



## CALDECOTE PRIMARY SCHOOL

### Minutes of the Virtual Meeting of the Pupil, Curriculum & Safeguarding Committee

Thursday 16th July 2020 at 6pm

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:** Kate Duncombe (Chair)  
Karen Stanton (Co Head)  
Rebecca Snelling (Co Head)  
Suzy Reed  
Mary-Ann Claridge (MaC)  
Natalie Martin

**Apologies:** None

**Clerk:** Vicky Miles

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Reference

Action

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

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

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

None declared.

**3. RAP – Progress and Update**

RS updated governors and reported that the RAP review has been ongoing throughout the year; most objectives will be carried forward into the Recovery Plan due to change in priorities during Covid since March. The curriculum is completed and will be embedded next year. The website is up and running. The focus now is the Recovery Plan Phase 4

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and Phase 5 full opening. RS added that a meeting took place with Tracy Fielding, a Local Authority Adviser and senior HMI, the Recovery Plan was shared with Tracy who supported what is being done. It has been sent to her for an in depth review. Once she sends it back, alterations may be made then it will be shared with staff. Aspects of the plan have been shared with parents alongside the risk assessment.

To a question on how parents responded, RS explained that the risk documents went out this afternoon, too early for responses.

To a question on how much preparation needs to be carried out, RS explained that teachers will have work to do in their classrooms; resources will need to be prepared, signs and a one way system to be set up. Adaptations to lunchtimes in the hall need to be made. There is a considerable amount of work to be carried out in Care Clubs in order for them to re-open in September.

To a further question, RS explained that as a school we never have any clutter around, but some tables have been removed from corridors, soft furnishings removed and there is space if anything else needs to be moved.

To a question on response received for an area for each section of the recovery plan for next year.

It was agreed that;

1. **Safeguarding** - Kevin
2. **Health and safety** - Pippa
3. **Leadership and management** - Kate / Cristina
4. **Governance** - All
5. **Staffing** - Suzy
6. **Parents/Community** - Suzy
7. **Phased return of pupils** - MaC
8. **Vulnerable pupils** - Cristina
9. **Home/School learning - in case of school closure** - Kate
10. **Managing transition** - Renu
11. **Getting the curriculum back on track (including assessment/ attainment/progress academically of pupils)** - MaC
12. **Process of pupil 'catch up'** - Renu

To a question on how it will work, RS explained that once the school is up and running with it, we will see how it manifests itself. The Senior Leadership have an overview. KS added that it is a case of prove it, evidence it – how it has moved from red to amber. Once the document comes back from Trace, it will be circulated to governors.

To a question on committee meetings in September, KS explained that meetings would be held via Zoom for the next couple of months (Sept/Oct) Governors to keep in contact via Zoom for Recovery Plan updates. RS added that the PPF also agreed that an updated Recovery Plan would be sent out every month.

#### **4. Attendance Policy**

RS reported that KD had reviewed the Attendance policy, a Covid related update was made. There will be some instances where people may have to isolate following a holiday. The policy on this is very clear. Decisions will be made on a case by case basis. Ratified by committee.

To a question on fines, RS explained that following Local Authority advise we need to be mindful that people may be forced to continue with their holiday booking. If the holiday has been booked since the outbreak of Covid, knowing the risk, they are likely to be fined. We may ask for proof of when the holiday was booked. Ammendment made to Attendance policy. Ratified by committee.

#### **5. Caldecote Curriculum Update**

RS reported that the curriculum is completed. A huge amount of work has gone into it. There will however be a transitional phase in the autumn term, plugging the gaps due to covid. The government's aim is that schools will be back to a normal curriculum by Summer 2021, we are aiming for after Christmas. Our curriculum is personal to us, it encompasses everything that we do at Caldecote, it will be particularly useful for new staff as they will see exactly what the need to teach.

#### **6. Safeguarding**

RS reported that safeguarding is constantly under review and a big part of the planning, keeping in touch with families.

Key Points;

- There has been a focus on transition with a handover to secondary schools
- A handover from Pre School has taken place
- Policies updated
- Contact with vulnerable families
- Some families have been put in touch with support when they have been identified or when they reached out to us

RS added that there has been some difficulties and issues in some families and it seems like agencies involved have worked really well

together to provide some effective support, feel secure that the children that need support are getting it.

To a question, KS explained that there are no children eligible for the governments computer scheme and we are not allowed to lend ours to families. KS added that mostly people have requested the use of pens and paper, no one has approached to ask to loan a computer.

To a question on regular visitors being allowed to return, RS explained that regular visitors is addressed in the risk assessment and will be allowed to return in September. New DBS checks will need to be carried out as this is required for anyone with a 2 months gap.

## **7. Website**

KS reported that the new website is now up and running and has been launched, the new risk assessment needs to be added to be compliant. New pictures will be added. Photographer booked for autumn term.

To a question, KS explained that it is easier to navigate and for staff it is easier to upload and update things.

Governors congratulated KS on a job well done as it looks great.

To a question, KS explained that there are new logins for governors, governors to email Lesley for their new login.

## **8. Policies for Review and Approval**

### **To be ratified:**

- Behaviour: plan to review this with staff – governors will be invited to contribute; then take to parent forum.
- Disability Equality - SR
- Home School Agreement – Added Home Learning in the event of closure – MaC ( RS to email)
- Attendance – KD
- Geography
- PSHE
- English
- Art
- DT
- Computing
- RE
- Music

All above ratified

RS

**To be reviewed:**

- PE - SR
- Home Learning - KD
- Transition - MaC (SLT to look at then forward to MaC)

SLT

**9. Other Matters relevant to the Committee**

RS reported that there are staff year group changes and new members of staff, so suggested it may be worth relooking at staff governor links as it worked well. Kate to stay with Early Years. For the time being it will be Zoom meetings with teachers for this half term. RS to send list of teacher/governor links which will include teacher's email addresses.

RS

RS reported that the local authority is running a School Streets Scheme to keep children safe going into and coming out of school. They had been in for a meeting and carried out a risk assessment. All documentation, communication to the community and training is provided along with equipment needed to take part, the school just has to provide two volunteers. The school is struggling to find these volunteers internally.

To a question, RS explained that part of the road outside school would be cordoned off and closed to all vehicles for approximately 20 minutes at school start and then again at the end of the school day. Some exemptions: school taxi drivers, school staff, comberton bus or emergency services will be permitted to drive through.

To a question on how this will affect playgroup, RS informed the committee that as yet a conversation hasn't taken place but the council will communicate with anyone or group that this impacts.

MaC suggested contacting the Speed Watch group for volunteers, but the person who used to organise has been ill for a long time.

To a further question, RS explained that parents can volunteer but need to be committed as it could be in place for a whole year. KS added the drive behind the scheme is to get people out of their cars, to keep the air clean and although this is a village it has become a rat run.

To a question on times, RS explained that the children will be staggered (alphabetically by surname) coming into school in the morning, this will avoid congestion and waiting around. RS added that the Cala home entrance opposite the school is now open which is an added safety concern. MaC suggested getting railings put across the entrance,

suggested contacting Parish Council Highways, maybe ask Tumi Hawkins who would be the best person to contact.

To a question on whether there would be opposition from people, RS explained that the timings should not overly affect people travelling to work; the hope is that it will be after most have already set off. The council have said that there hasn't been a problem with opposition in places where this has been set up. The local council have sanctioned a traffic order; it is something they are keen to get us involved in and they will communicate with the community about this.

To a question, RS explained that the Grafton Drive residents would receive letters from the council, as will all residents of the village. We just need to get volunteers on board.

A suggestion was made that a volunteer's child could go into Care Clubs while the parent was out on the road or that a member of staff could be paid to do the extra time.

Governors to think about other avenues of support for volunteers.

To a question on how the Co Headship is going, both RS and KS agreed it was going well.

To a question, KS informed the committee that the local authority had been superb.

**10. Date of Future Virtual Meeting of this Committee**

VM to email all governors for ideas of suggested dates to set a yearly calendar for all meetings.

VM

KS and RS thanked governors for their support.

There being no further business the meeting closed at 6:56pm.

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

Chair