



**All Saints' Church of England Primary School
Governing Board Meeting
15 July 2020, 6.30pm**

Shelisha Bent (SB)	LA Governor		Absent
Ivana Brskovska (IB)	Parent Governor	Present	
Chris Chikwendu (CC)	Foundation Governor	Present	
Josephine Copeland (JC)	Head Teacher	Present	
Patrick Flack (PF)	Foundation Governor	Present	
Diane George (DG)	Staff Governor	Present	
Hilary Grainger (HG)	Foundation Governor	Present	
Elizabeth Grimes (EG)	Foundation Governor		Absent
Chris Kent (CK)	Co-opted Governor		Absent
Sarah Ganger (SG)	Parent Governor	Present	
Father Leonard Marsh (LM)	Foundation Governor	Present	
Aaron Porter (AP)	Foundation Governor	Present	
Janice Rawlins (JR)	Staff Governor	Present	
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor	Present	

In attendance:

Rosemary Oram - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
	<p>Opening Prayer LM led the meeting in an opening prayer.</p> <p>LM gave details of a webinar he had taken part in about Covid 19 experiences, including how to be kind to ourselves and think about our own wellbeing.</p>	
1	<p>Welcome and Apologies for absence AW welcomed everyone to the meeting, which was being conducted virtually by Zoom due to the Covid 19 restrictions.</p> <p>Apologies were received from SB, EG and CK, due to IT issues, and were accepted.</p> <p>The meeting was confirmed as quorate.</p>	
2	<p>Declaration of interest There were no declarations of interest in any items on the agenda.</p>	
3	<p>Governing Board business <u>Chair and Vice Chair elections for 20/21</u> Governors were advised that they will be asked to elect a Chair and Vice Chair at the September meeting. Nominations will be sought in advance of the meeting.</p> <p><u>Link Governors and Committees</u> Governors were asked to consider link roles and committee membership for 20/21.</p> <p><u>Governor Visits</u> There have been no formal visits during lockdown. AW has been visiting to support the school. He said he was very pleased with the work that was being done and to see that</p>	

	<p>the children were happy and learning well.</p> <p>At the recent Resources committee meeting, JC and DG were asked to let Governors know if there was anything they could do to help them.</p> <p>LM said that the Leavers' Service had gone well, although the children did seem subdued. JC said that they are happy at school but do seem to react to any "first time" experiences during lockdown.</p> <p><u>Governor Training</u> Online training is available from SDBE and Octavo. AW asked Governors to have a look at the courses available and recommend them to others if appropriate.</p> <p><u>DBS checks</u> CC said that he is waiting to hear from ZP to renew his DBS. Action: ZP to contact CC with regard to his DBS.</p> <p><u>School website</u> Updated Covid information is being uploaded to the website regularly, together with newsletters.</p> <p><u>Terms of Reference</u> ToRs will be discussed at the next meeting.</p>	1
4	<p>Minutes of meeting 29 April 2020 (A&B) The minutes were agreed as a true and accurate record of the meeting. AW said that he would sign them and deliver them to the office as soon as possible.</p> <p>All actions have been completed, with the exception of the Terms of Reference which was scheduled for September 2020.</p>	
5	<p>Headteacher's report (<i>circulated in advance</i>) JC highlighted the following:</p> <ul style="list-style-type: none"> • There is little data to report on, due to lockdown. • Staff met to decide on the classes for next year, and the parents have been advised. • Staff were asked to assess their work and achievements during lockdown. Positive things to come from it include increasing contact with parents and developing subject lead work. • There has been a lot of communication with parents via emails, phone calls and newsletters. • Many parents collected their children's end of year reports today, and the remainder will be posted. • A book of children's feelings during lockdown will be compiled. The children have made positive comments about their experiences, including playing games, music and spending time with their families. • The Autumn term will commence with a recovery curriculum, which will include assessing how the children are and what their experiences have been. The catch up and recovery curriculums will be reviewed in December. • The children will be set into groups instead of classes on return. This will retain one of the positives from lockdown, with the children responding well to being in small groups. • There will be fewer children next year, freeing up rooms to use for the smaller groups. • Risk assessments have been drafted, with these bubbles in mind, and they will be finalised over the summer. • JC and DG are working on the School Improvement Plan (SIP). The majority of key priorities will remain the same, eg SIAMS and developing middle leaders. • No staff will be shielding in September, and PPE will be available for staff and children. 	

- Letters will be sent to parents before and after the holidays about what they will need to do in September. JC said that some parents do not read emails and letters, and the school will be looking at ways to address this next year. Texts get a better response but this comes with a cost.
- Three staff will be leaving at the end of the term. One teacher has been at the school for 22 years, and the leader of the After-School Club is also leaving. It is not financially viable to keep the club open currently.
- JC noted her thanks to SG and her family, who have been baking cakes and cookies for the staff and children attending school during lockdown.

PF asked how the parents have been coping during lockdown. JC said that those she has spoken with seemed to be relieved to speak to someone at the school, face to face. The majority are looking forward to September although some are still nervous and asking about what plans will be in place.

HG commented on the amount of work that staff have been doing during lockdown, including engaging with families. She asked if they were aware how the children who stayed at home have been. JC said that they know which children have not been doing any work and why. There is a long list of vulnerable children, which is growing. Staff keep in regular contact with them, and some parents have been seen when they come in for food parcels.

AP asked about possible adjustments next year for those with poor progress, and how children can be encouraged to return in September if the situation has not changed. JC said that phone calls have been made to 75% of parents to ask about next year, and the remainder will be contacted. A few are still unsure, but they are listening to Government guidance and want to know the provisions that will be made. They are aware that the children need to get back to school, and that it is possible that fines will be issued. JC said that a staggered return is being considered.

AP asked if transport issues were of concern. JC said that a link to TfL information was sent out to parents today. Parents have been advised that children should walk or cycle whenever possible.

JC said that the main challenge on return will be at collection time, with the usual traffic problems from cars and buses. Collection times may also be staggered, although this could cause problems for parents with children in different year groups. The Government has said that, if start and end times are staggered, schools must ensure that children still receive the full amount of teaching time.

IB asked if any families were still shielding. JC said that there are a few children or parents who are shielding. Government guidance is being followed and the risk assessments take this into account. Regular contact is made with these families.

CC asked how practical social distancing has been and will be from September. JC said that it has not been very successful with the young children. Keeping class bubbles apart has worked, and the importance of handwashing, hand sanitising and using tissues stressed.

Risk assessments

AW said that Governors needed to formally ratify the risk assessments referred to above, which had been circulated in advance.

Decision: Governors formally ratified the risk assessments discussed.

Assessments

DG said that the method of assessing learning is being reviewed. During lockdown, the school have been using the Oak Academy as the prime teaching source. Learning is structured to support long term memory, eg by using quizzes at the beginning and end of each unit. This is used to identify areas to focus on and then assess how the children are retaining what they are taught.

	<p>Staff will be taught how to write assessments, developing their subject knowledge and accuracy in judgments. There will be less reliance on end of term and year assessments, but on individual units or work instead. It is possible that the school will introduce standardised end of year tests, as several others already do. This will be more meaningful for the children, to see that they will be assessed in everything they have been taught.</p> <p>DG said that many benefits have come from lockdown and lessons learned. The positive aspects will be taken forward, eg grouping and communication with parents. Staff have realised the importance of relationships with parents.</p>	
6	<p>Committee reports</p> <p><u>Welfare, Parents & External Relations –20 May 2020</u> AP said that the discussions at that meeting had been updated by JC's report today.</p> <p><u>Education, Curriculum, & Pupil Voice – 24 June 2020</u> SG said that the discussions had been covered at this meeting. Black Lives Matter was also discussed, and the need to diversify the curriculum in response.</p> <p><u>Resources – 07 July 2020</u> PF said that Croydon Council had accepted the submitted budget and were aware of the challenges the school is facing. JC will be meeting with them again in September and they will need to see that plans are being implemented.</p> <p>Several financial documents were presented to the FGB for formal ratification. Decision: Governors formally ratified the Q1 statement, 20/21 budget, Lettings and Petty Cash policies, Financial Procedures Manual, Data Protection Manual and Best Value Statement.</p>	
7	<p>Chair's actions</p> <p>AW said that he had chased up the application for PAN variation in September and it appeared that it had gone astray at the DfE. He submitted a second application on 14 July 2020.</p> <p>28 pupils have applied for Reception next year so far, and Croydon Council is aware of this.</p>	
8	<p>Policies See item 6.</p>	
9	<p>Dates of future meetings <i>(Wednesdays, 6.30pm, unless indicated)</i></p> <ul style="list-style-type: none"> • <u>Full Governing Board</u> <ul style="list-style-type: none"> – 23 September 2020 – 03 February 2021 – 28 April 2021 – 14 July 2021 • <u>Resources</u> <ul style="list-style-type: none"> – 14 October 2020 – 20 January 2021 – 27 April 2021 – 06 July 2021 <i>(Tuesday)</i> • <u>Education, Curriculum & Pupil Voice</u> <ul style="list-style-type: none"> – 04 November 2020 	

	<ul style="list-style-type: none"> – 03 March 2021 – 30 June 2021 <ul style="list-style-type: none"> • <u>Welfare, Parents & External Relations</u> <ul style="list-style-type: none"> – 25 November 2020 – 30 March 2021 (<i>Tuesday</i>) – 19 May 2021 	
10	<p>Any other business</p> <p>JC noted her thanks to all Governors and staff for their support during the year and especially lockdown for their dedication and commitment.</p> <p>AW thanked JC and DG for their hard work and dedication, and wished everyone a good summer.</p>	
11	<p>Confidential business</p> <p>No discussions were deemed to be confidential.</p>	

The meeting ended at 7.35pm.

Signed: <u>Arthur Williams</u>	Print Name: <u>ARTHUR WILLIAMS</u>
Chair of Governors / Trustees	
Date: <u>23/9/2020</u>	