

MINUTES OF THE FULL GOVERNING BODY MEETING OF WHEATFIELDS PRIMARY SCHOOL HELD VIA ZOOM CONFERENCING ON 28TH APRIL 2020

The meeting being Quorate was opened at 6.00pm by the Chair

Pre	esent:		
	Governors: -	Theresa Thornton (TT) Headteacher; Emma Smith (ES); Julie Popham (JP), Michelle Short (MS); Dan Buddle (DB); Sarah Rogers (SR);Lisa Ling (LL); John Anderson (JA); Andy Moffat (AM);	
	Apologies:	Stuart Gilham (SG); Emma Verney-Davies (EVD); Gemma Edwards (GE).	
	In Attendance:	- Mike Behnke – Syzygy Clerking Services,	
The	e meeting was chaire	ed by Lisa Ling (LL).	
1.	Present Governors	were welcomed to this first online meeting via Zoom conferencing.	
2.	 Apologies v 	clarations of Interest were noted and accepted as above. The meeting was declared quorate. I the HT all declared ongoing interests.	
3.	Matters Arising no • None.	ot specified on the agenda.	
4.	Minutes of the pre FGB (04.02.2020) • These were appropriate	e agreed to be a true record of the meeting and will be signed by the Chair at an	
5.	 been put or Page 65 – 0 where appli Page 66 – 1 agenda. Page 68 – 1 	by of actions listed have been overtaken by the COVID-19 situation and have in hold/carried forward until such time as they are able to be implemented. Governor skills audits could still be completed online and sent through to EVD icable. Movement of children/high mobility re KS2 pupils would be placed on next LL attended a meeting where schools were mentioned as being 'the anchor of nity' and knowledge of schooling by parents was different. This related to PAWS	ALL EVD/Clerk on next agenda

[and botton contract with them. Another that the set below of the set of the set			
	and better contact with them. Another item that is on hold until 'normality' returns.			
6. Repo	orts - Head Teacher:			
•	An update was provided by the HT on the current situation. A bullet pointed note had been circulated to governors prior to the meeting. Further notes will also be circulated to	тт		
0	governors after the meeting.			
<u>General:</u>	Ochoral started with EE shildren as call is school. Now there is a mentioner of 40 with a			
•	School started with 55 children on roll in school; Now there is a maximum of 10 with a minimum of 4 each day. School has remained open throughout, apart from the Easter bank			
	holiday weekend, there being no need to accommodate children.			
•	Staff have been remarkable, providing home learning as well as learning in school. Those in			
	school are also doing their home learning to enable some consistency, as much as is			
	possible.			
•	Staff quizzes, Zoom meetings and WhatsApp groups are taking place, to help with staff morale and contact.			
Staffing Up				
•	There are 10 staff members in the 'social distancing' group so won't be available for work			
	until 30 th June. Thirteen staff are also living with family members/partner at high risk, leaving 31 staff available to work.			
•	Part of that work, includes welfare checks on staff who are vulnerable or live on their own, SLT keeping in touch with them.			
•	To date, 6 staff members have had COVID symptoms, being symptomatic and/or poorly so are self-isolating. Thankfully, all have recovered.			
•	The Chair asked that a huge thank you be recorded in these minutes to all staff and that the			
	HT pass on their appreciation for the work and commitment being displayed. The Chair also	Chair/ALL		
	agreed to put together an email to staff via the HT and asked that governors email her with any things they wanted to include in that message.			
•	AM reassured governors that together with LL, they had been in regular contact with the HT			
	regarding all issues and support if required. They had reiterated to her that the GB was			
	there to support at all times, now and in the future when there will be new challenges as			
	schools return.			
Home Lear				
•	Teachers are planning weekly activities which are on the website. They are aware of not overloading parents so are trying not to put too much on the site, but enough to be			
	meaningful and allowing parents a choice.			
•	Parental feedback has been that it is fun and engaging.			
•	Teacher class email accounts have been established, negating the need to email directly			
	from their individual work email address. This has proved effective, enabling better two-way			
•	communication with parents. A staff protocol is in place around hours of work, responses and safeguarding measures.			
•	Weekly welfare checks are in place, staff checking on pupils, including those on social care			
	via remote meetings. An issue has been no contact with those children that need to be in			
	school, teachers emailing the HT that they hadn't heard from certain children. The HT			
	reiterated that as much as possible was being done, including knock on the door visits to try			
	and let the families know that staff were there eg. an LSA took food bags around to 8 of the families.			
•	The HT added that there had been a struggle with 1 family to get a child into school, but			
	now looking as if they might start the next day.			
•	SR also added that having spoken to a few mums, they all felt it was fantastic, fully			
	appreciating the home learning material which was varied, being a good mix of the digital and hands on learning.			
Q: In the p	press there is mention of the ;new vulnerable;, students who find themselves in			
households where parents have been furloughed or have lost jobs/incomes, digitally poor etc.				
	ppening with Wheatfields and those 'new vulnerable' or aren't there any?			
	doubt there are but at this moment in time, I can only guess who they are. We are very ant on parents being confident enough to get in touch with us. In terms of lending			
	t, the LA have been given 2,000 devices, which won't go far but schools are being			
	ds FGB 28.04.2020	70		

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	ut forward bids for equipment that may be of use, particularly for Year 5s and their			
	or meeting the requirements of end of Year 6 after this period. Other than that, we are			
	parents coming forward. All we can do is keep up the communication; we have sent			
	re FSMs in case parents circumstances have changed in which case they may find			
	s eligible. Other than that, we are just trying to build those relationships and the more			
	ers can do that via email, the hope is that more of those families will make themselves			
approacha				
•	Governors were pleased that the FSM information was circulating and was on the website for families to access.			
•	Staff are rota'd on a 2 week basis, 2 – 3 teaching staff in school every day, doing a 2 week			
	block, consisting of 2 days in 10, then have 14 days off in case they're symptomatic. With all of the protocols, no-one has yet been poorly that's bene in school since those arrangements			
	were put in place.			
•	The lessons are all based in the Early Years Unit, trying to do school learning in the			
	mornings, and more creative play in the afternoon eg a Chocolate themed day.			
•	There is still the caretaker and a cook on site; the latter providing sandwiches for FSM			
	children and staff. The Food Vouchers are now in place, proving to be problematic.			
•	MS added that as a 2ndary school parent, she was asked to complete a simple			
	questionnaire about her capabilities to provide school learning, some people as alluded to	MS		
	earlier, not having the appropriate or any IT equipment. She added that this might be			
	something worth considering at Wheatfields if there was a need to consider which families	ALL		
	required that extra support re grants and LA devices. She agreed to email this across to the			
	HT.			
Accoccmon	For a future meeting, it was suggested that transition should be a subject for discussion.			
Assessmer				
•	All standardised assessment has been cancelled for this year. This will impact on how it is			
	used going forward, as those for this year will be teacher assessments, likely to be based on a term and a half.			
•	A new EY profile is coming in September. In discussions with the EY team, it has been			
•	agreed that they will still do their own end of year documentation for those parents.			
•	The learning platform (Tapestry) has proved to be brilliant, especially during this period, so			
-	whilst those children won't be seen independently, teachers will still be able to report on			
	achievement and attainment against the EY goals.			
•	Year 1 moving into Year 2. For those groups moving into new years, there may be a need to			
	buy in some additional standardised assessment so a baseline is available for when schools			
	return and can be used measuring progress going forwards.			
•	There is still an expectation on producing reports, so staff know that they will be expected to			
	write some sort of achievement report. Currently there is no DfE guidance on what that			
	needs to look like but as a start, it is felt important that parents know what was achieved in			
	18 months and that their children are/were on track to meet end of year expectations. Staff			
	will be producing something, but are awaiting DfE guidance on that.			
•	Guidance is also awaited from the DfE on transition into Year 7 but staff know that they want			
	to provide 2ndary schools with something, although recognising that those schools will do			
	their own testing at the start of year 7 anyway.			
•	Gemma will be providing information about the SEND pupils and EVD is working with the			
	Phase Leaders to pull their information together about attainment in the subjects in their			
	Phases for end of April. Based on that, SLT will be able to look at that who is on track to			
	meet end of year expectations. Not much more can be done currently, as there is no idea of			
	consistency of what is going on at home. There will be huge variance about what can be			
Dorform	achieved and the progress that children make.			
Performance Management:				
•	Still taking place for staff, as the HTs Appraisal. The expectation from the DfE is that will continue during lockdown.			
-	•			
•	Staff are being encouraged to review their paperwork and any items where it will be impossible to complete a particular task, are being moved into a professional development			
	task in terms of research or CPD they can access when working from home.			
Wheatfields				
	It is hoped to run provision from September. This looking challenging under current			
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circumstances but the HT is working with the LA and the Nursery to see what can be done.	
It seems to focus on the Committee who need to be persuaded to move their AGM from	
September to December, enabling them to possibly run an extra term as part of a transition	
period, with the school taking over from January 2021. Governors will be kept informed on	
progress.	TT
7. Finance:	
The budget details were circulated to governors. AM took governors through the details:	
 This has been produced under unusual times, the figures being finalised over the last few 	
days.	
 The context related back to the c/f over the last few years: 	
 2018/19 - £69,000 of the c/f was used, being eaten into, partly due to falling rolls 	
and increasing other costs.	
 In 2019/20, it was projected that the c/f would be eaten into by about £52,000 	
which, within a few hundred pounds, is what has happened.	
 Funding management has been good, spending what has been projected. That has 	
left the school with a continuing c/f into 2002/21 of about £125,000.	
 The forecast is based on the c/f continuing of the previous commitment 2019/20 into 	
2020/21.	
 Discussions have been held about additional support required, for staff and 	
learners over the months to come, there still being a lot of unknowns as to	
when things will happen and expectations on schools. Therefore, this	
budget is predicated on the theme of continuing from the last few years.	
If the spend is as projected, all of the c/f will have been used by the end of	
2021. The firmers for 2024/22 and 2022/22 herein to show difficult overhears in	
 The figures for 2021/22 and 2022/23 begin to show difficult numbers in terms of manage/appling pageing to be made to belance the backs 	
terms of money/savings needing to be made to balance the books.	
 It was felt that now was not the time to make drastic changes as the future was unknown. The appeal will also want to be in a position to below its staff and learners. 	
unknown. The school will also want to be in a position to help its staff and learners over the next few months. The school has also been told by the LA that it is in a	
better position than many others in the County. The focus should therefore be on	
the next year, with come September, a major stop and rethink in terms of the	
school's in year spend, thinking about spending for the future years.	
 The HT added that having gone through the figures, it was worth noting that the 	
2020/21 figures are following her and JP going through each line, looking at last	
year's outturn and what can be reduced or increased.	
 Currently, a budget needs to be presented which is secure. Going forward, it will be 	
next year that the challenging decisions will need to be made, although there is little	
wriggle room for reductions and change with a falling pupil roll.	
 DB confirmed the above from his school's perspective, this without a clear steer for 	
the funding increases and now taking into account Treasury spend on the COVID-	
19 crisis. All schools are going cautiously, waiting for some clarity and a steer from	
central government.	
• Governors agreed that the budget will be reassessed in September to look at spend	ALL
and future years.	
• If governors required more time to study the budget, an exchange of emails over the	
next few days was proposed by AM. A deadline date of Friday 1st May was	AM/ALL
proposed, with submission of budget required by 7 th May.	
 The Clerk asked that he be copied into any discussion/questions/agreement re the 	
budget in order to be able to show that governors had approved the budget and that	
this had been recorded properly.	
Q: What is the protocol for submitting a deficit budget within it? Will they accept it?	
A: We have had a few questions for Jane Green (JG) our LA contact. We have a deficit here of	
about £2,000. We can make sure we don't have that but it's a question we could get a specific	
answer on, from JG. When Ray was advising us, there were other schools who were submitting	
deficit budgets because they had little other options.	
 The HT agreed that they could ask the question, but felt that the LA would challenge them on a 	
deficit of £2,000. They would probably want the school to balance it but in these times that was	
an unknown, the question needing to be asked of JG.	TT

	The HT added that the SFVS needed to be submitted, an extension having been granted until the end of April. This would be discussed with AM via email and then circulated to governors for agreement.	TT/AM/ALL
8. Whea	atfields Nursery:	
	Covered under Item 6.	
9. An	 y Other Business: MS stated that one of the positive outcomes from this crisis was a better understanding from the public, of how good the teaching profession was and it was hoped that parent engagement and respect resulting from this, would grow. This was endorsed by all the governors present. SR confirmed that she had been in touch with PAWS prior to the lockdown. Further action was on hold until the situation eased. As a summary, all governors reiterated their thanks to the HT and all of her staff for the work being done, the contact being maintained and the support being given to families and children. JP added her thanks to the bank account and ICT team over the end of year, having been poorly and in hospital, providing her with support and time to get the budget figures sorted. 	
10. Da	te of Next Meeting:	
	 Governors discussed the possibility of holding another meeting (EGM) once things had settled and there was some clarity about what the expectations are of schools. 	
	• The HT stated that she was in communication with the LA as well as the DfE about the implications of schools reopening. Her concerns and that of the staff are being collected to be sent onto the DfE.	
	• It was agreed that once things were known, the HT would communicate with the Co-Chairs and agree a date for another meeting.	тт
	• The current date for the next meeting is Tuesday 14 th July 2020 at 6.00pm.	

The Chair closed the meeting at 7.07pm.

Initials.....Date.....

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