



## **CALDECOTE PRIMARY SCHOOL**

### **Minutes of the Virtual Meeting of the Full Governing Body**

**Thursday 12<sup>th</sup> November 2020 at 6.00pm**

**Due to the Covid-19 pandemic the meeting was held virtually using Zoom.**

**Present:** Kevin Vanterpool (Chair) 6:40pm  
Karen Stanton (Co-Headteacher)  
Rebecca Snelling (Co-Headteacher)  
Pippa Smith  
Kate Duncombe  
Renu Martingale  
Cristina Turner  
Natalie Martin

**Clerk:** Vicky Miles

**Apologies:** Nil

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**Reference**  
**Action**

**1. Welcome to all and apologies for absence**

KD as Vice Chair formally opened the meeting, extending a welcome to all present and thanked RS and KS for the Head teacher's report.

**2. Declaration of interests relating to items on the agenda**

None declared.

**3. Approval of the Minutes of the Virtual Meeting of the Governing Body held on the 24<sup>th</sup> September 2020**

The minutes were approved by Governors as a true and accurate record of the meeting, the Chair will sign and handover at the next available point.

**4. Matters Arising from the Minutes of the Virtual Meeting of the Governing Body held on the 24<sup>th</sup> September 2020**

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Page 6 - Item 9: No contact from KV, still waiting to work out a way to complete the safeguarding review.

Page 8 - Item 15: governors contacting link teachers, this is just via email to say we are here to help and nothing more for now.

Page 7 - Item 10: copy of data from recent assessments, KS explained that this has not been made available, as keeping the school open has taken priority. RS did produce and circulate a percentage-based scale of need.

Page 8 - Item 14: KS reported that governor services could not recommend the best way to conduct a ballot. PS experimented with Doodle Poll and suggested this could be an idea. KS explained that the ballot had to take place through the school, but would run the idea past Governor Services. PS to email KS with a short explanation of how Doodle Poll works.

KS  
PS

## **5. Headteacher's Report**

KS circulated the Headteacher's report along with the Recovery, Development and Improvement Plan ahead of the meeting; updated members and answered questions accordingly.

- RS reported that the school has and is seeing a lot of movement, children coming in and children leaving, there was a child who joined the school for four days then left. Numbers at present are healthy with high attendance; authorised and unauthorised absences are similar to what they would usually be for this time of year.
- A safeguarding audit is due as in the Ofsted window.
- Pupil Premium is high with more families falling into support brackets, currently working alongside the church.
- Sport Premium: funds used to improve the outside areas, the maze removed, the train is going and new equipment purchased.
- Staff: appraisals up and running, including Headteacher's performance management. All targets have been set around recovery plan, attainment and mental wellbeing.
- The two new members of staff doing brilliantly.

- A GP advised an extremely clinically vulnerable member of staff to work from home; she has since made the decision to stay in work. A risk assessment carried out and everything is compliant.
- One member of staff returning to work next week, she has been isolating through Track and Trace.
- EHCP funding agreed for a child, currently advertising for additional TA support
- Training: SIMs, EHCP, Mental Health, New banking system (huge amount of work involved in the switch) Network meetings have continued as usual, Denver Owens on Maths Hub course, going to ask another member of staff to do this too. All Teaching Assistants have taken part in Mental Health training, delivered by our two mental health leads.
- All staff are under immense pressure at home and work, extra duties with even more during lockdown, trying hard to protect staff by not adding to their workload. The decision to allow staff to take their PPA time at home if they preferred to allow some headspace from school.

To a question on wellbeing days, RS explained that these are still taking place, they are important. RS added that a couple of members of staff went for a socially distance walk during their lunch break, great for their wellbeing. The Senior Leadership Team have so much on, everyone is in survival mode. The decision that learning walks would not happen as staff are trusted and everything that should be happening all across the school. All formal monitoring suspended to reduce pressure. Importantly the school is open and the staff are here. KD requested staff be informed that the governors are here to support, albeit from afar. RS added that all schools are experiencing the same.

RS reported that Parent Consultations took place via Zoom, all positive 95% worked well, with a few minor technical hitches. Targets set for children and a list of vulnerable children drawn up.

RS explained that from the 23<sup>rd</sup> October 2020 there is a requirement to have plans in place to deliver learning at home; it would need to go live the next day following a notification of isolating or a bubble closing. The new policy seen by all and in place.

To a question regarding families seeking support, RS explained that there are families that are high priority, there is a correlation between Pupil Premium and families needing tech support. KS added that some families need multiple devices as have multiple children and if they are

isolating, having one device is not enough, the idea is to get a bank of devices; if a bubble closes the pupils in the bubble will be a priority.

To a question on whether children could write to businesses, KS explained that often-recycled devices donated are not appropriate for schools. Previously it has not been cost effective to get the devices school ready.

To a further question on how many devices available, KS explained that the school would be entitled to one from the Department of Education if a bubble closes and are hoping to purchase up to three that will be funded by the Sitwell's Trust.

- EYFS children have settled in well, they are lively and confident. Early indicators suggest that language skills are lower than expected but staff are optimistic. Lots of work going on related to the school being an EYFS Early Adopter; a virtual tour is available for new reception parents along with a welcome from both KS and RS, this will provide a real and good feel for the school.
- School management is continuing as usual with great support from Jonathon Lewis, we act on any advice or addendums received, the school is fully compliant.
- A meeting with Rob Cottle, the financial advisor, took place this morning.
- Registered for the National Tutoring Programme.
- Enhanced protective measures taking place during lockdown, to raise safety awareness and ensure everyone stays safe and the school remains open. This has had a real impact on staff, who feel protected.
- An open Q&A Zoom meeting took place, it was a good session, the 37 parents asked many questions and they thanked us, which left us feeling appreciated.
- RS and KD attended a parent forum to share remote learning; parents had noticed that the schools focus was on Mental Wellbeing.
- Care Clubs numbers are lower than usual, for this reason they couldn't operate at half term, however, it is running successfully and has been able to financially stand alone. Staff are going to reduce their hours by 1.25 a week. The school is going to buy

back some manager hours to support in the office. Saskia Dart is still a highly valued member of the committee and a great support to Care Clubs.

To question, KS explained that breakfast club numbers are low as well as Friday evenings, currently considering closing on a Friday. If parents are working from home, they do not need to send their children in. The staff rely on the extra income so not working during half term came as a blow.

To a question on school numbers, KS explained that the majority of children moving in and out of school, is partly due to the fact the schools in Cambourne are full, some are taking up short term lettings moving into the village for two or three months then secure permanent accommodation elsewhere. The majority of families are coming from abroad.

To a question on added pressure, KS explained that one of the reasons for buying back time from Care Clubs Manager is to support with data collecting and the paperwork that is associated with managing pupil movement; it creates a lot more work.

## **6. Elsworth support**

KS reported that the support for Elsworth would not continue after Christmas.

To a question, KS explained that a substantive headteacher is yet too be appointed; three deputies have been approached to do the interim headship but were unable to help. The business manager is leaving next Friday. KS added that not being at Elsworth on a Thursday and a Friday had been a strain but not being at Caldecote had also been a strain. It is not feasible to carry on.

## **7. Health and Safety**

RS reported that all compliance checks are continuing. Extra risk assessments and addendums in place for lockdown.

PS informed the committee that a health and safety walkabout took place with RS and LW. During which LW explained how various checks took place. PS added that the school is up to standard in all the usual things but also with things that are Covid related. There are procedures in place to keep everyone safe. The biggest issue noted was around the wellbeing of staff, although the school has good policies and things in place to support this.

RS added that there seems to be far less bugs going around for this time of year, this is due to the constant washing hands, and children are more healthy than normal. No staff off with symptoms, only Track and Trace due to contact with someone who has tested positive.

To a question on wellbeing, KS explained that the additional safety measures in place are putting added pressure on all. Although staff are, being encouraged to seek support from each other. Two Teaching Assistants went for a walk during the lunch break, to have a chat and get some headspace. KS added that staff have been informed that learning walks would not take place. It is evident what is happening all across the school, and more about pulling together and getting through until Christmas. Most of the pressure is around keeping safe.

## **8. Safeguarding**

KS reported that the Local Authority are conducting a safeguarding report via Zoom. KV to contact KS with diary dates.

KV

## **9. Recovery Plan**

RS reported that lots of the areas are now green, safeguarding is all positive. Governors area not yet updated, KV to divide up and share amongst governors. KV to speak with KS and RS tomorrow. RS added that there are still some amber areas which are currently being updated. Governors to contact either KS or RS if they have any questions. KD congratulated both KS and RS for all the hardwork put in to get the recovery plan to where it is.

KV

KV

## **10. SEND/PP Report**

NM reported that an EHCP had come through and is currently identifying what measures need to be in place.

All speech and language therapy sessions are virtual, which has its challenges, this will continue for the near future.

Continuing to support disadvantaged children. NM added that a high number of the children joining, have a particular need, this is being monitored.

Teachers have identified vulnerable children, a scale of need register drawn up and looking at what will work best for them, there is already lots of things in place to support them and their families.

NM and MaC met via Zoom in June/July but have not met since. KD thanked NM.

## **11. Other Matters appropriate to the School and Governing Body**

A discussion around parent governors and succession planning took place. PS to draft wording on behalf of the PPF committee and circulate to all governors. Governors agreed to co-opt SR until the time is right.

PS

The PTA have asked if governors would make a donation towards the Christmas hamper raffle. Any items to be delivered to school.

All governors expressed their thanks to all.

The next FGB Meeting to be held at 6pm on Thursday 11<sup>th</sup> February 2020 via Zoom.

There being no further business the meeting was formally closed at 7.31pm

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