



## **CALDECOTE PRIMARY SCHOOL**

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

**Thursday 11<sup>th</sup> March 2021 at 6.00pm**

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

**Present:** Kevin Vanterpool (Chair)  
Karen Stanton (Co-Headteacher)  
Rebecca Snelling (Co-Headteacher)  
Pippa Smith  
Kate Duncombe  
Cristina Turner  
Renu Martingale  
Suzy Reed  
Jay Surti  
Mary-Ann Claridge (6.14pm)  
Shweta Tripathi (6.25pm)

**Clerk:** Vicky Miles

**Apologies:** Natalie Martin

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**Reference**  
**Action**

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

KV as Chair formally opened the meeting, extending a welcome to all present including new governors, JS introduced himself to the committee. A brief discussion took place around mentoring support for new governors as well as the formation of committees, a suggestion that both JS and ST attend each committee meeting before making a decision. KV 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 21<sup>st</sup> January 2021.**

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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 21<sup>st</sup> January 2021**

No matters discussed.

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

KS and RS circulated the Headteacher's report ahead of the meeting; updated members and answered questions accordingly. RS reported,

- No confirmed Covid-19 cases to date, a range of restrictions and safety measures continue to be in place in order to minimise risk.
- Attendance is at 95%, one child remains abroad due to personal reasons.
- There is a vast amount of anxiety amongst parents, although they are desperate to have their children return to school, the risk assessment and safety measures that are in place have been explained.
- Staff were previously working on a rota throughout Lockdown; however, all returned last week in order to ensure the school is operational for the return of all children.  
One member of staff remains on a reduced timetable, with staffing being adapted in order to provide support.  
A clinically vulnerable member of staff has own enhanced Risk Assessment and full GP support.
- Care Clubs opened fully on the 8<sup>th</sup> March.
- The Risk Assessment circulated last week remains the same and compliant, with a few minor changes, masks to be worn by staff in communal areas and limited numbers in the staffroom at any one time.
- Working on review of risk reduction plans to ensure children with challenging behaviour do not compromise the safety of others.
- A new cleaner has started.
- Free School Meals: provided vouchers (£15 per week per eligible child) during Lockdown. The Local Authority provided vouchers during half term. This is yet to be confirmed for the Easter break.

To a question on challenging behaviour, RS explained that we have been working with SEN services as well as other forms of support. Referral to the Behaviour policy covid addendum has been needed several times.

To a question on donations, RS explained that mainly anti-bacterial wipes are needed although hand sanitizer is also very useful as the school gets through large amounts. The school wish to thank all parents for donations.

To a question on Care Clubs, RS explained that they are running their normal hours in two bubbles.

To a question on staff work load, RS explained that all staff have taken on extra duties, TAs have taken on extra cleaning throughout the day, SLT are covering other extras duties such as playtimes, everybody is being squeezed. RS added that having KS stay on has helped with staff capacity.

To a further question on challenging behaviour, RS explained the same children are becoming increasingly more challenging; therefore, increased levels of support are now in place.

RS continued Headteacher's report with staff well-being, explaining that,

- All staff are currently exhausted, mentally and emotionally drained.
- A lot of support given to parents through weekly well-being checks and calls.
- Our Mental Health First Aiders have had more staff approach them about their anxieties and nervousness around school reopening fully.
- Staff and children are happy to be back, although the workload remains high.
- Appraisals have taken place during which the consistent message that we really appreciate their commitment and hard work and their can do attitude.
- Well-being supported through providing small gifts such as 'pamper packs', home-made treats and daffodils. The Risk Assessment amended slightly to allow five members of staff to be able to sit together in the staffroom and chat, as this is an important part of school life and support staff well-being.

To a question on payment for small gifts, RS explained that some staff offered and contributed, as well as some reserve money from the tea and coffee kitty.

To a question on appraisals, RS explained that most appraisals completed, everyone working hard and achieving well. Some targets have been adjusted due to covid.

To a question on playing outside, RS explained that the children have been outside everyday with the exception of one wet play. The curriculum will return to the recovery curriculum; although for the next few weeks, the focus will be on children's well-being, so they will be getting outside lots.

KS reported,

**Quality of Education**

- The three weeks leading up to Easter will be time used to re-assess pupils both academically and pastorally to be able to review the Scale of Need and inform parent consultations.
- Following a meeting with Network CB23, KS explained that the consideration was for a standardisation of assessment across all network primary schools, so judgements and data being handed up to secondary schools are consistent. English and maths leads will get together to see what this looks like.
- Early indications are that the learning in lockdown has supported a lot of pupils to be on track, Remote Learning has been approached quite differently by parents this Lockdown so some pupils have clearly benefitted from home support. We are quite optimistic that the core of children will get back on track quite quickly. The one area that is not so clear, is Red class (reception) so much of their independence has gone, this should hopefully return quickly.

**Behaviour and Attitudes**

- Vast majority of pupils have returned and quickly settled into learning, just as if they had not been away, they are very resilient. The hope is that by Easter school will be school again. Really pleased to have all the children back.

**Personal Development**

- Committed to adjusting the curriculum to suit and support the needs of the children as well as including pastoral support as needed, when the children feel safe and happy they are ready for learning.

**Leadership & Management**

- SLT continue to meet and provide support where needed.

**Wraparound Care**

- Supporting them to re-establishing their numbers, they are doing a good job.

**Co-Headship**

- Staff are comfortable enough to give an honest opinion; it is successful, working out together as we go along.

To a question on behaviour, KS explained that behaviour from some children was having an impact on others, sanctions put in place in line with behaviour policy.

To a question on predicted numbers for reception intake 2021, KS explained that the predicted numbers from the Demographers was 19 the actual number is 11.

To a question on learning from doing things differently during covid, KS explained that SLT are making a note of the things that are working better, as a school and with parents too. Some things will stay in place, having the office staff handle emails from parents, not having people coming onto site and keeping lines of communication open. Looking at all the things that keep us safe.

## **6. Reports from Committee**

### **PPF Committee**

PS reported

- Figures look better than first anticipated with carry forward at £33,500.
- Covid claims for expenses going in where possible.
- Catch-Up funding plan will go as planned, likely to receive about £4,000 additional funding - not much but something.
- Boiler inspected and serviced, did not need replacing so less than expected.
- From the benchmarking tool, we can see that we are in line with other similar schools, so we are happy with this.
- Concerns around new intake for next year, figures are down to 11. This could lead to a year 6 class of 34 and a reception class of 11. Can manage financially for a year, will need to seriously think and plan going forward. At present, there is a huge reluctance to talk about redundancies. Previously the school had planned to support a Teaching Assistant with training, this now cannot happen. There is a need for scenario planning which will go to both committees, before budget setting.
- The PPF committee are confident with the financial management of the school.

To a question on dates to share scenario plans, PS explained that May is looking likely. The leadership team are confident the school can keep going as they are for one more year, with a few tweaks but need to plan for the following year.

To a further question on guidance from the LEA, PS explained that it is unclear whether there is any guidance. KS added that the demographers figures are not usually so far out, it could be that during Lockdown parents have not had the same urgency to register their children. It is a tricky one; there are scenarios that will need to be

managed with care and confidence, as staff will get nervous. The 31<sup>st</sup> May is the date when people can give notice by. There are six various scenarios. About three years ago, the very same conversation with committees took place, we held our nerve then and the numbers on role increased. The hope is that people with younger families will move into the Linden Homes development. Scenarios are considering the fact that education provision has to be equitable – you cannot have one class with 34 children in and one class with 11.

PS continued update from the PPF committee

- The Risk Assessment was a live and robust document.
- A couple of maintenance tasks carried out, a leak in the roof fixed and a path laid.

### **PCS Committee**

KD reported

- The Recovery Development plan discussed
- How children returned to school from previous Lockdown, data now obsolete.
- It was agreed governors would not yet make contact with link teachers as they were overloaded.

KD added that as governors they did not feel involved with their subject curriculum. RS explained that as governors they have supported in other ways. We will be re-establishing the recovery plan and governors will be heavily involved in this going forward. By the second half of the summer term, hopefully things should begin to return to normal.

To a question on whether this is alright with Ofsted, KS explained that as Ofsted have suspended face-to-face inspections for the time being, it would follow that they would be understanding of the restrictions around governors not being able to monitor as rigorously as before.

KS added that Jill Foster, Network CB23 co-ordinator, had mentioned that at a recent meeting of all the network CoGs, it became apparent that many schools in the cluster (including us) are due an inspection. JF is going to co-ordinate a meeting where Paul Lawrence, HMI from CVC, will attend a meeting to give some guidance around expectations of governance during this period.

To a question on her HMI Inspector's role, KS explained that this is currently suspended.

To a question on whether a meeting is needed for scenario planning, KS explained that SLT are devising staff scenarios, but these cannot be finalised until 31<sup>st</sup> May, the last date that teachers can hand in resignations. Once this is known, we will call a meeting to share possible

scenarios. PS agreed to a meeting once the budget is clearer and more known about the different staff scenarios.

To a further question, KS explained that some scenarios were shared with the PPF committee, but until we know what is happening with staff, we will wait. KV added that there are likely to be some budget pressures and this is clearly a discussion for the PPF committee. There could be difficult times ahead, this is nothing new for us, the fact that we are starting to think about it is a positive thing.

## **7. Wider School Opening**

Mainly covered above. Parents have given us great feedback, the feeling is that parents have really bought into what we as a school are offering, and overall they are co-operating really well with safety measures. Due to teachers making welfare calls to parents and being in contact with children daily on Seesaw, it has meant they understood how parents and children have felt to enable an easier transition back to full face-to-face school. This week felt like we have picked up where we left off. In addition, the feeling that everything teachers have done has been appreciated and the lovely gifts from parents and notes of support are so uplifting for staff.

## **8. Recovery Plan**

RS reported that this was on hold during Lockdown and is to be re-established after Easter. In the meantime, governors are to look at the governors section, using mostly the same targets and objectives, just a shift to some of the dates and data.

To a question on how governors' can help; RS explained that if governors can work on that area of the Recovery Plan it would give them a good understanding.

To a further question on Ofsted feedback, KV to share will all governing body

KV

To a question on governor induction, KV to circulate offer from another school.

KV

## **9. SEND/PP Report**

RS reported

- Support Plans are being remotely reviewed with parents.
- Constantly monitoring children and are looking at our Scale of Need and the emotionally vulnerable register to see if there are

any new children identified, this will give us more of an idea for further support needed.

- One of the children with an EHCP needs additional support, looking into further external support and funding.
- During lockdown, weekly welfare checks carried out for Pupil Premium children not in school.
- During lockdown, all needs were assessed and the identified children were given devices to support with Remote Learning.
- Free School Meal Vouchers were provided for FSM children

To a question on whether funding for EHCP child is adequate, RS explained that support for the child is already in place and getting further support from the specialist team. We will put the support in place whether we get additional funding or not. One Teaching Assistant is getting support to be able to help this child.

To a further question whether the additional funding will be enough, RS explained the funding does not support a full-time member of staff.

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

KV formally welcomed ST to the meeting, ST introduced herself to the committee. Governors discussed the governors area of the website. ST and JS to email VM with a photograph and a short bio to be added to the website.

ST, JS,  
VM

ST and JS were formally co-opted onto the governing body, and an invitation will be sent out to both for both the PCS and PPF meeting.

To a question on Scale of Need, KS to circulate when updated.

KS

KS and RS had previously met with ST and JS to introduce one another, welcome them and provide an overview of the school

KS informed the committee that a finance meeting scheduled for the 29<sup>th</sup> April would give an indication of finances and scenarios. A meeting may be called for around the end of May to discuss with committees.

KV formally thanked KS, RS and all members of staff for getting the school ready and added that as a staff you have a huge impact not only on the school but on the whole community. Governors will be extending our thanks on Tuesday with a delivery of treats for staff.

#### **11. Dates for Future Meetings**

The PCS meeting to be held at 6pm on Thursday 29<sup>th</sup> April 2021 via Zoom



The PPF (budget setting) Meeting to be held at 6pm on Thursday 6th May 2021 via Zoom

The FGB Meeting to be held following the budget setting by the PPF on Thursday 6<sup>th</sup> May 2021 via Zoom.

There being no further business the meeting was formally closed at 7.45pm

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