



CALDECOTE PRIMARY SCHOOL

Minutes of the Meeting of the Full Governing Body

Tuesday 5th May 2020 at 6.00pm

Due to the Covid-19 pandemic the meeting was held virtually using Zoom. Following local and national guidelines a shortened agenda was followed which only considered time critical issues.

Present: Kevin Vanterpool (Chair)
Karen Stanton (Head Teacher)
Pippa Smith
Kate Duncombe
Renu Martingale (ReM)
Mary-Ann Claridge
Suzy Reed
Cristina Turner
Rebecca Snelling
Natalie Martin

Clerk: Vicky Miles

Apologies: None

**Reference
Action**

1. Welcome to all and apologies for absence

KV as Chair formally opened the meeting, extending a welcome to all present.

2. Declaration of interests relating to items on the agenda

None declared.

3. Presentation of the Budget for 2020-2021 by Chair PPF Committee

PS congratulated the team at school and explained that the PPF have reviewed and agreed in principle to the Budget submission for 2020/2021.

PS took Governors through the proposed budget and explained that the prediction is a much better situation than this time last year. The advice given to the school is not to make allowances for Covid and to budget as if this was a normal year. PS highlighted that the school will lose the fixed term TA hours for an EHCP and the maintenance budget has a good cushion in case it is needed, possibly the boiler. PS added that the senior leadership team are confident with the budget submission. In addition, confirmed that the PPF supported the Head's recommendation to agree the budget.

KS added that last year there was an anxious feeling around funding and numbers, it is difficult looking forward, what the demographers are saying is not playing out.

To a question on demographer's predictions, PS explained that they generally predict that numbers are less. KS added that last year demographers' predicted we would have 15 in Reception we currently have 24 accepted for 20/21.

To question on staffing costs, KS explained that the additional staffing cost is maternity cover for Meghan Turner, two salaries one for cover and one for Meghan.

4. Acceptance of the Budget by the FGB

The PPF recommends that this is a reasonable budget to go forward for next year. The FGB agreed.

KV thanked KS for all the hard work on the budget and asked for thanks to be passed to Lesley Whitehead.

5. Scheme of Delegation - Critical/Urgent Decision Making During Current Situation - KV

KV questioned whether the committee had any objection to delegate decision-making. PS suggested that delegates are committee chairs and 2 out of the 3 can make a decision to allow for extra flexibility. MaC suggested consulting 2 others, 1 of which must be a committee chair and that the Head should consult with 2 committee members 1 of which should be a committee chair. KS agreed.

Decision - for critical/urgent decisions; any two non-staff members the Governing Body, one of whom must be the Chair or committee chairs,

have delegated authority. Any such decisions must be communicated to the rest of the Governing Body ASAP.

KS added that the NAHT advice is that governor meetings are kept short and only deal with important issues that need action.

6. Covid 19 Update – Key Questions

How is the school continuing to provide care for children who are vulnerable, children with EHP plans the children of key workers?

KS explained that childcare is being provided for keyworker children and we are keeping in regular contact with our vulnerable or EHCP children. Speaking to families by phone regularly.

What are the associated risks, issues etc. and how are these being addressed? KS informed the committee there aren't any major risks, there is always a risk of Covid as their parents are frontline keyworkers, staff are on standby if needed and there are always three adults plus RS / KS in school, with Jenny Wing as our paediatric first aider on standby. In school we maintain a safe distance from each other and the children, we have an 'emergency plan' if anyone presents with Covid symptoms: our own PPE pack and a designated room

Are there any issues arising from how the building is currently being used and remote working for staff? KS informed the committee that there are currently no issues with remote working, the cleaner is in doing a deep clean.

What support is being given to parents/carers to help them educate their children at home? KS explained that teachers are not educating the children, they are providing home learning -daily English and Maths which parents can pick up and do with limited resources and no online connection needed. We can see that a lot of children are engaging with SeeSaw our online learning platform (with 5 topic related activities – interaction between children & teachers. Our approach for parents is whatever you are doing is great even if it is having a nice time with family. Using Parentmail regularly for signposting parents to useful resources. RM added that as a parent, that supportive tone is coming through and other parents are appreciative. KS added that to date children have missed a total of 17 days of learning, there is a shift in mind-set, and the children have had a different type of learning. The message we are giving is to do what you can, you don't have to do it at all.

What steps are being taken to monitor the wellbeing and welfare of pupils and staff? KS explained that for the wellbeing of staff they are holding weekly Zoom meetings with staff, there is also WhatsApp communication and myself and RS are always in when staff are in for support and 'chats'. We are making sure we connect with staff but also trying not to overload them. For the pupils' wellbeing, staff have spoken to every family, starting with the most vulnerable and some we speak

with more regularly. The process will start again after this week. There are lots of emails from parents, we offer quick responses to them all.

What can the GB do to support? RS explained that there is nothing-tangible needed, just continuous support and trust in us when we make plans for re-opening, this could be a letter or email from governors. If we are faced with tricky situations or some difficult decisions, it would be helpful if we can call on the governors for guidance and show a united front from Governors and SLT. KV agreed that the committee is happy to support that.

To a question on emailing teachers, NM explained that receiving an email from a governor felt really supportive. KS added that it is a bit of an unknown, the one worry for staff is the connectedness, so it might be well received for governors to be in touch with their link teachers.

PS and KV thanked LW and KS on behalf of the whole governing body for the budget submission.

Dates for Future Virtual Meetings

PPF have set a date for 11th June at 6pm
FGB set for 23rd June at 6pm – date will be reviewed if needed.

There being no further business the meeting was formally closed at 6.38pm

Signed as a true record.....Date.....
Chair