



**All Saints' Church of England Primary School**  
**Governing Board Meeting - Part A**  
**29 April 2020, 6.30pm**

Shelisha Bent (SB)	LA Governor	Present	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	Present	
Chris Kent (CK)	Co-opted Governor	Present	
Sarah Ganger (SG)	Parent Governor	Present	
Father Leonard Marsh (LM)	Foundation Governor	Present	
Aaron Porter (AP)	Foundation Governor	Present	
Janice Rawlins (JR)	Staff Governor		
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor	Present	

**In attendance:**

Zarah Persaud (ZP) - School Business Manager  
 Rosemary Oram - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
	<b>Opening Prayer</b> LM led the meeting in an opening prayer.	
<b>1</b>	<b>Welcome and Apologies for absence</b> AW welcomed everyone to the meeting, which was being conducted virtually by Zoom due to the Covid 19 restrictions.  Apologies were received from JR, due to IT issues, and were accepted.  The meeting was confirmed as quorate.	
<b>2</b>	<b>Declaration of interest</b> There were no declarations of interest in any items on the agenda.	
<b>3</b>	<b>Governing Board business</b> <u>Governor Visits</u> Governors attended the following meetings this term, prior to Covid 19 restrictions: <ul style="list-style-type: none"> <li>Faith Committee – 27 January 2020 to discuss the Vision Statement and 02 March 2020 to review the RE curriculum.</li> <li>RSE committee – 09 March 2020</li> </ul> <u>Governor Training</u> AW asked Governors if they could attend a training morning provisionally scheduled for 13 June 2020. This was agreed by all.  <u>DBS checks</u>	

	<p>ZP advised that EG has submitted her applications and a response is awaited. CC needs to complete his application.  <b>Action: CC to complete his DBS application.</b></p> <p><u>School website</u>  JC thanked ZP for regularly updating the website. The school newsletter is being sent out as usual.</p> <p><u>Terms of Reference</u>  AW thanked AP for his work on this. The draft ToRs for the Resources, Welfare, Parents &amp; External Relations and Faith committees will be circulated for comment. AP suggested that decisions are deferred to the September FGB meeting, which was agreed.  <b>Action: AW to circulate draft Terms of Reference for a decision to be made at the September FGB meeting.</b></p>	<p>1</p> <p>2</p>
4	<p><b>Minutes of meeting 29 January 2020 (A&amp;B)</b>  The minutes were agreed as a true and accurate record of the meeting, and will be signed by AW at the earliest opportunity.</p> <p>Actions regarding the Governor Visit calendar were carried forward.</p> <p><b>Minutes of Extraordinary meeting 16 March 2020</b>  The minutes were agreed with the following amendment in Item 4 – <u>Sarah Ganger</u> attended the meeting not Zarah Persaud. They will be signed by AW at the earliest opportunity.</p> <p>Following the meeting with the LA to discuss the deficit budget, JC, AP, HG and PF met With Gordon McKenzie on 17 March 2020 to seek HR advice. On 18 March 2020, JC and AW also met with Julie Edwardson, SDBE HR advisor.</p> <p>AW advised that any decisions on actions to be taken to deal with the deficit budget have now been delayed, due to Covid 19 and the lockdown. When the school re-opens, staff will be approached for their input.</p>	
5	<p><b>Finance</b> (<i>documents circulated in advance</i>)  PF summarised the outcomes of the Resources meeting held on 28 April 2020, and advised that the 2019/20 budget had been closed and signed off.</p> <p><u>20/21 Budget</u>  ZP referred to the 5-year budget projection and said that the aim is to end 2021 with an in-year surplus and start to eliminate the Brought Forward deficit to be in the black in three years. Significant reductions in expenditure will be required over a three-year period.</p> <p>Further discussions have been recorded in the Part B confidential minutes. ZP said that the 20/21 budget was approved by the Resources Committee on 28 April 2020 for ratification by the FGB. This was agreed by all Governors.  <b>Decision: The proposed budget for 20/21 was ratified by the FGB.</b></p> <p>ZP asked Governors if there were happy to agree the 20/21 Licence Deficit Return, which had also been circulated.  <b>Decision: Governors approved the 20/21 Licence Deficit Return for submission to the Local Authority.</b></p> <p>ZP also advised Governors that an application had been made to the LA to increase the credit card expenditure limit to £6K from £2.5K to allow food vouchers to be purchased for pupils during the lockdown. This was approved by the LA and AW.</p> <p>Aw thanked ZP for her work on behalf of the FGB, and she left the meeting at 7.05pm.</p>	



**Headteacher's report**

JC updated Governors on the impact of lockdown on the school, including:

- Daily attendance numbers are reported to the LA and DfE, as are any concerns that arise.
- Teachers and TAs have been coming in one day a week on a rota basis, including the Easter holiday period. They will also do this over the next half term break. Admin staff continue to come into work. Teachers are also working from home, eg marking and writing reports.
- Food parcels have been supplied by the LA and be a charity that a member of staff is involved in. A voucher scheme is in place for PPG pupils, sent to the parents' phones. This amounts to £15 per child, with four weeks being sent at a time. JC and ZP have been delivering parcels to some vulnerable families.
- Work is being distributed to those with no access to IT. The LA is considering distributing laptops to some disadvantaged pupils who are linked to a social worker.
- Support is offered to those families struggling with IT, and alternatives suggested, eg BBC Bitesize. Parents have also been given advice as to how to help their children at home with other activities, eg cooking, art and exercise.
- SEND pupils coming into school have been doing well. Some can be very stressed about working online, and other activities are provided for them.
- Classrooms have been deep cleaned and locked, leading to some energy savings. The hall, staff room and outside space are being used and the school locked up at 4pm. The caretaker is opening and closing the school, saving on the cost of the lock-up service.
- Timetables are in place so that all children coming into school know what they will be doing, in line with home learning timetables. Sport activities are also being provided.
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JC also spoke about the challenges to be faced on return, including:

- The Government has yet to announce when schools will be returning.
- Staff have been notified that the number of days they attend will be gradually increased to prepare for a return.
- Plans will have to be made depending on whether individual year groups or all children return.
- Home learning will continue until the whole school returns.
- A "new normal" will have to be considered on return.

DG said that real success had been seen with vulnerable children during the closure and they are thriving. Teacher were asked to personalise work for them to do in school, eg spelling, Phonics and times tables.

SG said that the school has provided a lot of help online and with packs of work, including creative ideas, eg art and music. She has spoken with other parents who feel the same.

AW asked if consideration has been given to possible emotional demands on the school's return. JC said that they will not go straight into curriculum subjects and there will be a lot of PHSE provision. The SDBE has some good resources to use, eg how to deal with grief on the loss of a family member. Help will be given to the children to understand what has happened, and how things may change in the future.

Governors gave thanks and acknowledged the dedication of all staff (office, teaching, cleaning and catering) and the SLT for constantly working over and above expectations.

JC said that they may have to deal with concerns from staff and parents about returning to school. Options to reassure everyone would need to be considered, eg social distancing and the use of gloves and masks.

IB said that staff will need to be spoken to as well as the children on return, offering support for them following the lockdown. JC said that the school has provided a link to a

	<p>support network for staff and the school therapist is able to conduct meetings via Zoom if necessary.</p> <p>JC said that the school has a strong team who have been willing to come in one day a week and are looking forward to increasing this. Some have been coming in on other days as part of their daily exercise and using the outdoor facilities. The SLT are in contact with all staff regularly, eg by email and text.</p> <p><b>Q</b> – Governor asked if any staff are concerned about returning to school.  <b>A</b> – JC said that some are and she is touch with them. One member of staff is pregnant and one is covered by the Government's shielding protocol and these two will probably not be coming in.</p> <p>JC said that they need to know how the return will be managed for all schools, and what support the LA will be able to provide in Croydon. EG said that if the return is staggered, there may be issues for staff who have children in other schools.</p>	
<b>7</b>	<p><b>Chair's action and related Governor's business</b></p> <p>AW has been dealing with the PAN variation application.</p>	
<b>8</b>	<p><b>Policies</b></p> <p>AW asked Governors if they were happy to approve the circulated Admissions policy for 20/21.</p> <p><b>Decision: The FGB approved the 20/21 Admissions policy.</b></p>	
<b>9</b>	<p><b>Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• 13 June 2020 – Governor training morning.</li> <li>• 15 July 2020</li> </ul> <p>AW said that a meeting may be arranged once a return date is announced to decide how the FGB can support the school.</p>	
<b>10</b>	<p><b>Any other business</b></p> <p>JC recorded her thanks to SG and her family for baking weekly treats for everyone in school.</p> <p>HG led Governors in a closing prayer.</p>	
<b>11</b>	<p><b>Confidential business</b></p> <p>Matters discussed under item 5 were deemed to be Confidential and have been recorded in the Part B minutes.</p>	

The meeting ended at 7.35pm.

Signed: <u>AW</u>	Print Name: <u>ARTHUR WILLIAMS</u>
Chair of Governors / Trustees	
Date: <u>15/7/20</u>	