



CALDECOTE PRIMARY SCHOOL

Minutes of the Virtual Meeting of the Full Governing Body

Tuesday 23rd June 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 (Headteacher)
Rebecca Snelling (Interim Headteacher)
Pippa Smith
Kate Duncombe
Renu Martingale (ReM)
Mary-Ann Claridge
Suzy Reed
Cristina Turner
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 and thanked RS for the Headteacher's report.

2. Declaration of interests relating to items on the agenda

None declared.

3. Elsworth Interim Headteacher Arrangements

To a question, KS explained that the Headteacher from Elsworth had been shielding since the beginning of lockdown and has now been signed off sick. KS added that operationally the school is in a strong

position. The Deputy Headteacher returned in June to get the school ready for opening. KS added that they do need a little support with things like home learning, and the initial thoughts are that should the current circumstances continue that the deputy may be able to step up, as she is a very capable person.

KV informed the committee that this arrangement will be continuously reviewed and a two weeks' notice will need to be given if we decide not to continue. To date contracts have not arrived from EPM.

All governors agreed and are happy to support until the end of the summer term, a formal review will take place if this should go beyond the summer holidays. KV to email Belinda and the Chair at Elsworth Primary School.

KV

RS reported that her role as Interim Headteacher is going well.

4. Headteacher's Report

RS circulated the Headteacher's report along with the updated Wider School Opening Risk Assessment ahead of the meeting; updated members and answered questions accordingly.

RS reported that the school continues to receive daily updates from the local authority and the Department of Education.

RS explained that 42 children now have a place within school, with a further 18 joining this week and next week. Attendance is recorded as normal for those pupils in school and procedures for things like late arrivals and illness remains the same.

New guidance is followed for attendance codes for pupils learning at home and an attendance summary submitted every day to the Department of Education.

RS added that staff who have been off are back with a phased return.

To a question, RS explained that the greatest concern lies with the children at home, the children that have not been in contact. This is something that as a school, we are mindful of and the reason Zoom was set up. RS added that there have been many requests from parents to send their children back to school; unfortunately, we do not have the capacity so this is always on our minds.

To a question, RS informed the committee that 26 Year 6 children have returned to school, four have chosen not to return. They are doing lots of work around transition at present.

To a further question, RS explained that there are currently five bubbles, with another bubble starting next week; this was made possible by staff changing their working days. A further bubble cannot be set up as the space and staffing is not available. RS added that it is unlikely that the one-metre announcement will affect the school as we have already had the ok to increase the bubbles from 9 to 12 and guidance has always been that primary aged children cannot be expected to socially distance.

5. Forward Planning

Key points discussed:

- Zoom meetings planned for children to meet with their new class teacher.
- New intake have had new pupil packs and welcome letters, Laura Baggaley is currently preparing a page for the new website and meetings are being held with playgroup staff.
- Secondary schools have sent Y6 Transition work, this has started in class, and video tour and other virtual events are planned with Comberton Village College and Question and Answer sessions set up via Zoom with our staff.
- Applying for FSM vouchers for the summer holidays.
- KS met with Nichola Church; it was decided that CareClubs would not run over the summer, as it would not be financially viable with current numbers.
- September; fully staffed, one issue around a member of staff working in another school, no plans in place in relation to this until further guidance is received.
- September and the curriculum: children should be in full time from September; this will be planned for when more details arrive from the government.
- Y1 is likely to take an Early Years approach for much of the autumn term to support and help settle the children back into school.
- Funding details to follow from the local authority.

To a question, RS explained that as CareClubs are not currently operating, it is having a big impact on finances, but advice from the local authority is to set the budget as if the money would be there. KS added that it would impact finances as it goes further.

KS explained that the school could make a claim for up to £25,000 to go towards Covid related adjustments; the list of items we can claim for had diminished. It cannot, for example, cover staff wages or loss of earning from Care Clubs. There is a meeting planned with Rob Cottell at the end of July, hopefully he can give more advice.

PS informed the committee that the PPF had postponed the planned committee meeting, as there was nothing to discuss, a meeting has been set for after the July meeting with Rob.

RS explained that the residential trips booked and partly paid for was proving to be a huge struggle, the companies are refusing to give money back. We cannot give school money back to the parents, the PTA have offered to loan the money to school. Lesley Whitehead is still fighting to get as much money as possible back from the companies and the insurance company. Some have said we can carry the money over towards the cost of next year's trip and we will recoup this money when next year's children pay.

To a question, RS explained that one company has allowed the money to be carried forward and one will not do this or give the money back. Trip refunds to parents total approximately £15,000, the advice from the Local Authority is to keep persevering and exhaust all options with the insurance company.

To a question, RS explained that this is a known issue amongst other schools. It is not just the deposits we could be losing, for some, it is the whole cost of the trip. The issue is that some of the companies come under charities, as they are educational.

KV added that there is a risk we may never get the money back, this is something that the PPF should consider going forward.

CT expressed thanks to everybody, lots are saying that everything is well organised, home learning is great and coming back, building confidence in people for September. KV thanked CT.

To a question, RS explained that so far, everything has gone well with the wider school opening; we are starting in a good position for September. Until the government updates us in the next two weeks, we do not know what September will look like, now we can have a maximum of 12 in a room, with everyone back that will be 30, nothing planned until we know more.

To a question, RS explained that there have been a few phone calls from the new intake parents, the questions are mainly around form filling, and lots of the new intake have siblings in school already. Also, still in the process of putting information together for the website.

KD informed the committee that the Zoom calls the children were having with their teachers were great; the children enjoyed them. KD suggested the children needed closure.

RM added that the Zoom calls were interesting and the way in which home learning is now being sent home is much better.

CT asked how the governors could express their thanks to the staff. Suggestions were put forward, KD, RM and MaC to look at ideas and make some suggestions. RS and KS to provide numbers. All governors to send a message/photograph and email words of thanks to PS who will collate and make a card.

KD, RM,
MaC, RS,
KS, PS

MaC informed the committee that the property developers in the village are approximately six months behind schedule; this could impact the budget, as there may be a delay in children starting school. KS added that the census date is October 30th.

KV on behalf of all the governors thanked all staff for getting us where we are now, thanks also went to RS and KS for making everything good and being very reassuring.

Dates for Future Virtual Meetings to be confirmed.

There being no further business the meeting was formally closed at 7.01pm

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

*Confidential matter discussed full version of minutes held within school.