett (KM)

Laura Smith (LS)

Angela Mackenzie-Wilson (AMW)

Emma Mann (EM)

Damien Mackman (DM)

Jon Dearlove (JD)

Emily Longthorne (EL) (Clerk)

**Apologies Accepted:**

Fiona Wall (FW)

Laura Crosby (LC)

### **1) Welcome, apologies and declarations of interest**

PA welcomed everyone to the meeting. Apologies were received from FW and LC. There were no declarations of interests.

### **2) Notification of items for AOB**

There were no notifications of AOB.

### **3) Minutes of Previous Meeting held 30.01.20**

The minutes were accepted as a true record of the meeting, PA to sign and return to EL. **ACTION PA.**

### **4) Matters Arising**

PA thanked those who have completed and shared their link governor reports. AMW asked when they need completing? PA suggested that if a meeting had taken place then the report should be completed before the next academic year begins if possible, even if it remains in draft form until it can be agreed by the member of staff. AMW asked when the link governor roles would be reviewed? PA replied at the start of the next academic year.

PA informed the governing body that he contacted The Park Academies Trust and Excalibur. PA said that he and LM had a first meeting with the Chief Executive of Excalibur and had arranged a second meeting; unfortunately the Covid 19 outbreak had prevented this from taking place and also interrupted the plans to meet with The Parks Academies Trust. PA informed the governors that further discussions will be on hold until further notice as he feels their priority is to concentrate on supporting the school and senior leadership team in re-opening school. AMW asked if being in a MAT could have advantages during situations such as the coronavirus pandemic? PA replied if they were already in one then yes, but it is unlikely that MATs will entertain new schools joining at this time. PA reminded governors that their previous discussions were exploratory.

PA added that reviewing the catering would happen in the future once things had settled.

PA asked if there were any other comments? There were none.

### **5) Safeguarding update**

CS had circulated her report on Governorhub which summarised the results of the quality assurance meeting that took place in February which PA had attended. CS informed governors that they passed and her report summarises their actions going forward and details on figures such as how many staff submitted concerns this year. CS informed governors on how safeguarding processes have taken place since lockdown. She said that they triaged children they had concerns on and looked back at CPOMS and action planned what to do. CS said that it was very successful. She said they targeted 45 children by calling them and their parents weekly and seeing what additional support was needed, teachers then began calling everyone and some children received a doorstep visit and resources, depending on the relationship the school had with the family. CS reported that they received reassurance from the families. CS added that Bernice Weiss has been keeping her up to date with webinars and updates for Keeping Children Safe in Education, including behaviour and trauma. CS had previously uploaded a Covid 19 annex to the safeguarding policy on Governorhub for governors' attention and said that the behaviour policy will also be updated to reflect changes in Keeping Children Safe in Education. CS asked if anyone had any questions? IF thanked CS for her report and said it was very helpful and comprehensive. PA asked if they were satisfied that they reached all of the families? CS replied yes, that they had to be persistent and proactive with a couple of families but they were very thorough. PA agreed that the school showed a diligent approach. CS reflected that they have a really strong, conscientious team.

## 6) Health and Safety update

CHa informed the governing body that at the beginning of lockdown they stayed open for keyworker children and it was very quiet at first and staff were on a roster which considered their mental health and well-being. CHa said that teachers were in school roughly once a fortnight and TAs once a month. CHa then reminded governors that school then opened for reception, year one and year 6 and they put together a risk assessment based on social distancing within school, such as 2 metre markers and signage, this was shared on Governorhub. CHa said that they have about 50% of these year groups in school and numbers of key worker children also increased as time went on. CHa reported that social distancing has been maintained very well in school, 2 cases of possible Covid 19 were identified and the procedures were followed, including notifying Public Health England, but both tests had negative results. CHa informed governors that they are now planning for September and she had today completed the new risk assessment, however she wanted to share it with LM and CS first and will then share it on Governorhub. **ACTION CHa:** Share September risk assessment on Governorhub. CHa said that it is very comprehensive and very different to the last one and included what they cannot do anymore such as assemblies. CHa added that it will most likely need adding to as time goes on. CHa said that they are focusing on what they can do and making it as safe as possible. CHa informed the governors that the government has called for bubbles of year groups, including staff, so that if there was an outbreak one year group would be closed. CHa added that they would seek advice from Public Health England if that happened. CHa reflected that they have concerns but are getting on with it and that September will be very different to the current status. CHa highlighted that mental health and well-being are at the forefront of everything they are doing and that they are managing anxiety within staff in order to be able to have all the children in. PA added that the first week in September will have children in their old year groups to address any issues with well-being rather than jump straight into formal education. LM added that they have risk assessed all the children with EHCPs and Emma Corp has had weekly meetings with a relationships manager from the Borough to check on their health and well-being and has completed individual risk assessments for children and staff. CHa agreed and said that more individual risk assessments will be completed. LM stated that the workload for senior staff during this time has been huge. PA thanked CHa for her report and the senior leadership team for their hard work over this time.

## 7) September 2020 arrangements

LM had circulated a draft letter on Governorhub to parents outlining arrangements for the whole school reopening in September. LM thanked EM for emailing her with comments about a few things to clarify from a parent's perspective. AMW asked if they have further comments should they email them to LM? LM replied yes, to email her directly.

LM informed governors that the priority is to get the children back into school as quickly as possible. LM reminded governors that the first week back the children are with their old class and staff to get closure on that year and so that they feel comfortable to share any worries with adults they feel comfortable with. LM said that the second week they will start the new school year and in the third week they will hold parent's evenings so parents can meet their child's new teacher as they cannot pop into school for a chat under the restrictions. LM informed the governors that during the first few weeks they will be doing whole-school work based on a lovely book that CS found which will incorporate work around feelings. AMW asked if this book was set due to the current climate or was it already planned? LM replied that it was not planned due to Covid 19 as they usually begin the year with whole-school work, however it is a lovely book and will fit in well.

LM summarised the rules and regulations for reopening including children bringing in as little as possible from home, desks in rows facing forwards, and different drop off and pick up times, break and lunchtimes to keep the children in year group bubbles. LM said it may be chaotic at first but should only take a few days for everyone to get used to the routines. AMW asked if the children would be expected to clean, for example after using something? CHa replied that the children will not be cleaning and the government recommend using diluted bleach therefore children cannot be in the room whilst cleaning is being undertaken, so staff will clean at break and lunchtimes while the children are outside. CHa added that the bleach will be locked in the medisafe, though a positive is it is much cheaper than Dettol sprays etc. AS asked who will be cleaning? CHa replied that on a daily basis it will be the teachers and TAs taking turns to clean while the other is outside with the children and the site manager with clean frequently touched areas such as the banisters, sinks, taps and flushes three

times per day. CHa added that the cleaning company will also clean thoroughly after school and that they are doing a fantastic job and they are very lucky to have them. CHa said that they will dilute the bleach to the exact measurements and keep them topped up. AMW asked how the whole-school outside equipment will be cleaned? CHa answered that each bubble has a crate of PE equipment to use. AMW asked about the climbing frame. CHa replied that it would be impossible to clean and the disinfectant spray would actually cause more of a risk. AMW agreed that the children washing hands before coming outside would protect it. CHa agreed that handwashing is most effective. LM said that the guidance is that every little thing you can do helps and that they want the children to have a normal school experience as much as possible however the staff will have to distance from the children and each other as they are most at risk at becoming ill. CH asked if they will utilise outside learning as ventilation is important? CHa replied yes, staff are encouraged to take the children outside as much as they can and in the winter the doors and windows will be open for ventilation with the heating on to compensate. LM stated that the risk assessment be in greater detail to the letter and will be shared on the website.

CH asked what percentage of children do they think will return? LM replied that she expects attendance to be normal, over 90%, as she feels that parents will be weighing up the risk of their children missing out on their education. CH reflected that there will be a range of feelings from people feeling relaxed and those who have been isolating and asked if LM had a feel for the perspective? LM replied that some staff are shielding, or have vulnerable family members but have begun to come in the last couple of weeks to prepare the classrooms, some have been very anxious but once they had been in a couple of times they felt more relaxed though it may be different in September when they work with the children. LM said they are mindful that some staff have been directly affected by coronavirus like any other workplace.

AMW asked if there was a plan to catch the children up on their education so that they reach the point they should be at for each year group and how will this be managed with a loss of time to the school day? LM answered that they are giving the children time to settle in before making assessments and they are waiting on details from the government about catch-up funding. LM added that they have made some appointments to give teacher's temporary leadership roles, 2 roles for English and phonics, 1 for Maths and 1 for Mental Health and Well-being for children and staff so that they are strictly monitored. LM added that teaching in class is the most important but there may be some catch-up programmes before and possibly after school depending on funding. AMW thanked LM for her answer and asked if anything is happening in the summer holidays? LM replied no, nothing came of it which is not surprising as teachers are not paid for the summer holidays.

EM asked if the ELSA had any ideas for activities or resources for families of children who are anxious about coming back? LM replied that this is a good idea and will check what is already on the website. CS added that Emma Corp is very good at finding resources and book recommendations so she will check in with her and update the website if necessary.

AMW asked if the children could be given monitor roles? CS replied that they have reservations about handwashing monitors as they do not want the children to become obsessed with hygiene; they have to maintain a delicate balance.

AMW asked if the letter to parents would address parents gathering in the alleyway or would they be relying on common sense? LM replied that they looked at plans of other schools and wanted to avoid prolonged staggered times and reducing the school day so they have planned two entry and exit times but parents must be mindful and do their part as they cannot enforce a one way system in the alley as it is not their land. LM suggested they also open the side gate to reduce people crossing each other in the alley. AMW suggested that they clearly state that parents need to be considerate. LM agreed and believes most people will be mindful. PA agreed that the alleyway is incredibly narrow, unfortunately they cannot open the gate to the rec due to the area often being misused. EM suggested that asking not to cycle or scooter could save congestion by the racks. LM replied that could be a possibility. CH replied that the racks are outside so would be a minimal risk. LM said they will revise the regulations as they go as necessary. PA thanked LM.

## **8) Staffing update/ arrangements for September**

LM informed governors that David Tanner has resigned from his post due to his health, however he hopes to do supply cover when he is feeling better. LM said that this was timely as Robert Kiver who was their regular supply teacher has now moved to Plymouth. PA reflected that it would be good to have David for supply cover for continuity. LM informed governors that they have employed a new full-time teacher Jack Mooney who will be in his NQT+1 year. LM added that they have employed a new part-time teacher Emily Mason who will work 2 days and a current 4 day working teacher has reduced her days to 3. LM said that Emily is an experienced teacher who has also been a SENCO. LM told governors that Teaching Assistant Emily Longthorne will be working as a Teacher in Early Years next year on a Schools Direct Training programme following receiving a First class degree. The governors congratulated EL. EL thanked the governing body. LM said that they have also added additional TA support in Year 5 due to a high level of children with significant needs but none having an EHCP. LM said that they are investing in an additional class TA and a 1:1 TA for a child starting school in September. LM summarised that there are 3 new teachers and 2 new TA's and also 4 temporary additional TLR responsibility roles for teachers. LM added that Emma Corp is also increasing her working days to 3 days. LM reflected that there were quite a lot of staffing changes, some were always planned for and some are in response to the current climate. CH asked who will be taking over the football team? LM replied that they have changed their sports PPA support to Sports Excellence who will be running the football team on Tuesday evenings. CH asked if Sports Excellence will also run the after school clubs? LM replied that they will not be running clubs in the first term as it would involve mixing bubbles, so this will be reviewed in time. PA commented that the budget for staffing is more than normal but everything is in place. LM reflected that it has been interesting recruiting staff in this period of time but is pleased that everything is in place for September.

## **9) Head Teacher's report**

LM had circulated her report on Governorhub and said she would mention a few main points:

LM said that the current numbers on admissions are down a little as Swindon Borough Council are catching up and some families have returned to their home countries due to the current climate. LM informed governors that they try to keep the number around 485 for financial reasons. LM said she thinks this will settle in the first term and Reception is full with at least 7 on the waiting list. LM said she is very pleased as other local schools Reception numbers are very reduced.

LM informed governors that she issued 2 fines for unauthorised holidays which is the first time she has ever recommended a fine. PA asked if the school issues the fine? LM replied that they present the child's absence and the council decide whether to fine. LM said that this child's attendance was already very low but they requested 2 holidays so she said no but they went anyway, therefore she felt a fine was needed. PA asked who gets the money from the fine? LM replied that the school does not get the money. PA agreed it is the principle. LM said she wanted to let the governing body know as it is the first time ever. CH asked if this figure could appear somewhere on the website, perhaps mentioned with other statistics to deter others? LM said she was relying on word of mouth as they have a policy but people assume they won't act on it, she agreed that it could be mentioned.

LM informed the governors that the number of fixed term exclusions this year has significantly decreased. LM said this is due to a combination of making it very clear what is not acceptable last year and lots of work with 1 individual child and his family. LM added that this child has a full-time place at Nylands in September. AS asked what support children who are excluded have while they are at home? LM replied that the exclusion is usually only for the rest of the day and next day and is not usually out of the blue and the family would already be receiving a package of support from different professionals. LM said they provide work to do while they are off and hold a reintegration meeting with them and their parents before they are allowed back into class.

LM said the SEN registers show static figures.

LM wanted to take the opportunity to say a massive thank you to the SLT for such a fantastic job this year. PA agreed that the pandemic demonstrated how well they work as a team and their great work. LM thanked PA.

PA asked if there were any other questions? EM asked if they are preparing home learning in case there is another lockdown and if there are any areas to improve? LM replied that they have to have in place home learning for children who are self-isolating and if the school is closed due to a local lockdown. LM said that CS is working on a home learning package now using the online platform Purple Mash. LM informed governors that Purple Mash can be set up for each child and work can be set and submitted and communications maintained. LM added that the work would link to the Oak National Academy which has planning for each year group. LM said this needs finalising but it is highly likely they will use Purple Mash. EM asked if the communication would be manageable if it was a whole year group closed? LM said that they need to look further into and be mindful of safeguarding. CS said that from a safeguarding perspective you need to strike a balance with access to technology and also be mindful of teachers' workload as it is not possible to maintain writing home learning plans themselves whilst planning and teaching in school. CS added that the children are familiar with Purple Mash which will help them relieve parents workload also. CS said it should definitely be up and running the first week back and then be linked to Oak National Academy to be shared to individual children who are off school. CH asked what the other cluster schools were doing? LM replied that the risk assessments have been the priority so they haven't discussed home learning for September yet but at the moment it has been very varied, some doing much less and one school setting a much larger amount of work. LM said they will most likely discuss their plans but the priority at the moment is reopening to everyone. PA thanked LM.

## **10) Relationships and Sex Education and Health Education**

LM informed the governing body that the government had pushed back the deadline for the new RSE curriculum, however they were already on top of it. LM had submitted an overview on Governorhub. LM had previously held a parents meeting to make clear what sex education would look like at Lethbridge and the terminology for each year group. LM fed back that she was pleased to see lots of interested parents and a true representation of the school, including ethnic minority families being represented. LM stated that, following parent consultation, it needs to be officially approved by governors. PA asked if everyone was in agreement? The governors agreed. LM thanked everyone. NF shared positive feedback with LM from the parents meeting, that parents felt reassured. LM thanked NF and said there were lots of supportive parents present who want their children to receive the correct information from adults they trust and credited the relationships the staff have with their families. CS added that Nicola Salisbury did lots of background work and deserves credit also as she is now an expert on the new curriculum. LM agreed that Nicola did tonnes of research and presented the curriculum to staff and supported at the parents meeting.

## **11) Policies : Safeguarding (COVID), Pupil Premium, SEND, EYFS, Admissions, Scheme of Delegation**

The Covid annex to the Safeguarding policy was discussed on Governorhub and ratified. CS informed governors that it would be updated again soon.

PA informed governors the Scheme of Delegation is reviewed annually and does not prompt any changes at this time. PA suggested proposing at the first meeting in September increasing the terms of the Chair and Vice Chair to a two year period for continuity and would then change the Scheme of Delegation if appropriate.

CH commented that the first paragraph in the SEND policy refers to several versions of the SEND Code of Practice which seems confusing. LM thanked CH and said she would ask Emma Corp to look into that as they need to change to the same, most current document. IF enquired about implementing the Swindon Borough Council Core Standards. LM said she would ask Emma Corp to review the SEND policy in September. **ACTION LM.**

LM informed governors that the Admissions policy is the same as previous years but that the Pupil Premium policy has been updated by CHa. EM suggested changing the wording of 'Our priority in the academic year 2019-2020' to 2020-2021 as they are approving the policy so late in the year. CHa agreed that she updated the policy in March but that it should be updated for next year as it is now obsolete.

CH suggested a note to say what has been updated and where. LM agreed that they need a better system for tracking changes. PA said that some will have major changes and others will have minor amendments that would subtly affect the policies. CS suggested including in the title 'amend or review' when sending them to governors and highlighting any subtle changes of wording. CW suggested writing the policies in colour then once approving them changing it to black. CH suggested using track changes in Word, CW replied that lots of people change them so it could get confusing. CS recommended highlighting changes in colour and saying whether it is an update or review in the title. LM agreed and said they need to tell everyone responsible for updating policies.

PA suggested at the start of the year making a list of the policies to be reviewed that year and tasking a governor who is responsible for reading them or everyone taking ownership of a particular policy. LS suggested linking the policies to the link governor roles. IF said she endorses PA's suggestion. AS added that as she no longer has a link governor responsibility, she is happy to read policies. PA said they will look at this in more detail in the new academic year.

## 12) Budget update

PA informed governors that they would normally approve the budget at this time to submit it to the ESFA at the end of July however due to the current circumstances there has been a relaxation and the budget can be submitted in September. PA said that CM has been busy working with the SLT on more pressing issues and therefore does not have all the figures at the moment, but now has more time. PA summarised that this year they were forecasting a rollover of 171k which is the reserves and a flat in year income and expenditure. PA said that at the moment it is looking like the rollover will increase by 11k to 183k which is positive news. PA said that work is being done with next year budgets to include changes to staffing and increased cleaning regimes but is looking reasonable and will allow to commit sources. PA informed the governing body that CM and the SLT are working on figures to be issued in due course which will have to be approved in early September. LM added that the work they have done over the years has meant that they are in a much better position now and recalled a few years ago when they changed the reserves policy to 50k. LM said that despite an increase in staffing, there is still room for expenditure as the money needs to be spent on the children and cannot all be saved up so they will look into capital expenditure and IT expenditure. LM said she is very pleased with the current financial situation. PA agreed that a finance issue at this time would be the last thing they would want. PA suggested holding a Full Governors meeting on finance in early September to approve the budget before moving onto usual matters in the planned meetings and he will send a note out with a date. **ACTION PA:** Send date for additional meeting.

## 13) Governor Updates

PA asked governors to think over the summer of anything they would find helpful to assist the school and governing body and to email him ideas directly.

PA thanked EM for her link governor report and asked if there were any highlights or particular struggles ? EM replied that the first visit took place in January and the second via email during lockdown which was different to what she expected. EM reflected that it was useful to find out how things work and how the SDP connects to what they do, however the plans for the arts were unable to be completed due to Covid 19. PA stated that they will have to evaluate how they continue to fulfill link governor roles as the current guidance is that they will not be going into school but hopefully the guidance will change in due course.

PA circulated the ESP Review on Governorhub which emphasised planned work for next year, including Keith's engagement for more strategic training for governors which PA felt will be helpful. PA asked if there were any comments ? There were none.

## 14) AOB

CS added that on a cheery note, they are working on the new website which should be going live in August and it is looking really nice and they are excited to share it with the governors soon. AMW asked if they could have any ideas of the big changes ? CS replied that it is much clearer and streamlined and has an updated head teacher's welcome, an introduction to each area of the curriculum with pictures and celebrations of children's work. CHa added that the year 6 leaver's

assembly will be shared on the website, with permission from their parents, as they cannot hold one in the current circumstances. LM said they will most likely hold assemblies on Teams. NF asked what platform the new website will be on ? CS replied the current provider, David Chidgey at Relaxed. NF asked if there will be video content ? NF added that a tour of the school would be good. CS replied that there is currently a virtual tour of the EYFS area for the new starters but it could be expanded to include the whole school. LM said they will need a new way of running open days as they have been very successful previously and numbers are very high.

**15) Date of next meeting**

PA informed governors of the dates of the meetings in September, to be held on Teams. The next Full Governors meeting will be held on Wednesday 23<sup>rd</sup> September and the next Finance and Staffing meeting on Tuesday 15<sup>th</sup> September. **ACTION EL:** Add meeting dates to Governorhub calendar.

**16) Close of Meeting**

PA summarised that he felt that the meeting worked well on Teams and the governing body agreed. PA wished everyone a good summer. The meeting was closed at 8 :55pm.

*4) Matters Arising*

<b>Detail</b>	<b>Allocated to</b>	<b>Action</b>
Minute 3	PA	Sign minutes and return to EL
Minute 6	CHa	Share September's risk assessment on Governorhub
Minute 11	LM	Ask Emma Corp to check SEND policy Inform staff to highlight changes in policies and put amended/review in the title
Minute 12	PA	Send date for additional meeting
Minute 15	EL	Add meeting dates for 2020-21 on Governorhub calendar

Minutes signed by ..... On .....